Dear OCR Coordinators,

The NCDPI would like to express gratitude for your continued support regarding the State Level Civil Rights Data Collection (CRDC) Submission Project. As a reminder, beginning with the 2013-14 CRDC collection, the state will submit LEA and charter school data to the Office of Civil Rights (OCR) on behalf of all North Carolina public school districts. Please review this message and forward to any applicable staff.

Note: *Schools and Charters that opened during SY 2014-15 are exempt from the SY 2013-14 OCR collection process.*

OCR Coordinator Contact List

Attached is the final contact lists as submitted to the OCR. Thank you to all who have submitted updated contacts and corrections. These lists will be out of sync with those posted on the NC OCR Contact list (http://www.ncpublicschools.org/data/management/ocr/contact/) until the lists can be republished.

As a reminder, those staff indicated as OCR contacts, as well as Superintendents, will receive the initial security accounts to the CRDC Federal Submission Portal. User accounts will be provided via email from the OCR support desk at a later date.

Please contact Terra Dominguez terra.dominguez@dpi.nc.gov with any questions.

LEAs and Charters who have not run the CRDC PowerSchool Reports

Attached to this message is an excel file that contains:

- **Pending tab:** LEAs and Charters who have not run the CRDC Part 1 and CRDC Part 2 reports in PowerSchool. This list excludes Charter schools that opened during the 2014-15 school year.
- **Completed tab:** LEAs and Charters who have run the CRDC Part 1 and CRDC Part 2, inclusive of last run date and Approval date

 As part of the State Level CRDC process, it is imperative that all LEAs and Charters run these reports at the **LEA level** to allow NC DPI access to the data. These reports are available at the school level and can be run at any time to review data at the student record level.

This list is generated each Tuesday morning, and distributed via the NC OCR Coordinators contact list. Please be reminded that CRDC reports:

- Should not be approved at this time
- Must be re-run each time the software is updated with corrections to the CRDC reports

- Must be re-run when any data corrections specific to the CRDC are made within the LEA / Charter instance

All LEAs and Charters must re-run these reports after the February 6ᵗʰ PowerSchool Maintenance Weekend. The NC DPI advises the following when running the CRDC Part 1 & 2:

- Begin running no earlier than Wednesday February 11ᵗʰ and no later than Monday February 16ᵗʰ
- Large and Medium LEAs should execute the reports in the morning, after 5am.

Please also be reminded that if there are technical issues when running these reports, please feel free to contact the Home Base Support Center with any questions or concerns you might have at homebase.incidents@its.nc.gov.

PowerSchool February Maintenance Weekend

Updates specific to the OCR collection will be implemented during the PowerSchool February Maintenance weekend:

- Students that were retained at the end of the SY 2013-14 school year that were in the fourth grade will now be correctly counted on the School Detail of CRDC Part 2.
- A new link will be added to the School > School Setup section for CRDC EDDIE Grade Levels called CRDC EDDIE Grade Levels. Clicking this link displays the Utility Page for inserting high and low grade for school by year.
    - Page Permissions should be defined by the LEA to prevent anyone from being able to view and/or edit this page as decided by the LEA.
    - The automatic update of the grade level information into the S_NC_SCHOOLGRADE from EDDIE for CRDC has been temporarily turned off. Some LEAs found that the information for 13-14 was inaccurate in EDDIE and it affects their CRDC report.
    - If this data needs to be edited for CRDC accuracy for a school, the following rules apply:
        1. The YEAR_ID is 23 for the 13-14 school year, so edit this record. The YEAR_ID is 24 for the 14-15 school year.
        2. The GRADE_LEVEL field data is in the format that is in EDDIE. The codes are the ones from EDDIE; thus KG is Kindergarten whereas PowerSchool is 0. Use the EDDIE Grade Level codes separated by a colon with no space (i.e. KG:01:02:03:04:05). If a school has a gap the data would look like this: KG:06:07:08.
- An additional field will be created to house the SY 2013-14 EC indicator
    - SY 2013-2014 EC indicator will not be visible on the user interface
    - SY 2013-2014 EC indicator will be visible only in the CRDC Part 1 & 2
    - EC December 2013 head count data will be applied to PowerSchool by the NCDPI after the maintenance weekend (final date of data load pending)

Please always refer to the NC-SIS emails for information regarding upgrades to the PowerSchool product.

OCR at the Home Base Symposium

Two presentations for the Office of Civil Rights data collection will be held at the 2015 Home Base Symposium. The session is intended for OCR Coordinators, NC SIS Coordinators, PowerSchool Data Managers and any staff who are involved in the Office of Civil Rights Data Collection (CRDC).
Join us either Monday, February 23rd from 1pm-2:45pm or Tuesday, February 24th from 1pm-2:45pm.

Remedy Ticket Resolution for OCR

To-date, all but eight Remedy tickets specific to the CRDC have been resolved. If your LEA or Charter school has a ticket pending resolve that is related to the Office of Civil rights data collection, please ensure the ticket is escalated to Terra Dominguez for review.