2021-2022 Civil Rights Data Collection

Data Collected for School Year 2021-2022
Fall Snapshot Date: 10/29/2021
Report Notes Version: 2022.1.2

CRDC Submission window December 11, 2023 - February 26, 2024
CRDC Data Entry Tool - https://surveys.nces.ed.gov/CRDC
NCES Public School Search - https://nces.ed.gov/ccd/schoolsearch/

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Change Log

Version	Date	Description
2022.1.0	11/30/2023	Original Version
2022.1.1	12/5/2023	Revamped the CUSTOM Data Sources section for better clarification (pages 11-18)
2022.1.1	12/13/2023	Added new Submitting to the USDE CRDC Data Entry Tool section (pages 28-29)
2022.1.1	12/13/2023	Added Update Log description (page 30)
2022.1.1	12/13/2023	Added page numbers and links to pages in the QUICK GUIDE section (page 31)
2022.1.2	1/8/2024	Logic Changes - 3rd bullet on DISC changed link to newest resource document and added “More than One” to the out of school suspension questions (page 7)
2022.1.2	1/11/2024	Edit Questions - updated shading guidance
2022.1.2	1/11/2024	QUICK GUIDE - 5th bullet, changed Step 2. Answer School Form Edit Questions No Shading description

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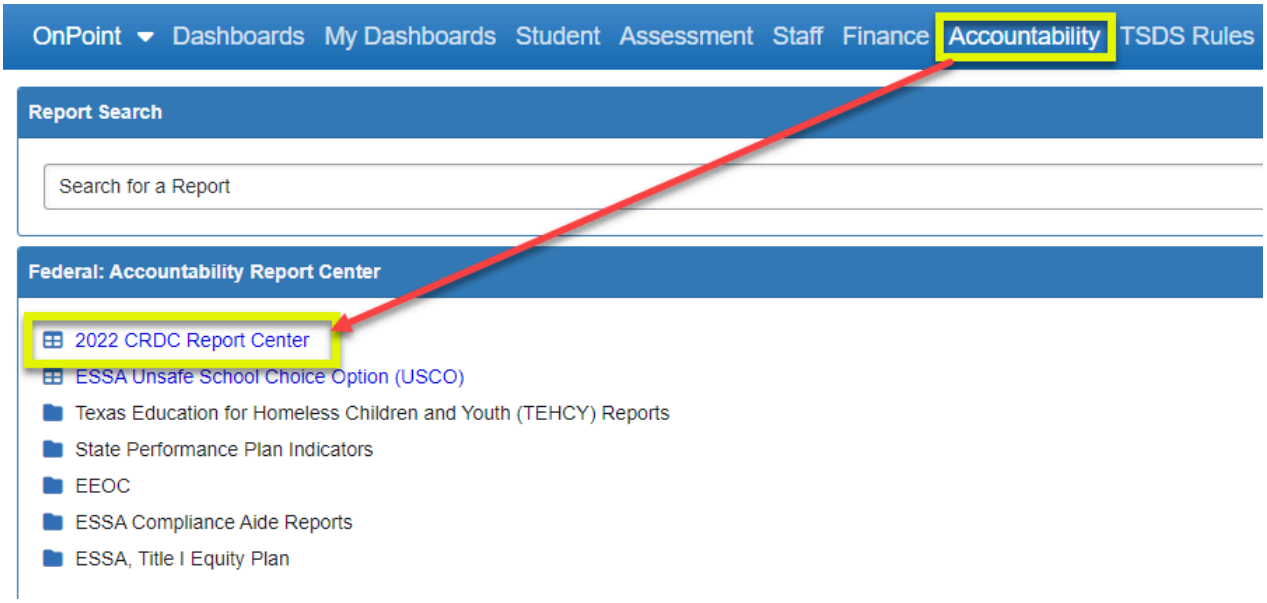
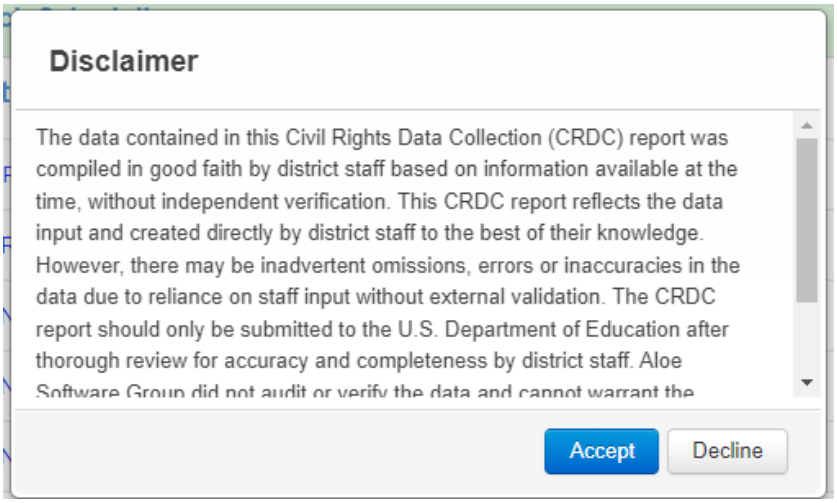
OnDataSuite CRDC Reporting

Introduction

Accountability>Federal: Accountability Report Center>2022 CRDC Report Center



When first hitting the 2022 CRDC Report Center link, a **Disclaimer** box will appear and the LEA must click ***Accept*** in order to utilize the OnDataSuite CRDC reporting tool.



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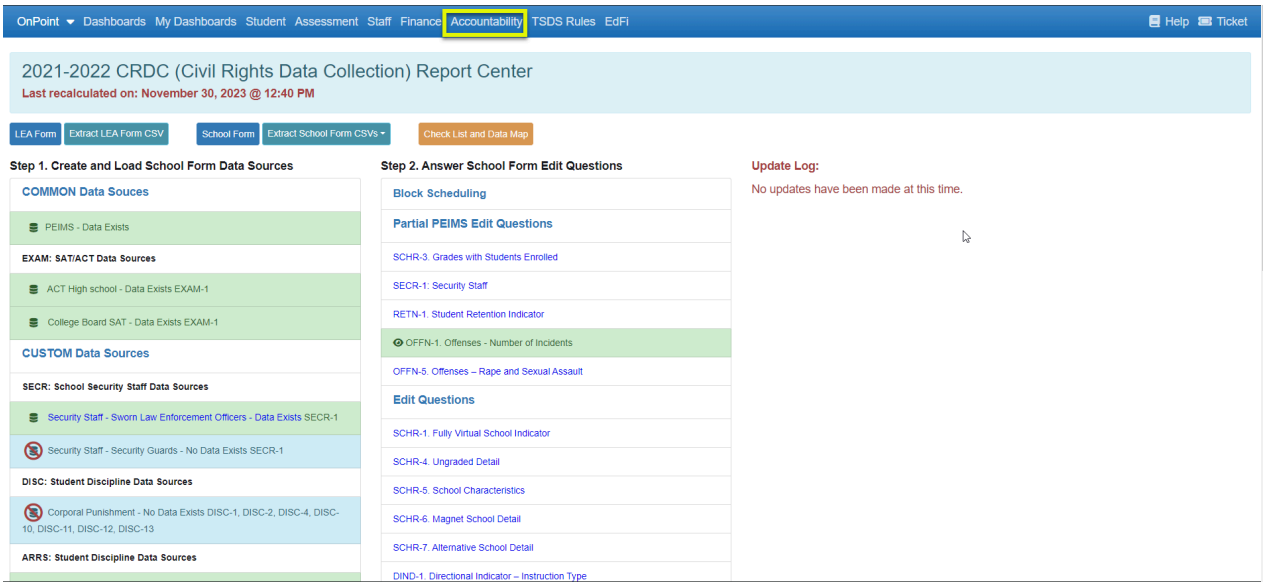
The **CRDC (Civil Rights Data Collection) Report Center** in OnDataSuite is the landing page for reporting OCR data to the USDE. The Last recalculated date and time are displayed so you can verify that changes you made that affected values were processed. We strongly suggest LEAs take the time to review their data carefully before submitting the data to the USDE CRDC data entry tool. If report logic has to be changed after extracts are available, this will be noted in the Update Log (far right-hand side) along with a link to download just that particular question(s) that has been changed so that any work already completed in the USDE CRDC data entry tool will not be lost.



Access

- LEA level users can access all areas of the CRDC Report Center and supplemental screens.
- Campus level users can only access the CRDC School Form from the CRDC Report Center for the campuses assigned to them. They are also able to update Block Scheduling, Partial PEIMS Edit Questions, Edit Questions, and the Check List and Data Map for their assigned campuses.

Helpful USDE CRDC Websites

CRDC Overview
http://www2.ed.gov/about/offices/list/ocr/data.html

CRDC Resource Center
https://crdc.communities.ed.gov/#program

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The 2022 CRDC is made up of two major Parts. LEA data and School data (Campus). The data for both LEA and School can be manually entered or uploaded to the USDE CRDC data entry tool.

OnDataSuite will produce export files for both the LEA and School data. The export files containing this data can be uploaded to the USDE CRDC data entry tool.

The following instructions outline how to populate and export the LEA and School data from OnDataSuite.

These instructions do not assist with the navigation and use of the USDE CRDC data entry tool.

We recommend you DO NOT certify your submission immediately but rather spend time reviewing the forms and checking for accuracy.

Data Sources

The CRDC report is a federal report; not all of the data needed is readily available in state standardized files. For example, PEIMS files contain approximately 85% of the needed data.

OnDataSuite will pull from multiple data sources to create the reports. All files must be created and loaded by LEA staff into the File Center in OnDataSuite for the CRDC report to populate. LEA staff have the option of manually entering parts of the data if desired. In some cases, where small counts exist, creating a file for upload may not be worthwhile; it may be simpler to manually enter the data in the USDE CRDC data entry tool or the CSV extract from OnDataSuite.

New in OnDataSuite

Logic Changes

- COUR - Removed requirement on applicable questions that courses have a non-campus based instruction code = 00, now all non-campus based instruction codes are considered.
- RETN-2 GR12 - Now excludes retained seniors who have an IEP continuer code = 1
- DISC - refer to https://crdc.communities.ed.gov/services/PDCService.svc/GetPDCDocumentFile?fileId=45929
    - More than One Out of School Suspension questions (DISC-25, DISC-26, DISC-27) now include Disciplinary Action Codes 07-DAEP Placement , 13-JJAEP Placement by Court, 14-DAEP Placement by Court in Out of School Suspension; and if applicable to special education, 54-AEP Placement by SE Officer, 60-JJAEP Placement by SE Officer

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- Transfer to Alternative School questions DISC-14b and DISC-15b
  - Added Disciplinary Action Codes 07-DAEP Placement, 13-JJAEP Placement by Court, 14-DAEP Placement by Court in Out of School Suspension; and if applicable to special education, 54-AEP Placement by SE Officer, 60-JJAEP Placement by SE Officer
  - Removed Disciplinary Action Code 03-Expulsion to on-campus DAEP and 52-Expulsion w/placement to on-campus DAEP by SE Officer

Enhancements

- Total row and column added to LEA and school form layout (not clickable to drill downs) for easier data verification
- Added navigation toolbar to the LEA form
- Redesigned CRDC Report Center main page to follow steps more logically
- Separated edit questions between partial PEIMS edit questions and pure edit questions for clarification purposes
- Added Block Scheduling capabilities for all applicable course questions in sections PENR, COUR, and APIB
- Added color coding to LEA and School Form navigator to differentiate between optional, user editable, and upload questions
- Added campus filter to the Check List and Data Map screen for additional workflow processes to be utilized
- Added capability for campus level users to update Edit questions and the Check List and Data Map
- Updated SECR questions to be either uploaded or edited depending on whether or not the LEA reported personnel through PEIMS
- Ability to export sections separately (ex: DIND, ENRL, HIBS, etc.)

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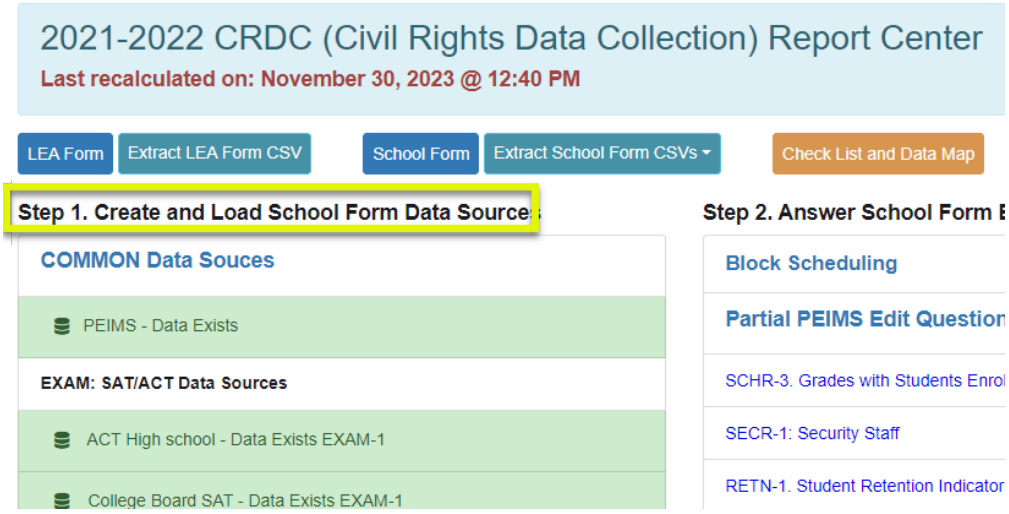
School Form Data Sources

Step 1. Create and Load School Form Data Sources

***New!* Redesigned CRDC Report Center main page to follow logical steps**



COMMON Data Sources

Existing Files

Approximately 85% of the data needed to populate the CRDC data files will pull from your PEIMS Files. In most cases these should already be loaded into your OnDataSuite database.

1) 2021-2022 PEIMS Files (Fall and Summer)
2) 2022-2023 PEIMS Files (Fall) - *For Retention from 21-22 to 22-23*

Exam Files to be Located (ACT, SAT)

The ACT and SAT data sources come from either the ACT or College Board. You need to check with staff to locate these if they have not already been loaded into OnDataSuite. These are test results of tests taken during the 21-22 school year.

1) 21-22 ACT High School Assessment Results
2) 21-22 College Board SAT Assessment Results

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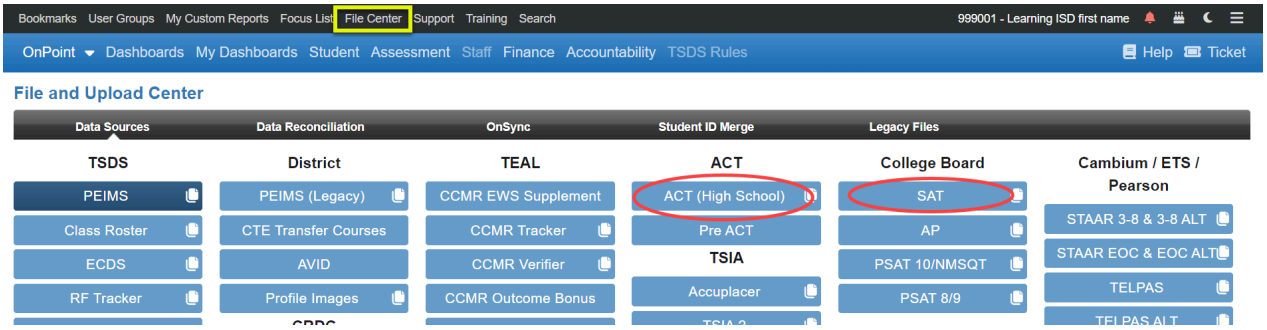
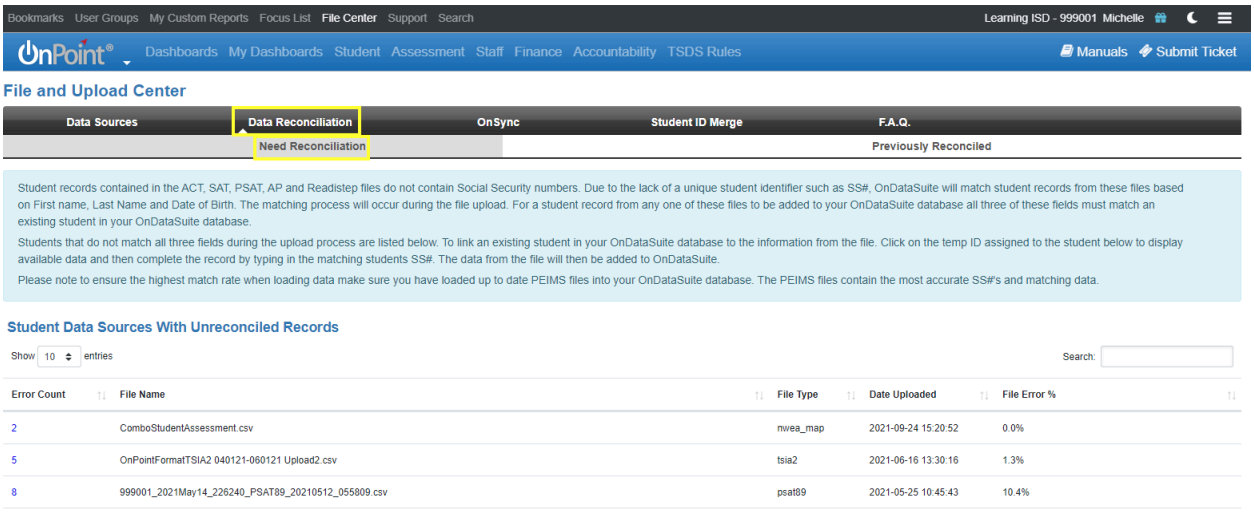


Reconcile Assessment Data Files



Student records contained in the ACT and SAT files do not contain Social Security numbers. Due to the lack of a unique student identifier such as SS#, OnDataSuite will match student records from these files based on First name, Last Name and Date of Birth. The matching process will occur during the file upload. For a student record from any one of these files to be added to your OnDataSuite database, all three of these fields must match an existing student in your OnDataSuite database.

Students that do not match all three fields during the upload process must be matched manually by LEA staff.

Scenarios that may cause a student to be on the reconciliation list:

1) Student ID change
2) Students enrolled in the LEA prior to, or later than the 21-22 school year
3) Demographic errors, mismatched names or DOB
4) Duplicate ID
5) Hyphenated Names

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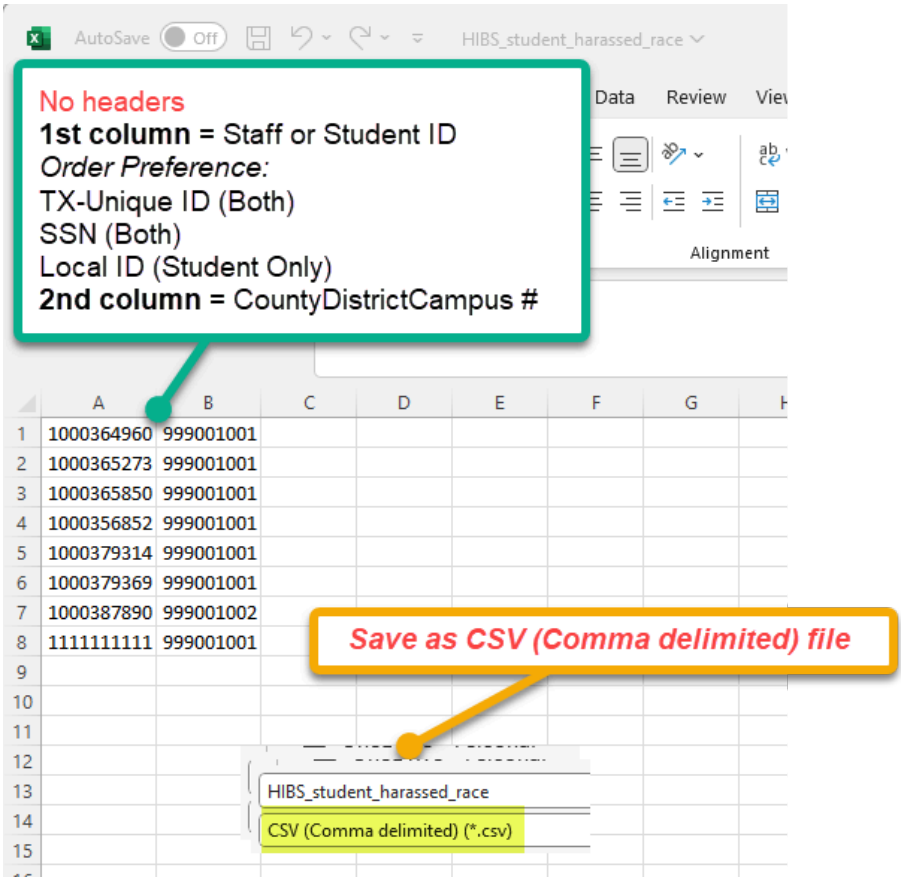
CUSTOM Data Sources

The LEA has the ability to upload student/staff IDs for certain questions that are not answered with PEIMS reporting. The intent is to match the student/staff IDs to PEIMS data so that the counts can be automatically broken out by gender/ethnicity/special programs without having to manually calculate the values.

Source data comes from the LEA, it could be in your SIS, perhaps a third party discipline system or even kept in an Excel spreadsheet. The file layout is 2 columns saved in a CSV file when completed: Student/Staff ID and the County/District/Campus #.

The LEA is not required to upload all of these files. The LEA may either upload the files or manually enter the data into the USDE CRDC data entry tool or the CSV extract from OnDataSuite.

Use the following file layout for all files:



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CUSTOM Data Sources Files

SECR: School Security Staff Data Sources

1) SECR: Security Staff - Sworn Law Enforcement Officers (SECR-1)
(SECR1_sworn_law_enf.csv)
2) SECR: Security Staff - Security Guards (SECR-1)
(SECR1_security_guards.csv)

New! SECR-1 is now available in both an upload and edit. An upload will only be helpful if the security staff are reported to PEIMS and do not split campuses. This is due to the FTE calculation using the PEIMS number days employed and percent days employed on the 30050 record which are not broken down by campus.
NOTE: If the SECR-1 question is edited, the upload will no longer be utilized even if uploaded again in the File Center.

DISC: Student Discipline (Suspension, Expulsion, Corporal Punishment) Data Sources

3) Corporal Punishment (DISC-1, DISC-2, DISC-4, DISC-10, DISC-11, DISC-12, DISC-13)
(DISC_corporal_pun.csv)
If a student has more than one corporal punishment instance, you must have a single line entry in this file for each instance (multiple lines with same student ID and campus).

ARRS: Student Discipline (Referrals to Law Enforcement & School-Related Arrests) Data Sources

4) Students who were referred to a law enforcement agency or official (ARRS-2, ARRS-3)
(ARRS_law_enforce_referral.csv)
5) Students who received a school-related arrest (ARRS-5, ARRS-6)
(ARRS_school_arrest.csv)

HIBS: Students Reported as Harassed or Bullied Data Sources

(Individuals reported in these categories are Victims)

6) On the basis of sex (HIBS-4)
(HIBS_student_harassed_sex.csv)
7) On the basis of race or color or national origin (HIBS-5)
(HIBS_student_harassed_race.csv)
8) On the basis of disability (HIBS-6)
(HIBS_student_harassed_disability.csv)

HIBS: Students Disciplined for Harassment or Bullying Data Sources

(Individuals reported in these categories are Perpetrators)

9) On the basis of sex (HIBS-7)

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(HIBS_disc_harass_sex.csv)
10) On the basis of race or color or national origin (HIBS-8)
(HIBS_disc_harass_race.csv)
11) On the basis of disability (HIBS-9)
(HIBS_disc_harass_disability.csv)

RSTR: Restraint & Seclusion Data Sources

12) Students subjected to mechanical restraint (RSTR-1, RSTR-2, RSTR-3)
(RSTR_mech_restraint.csv)
13) Students subjected to physical restraint (RSTR-1, RSTR-4, RSTR-5)
(RSTR_physical_restraint.csv)
14) Students subjected to seclusion (RSTR-1, RSTR-6, RSTR-7)
(RSTR_seclusion.csv)
If a student has more than one restraint or seclusion instance, you must have a single line entry in this file for each instance (multiple lines with same student ID and campus).

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Summary of File Uploads Checklist

☐ 1) Security Staff – Sworn Law Enforcement Officers	SECR1_sworn_law_enf.csv
☐ 2) Security Staff - Security Guards	SECR1_security_guards.csv
☐ 3) Corporal Punishment	DISC_corporal_pun.csv
☐ 4) Students referred to law enforcement agency or official	ARRS_law_enforce_referral.csv
☐ 5) Students who received a school related arrest	ARRS_school_arrest.csv
☐ 6) Students reported as harassed or bullied based on sex	HIBS_student_harassed_sex.csv
☐ 7) Students reported as harassed or bullied based on race, or color or national origin	HIBS_student_harassed_race.csv
☐ 8) Students Reported as harassed or bullied based on disability	HIBS_student_harassed_disability.csv
☐ 9) Students disciplined for harassment or bullying on basis of sex	HIBS_disc_harass_sex.csv
☐ 10) Students disciplined for harassment or bullying on basis of race, or color or national origin	HIBS_disc_harass_race.csv
☐ 11) Students disciplined for harassment or bullying on basis of disability	HIBS_disc_harass_disability.csv
☐ 12) Students subjected to mechanical restraint	RSTR_mech_restraint.csv
☐ 13) Students subjected to physical restraint	RSTR_physical_restraint.csv
☐ 14) Students subjected to seclusion	RSTR_seclusion.csv

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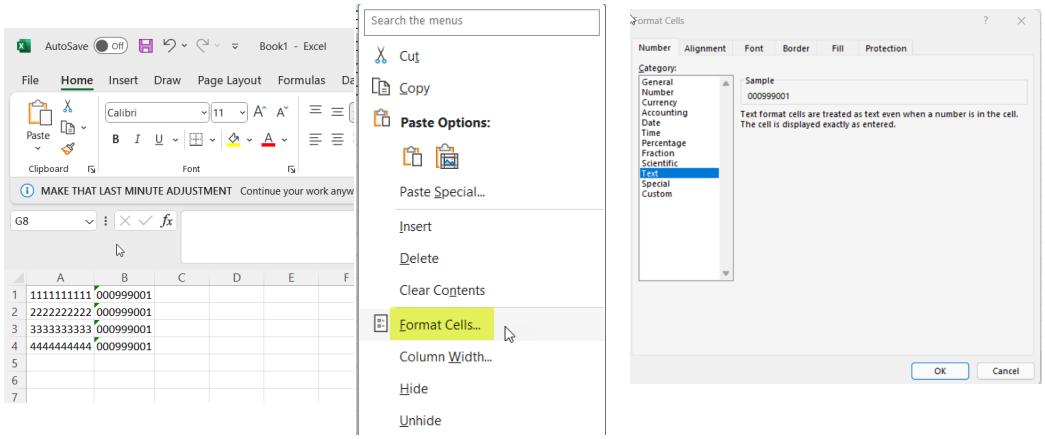
Tips for creating a custom CSV File (Comma Separated Value)

- If you open an already existing CSV file, most computers will default to using Excel. Be careful when editing or saving the file, Excel and other systems will add extraneous data into the file. If you open a file to edit it, make sure to save/export it as a new CSV file.

- Check for leading zeros. With Staff IDs (SSN), Student IDs (SSN and Local), and County/District/Campus IDs, make sure the formatting is correct to save leading zeros. *Recommendation to use TX Unique ID since these do not start with leading zeroes.*

Ex: The file below has two columns of data. The first column is an ID # and the second is a county district campus #. Note the county district campus # has leading zeroes. In order to have the display save as a CSV file properly you must format the two columns as Text.



Highlight the two columns and right click to choose ***Format Cells.*** Next choose ***Text*** and then ***OK***.

- When saving, choose “File Save As” and choose “CSV (Comma delimited)” file type.

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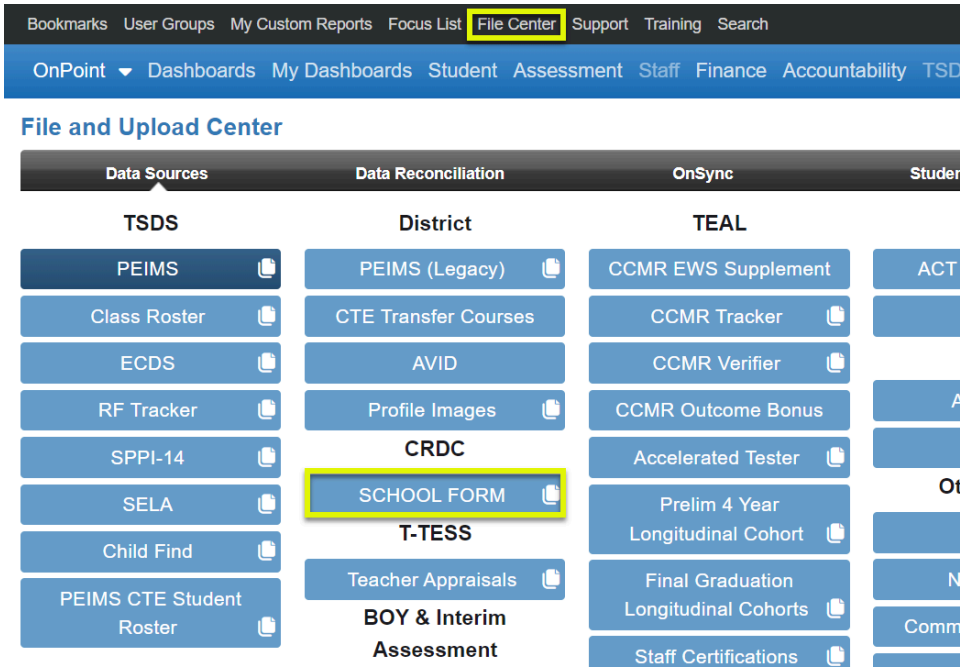
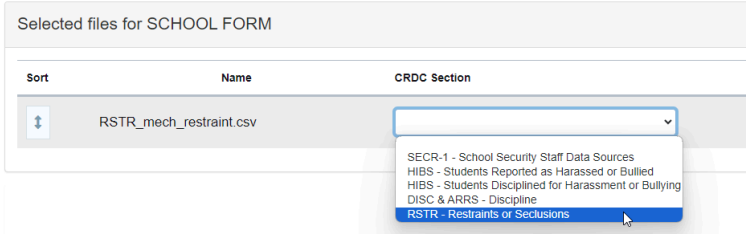
File Center - Upload CRDC CUSTOM Data Sources Files

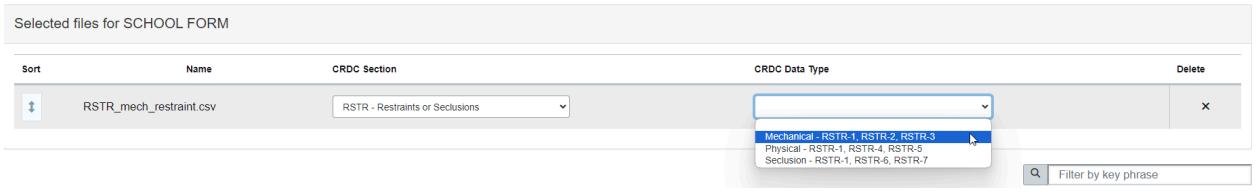


To upload your custom data sources' CSV files, navigate to the File Center. All files can be loaded with the CRDC>SCHOOL FORM tab.

1. Click the green "Click to upload SCHOOL FORM files" bar to first locate and open the file.
2. Choose the appropriate CRDC Section depending on the file being loaded.



3. Once the CRDC Section is chosen, the CRDC Data Type dropdown is populated with the corresponding questions. Choose the appropriate CRDC Data Type.



4. Click Start Upload

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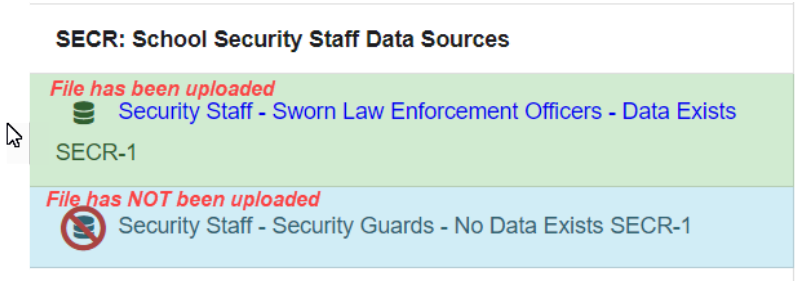
TIPS:

- The user must select a CRDC Section and CRDC Data Type.
- We highly suggest naming the custom files suggested on page 14. This aids with troubleshooting.
- If a file is reloaded for the same CRDC Section and Data Type, it will overwrite and replace the previous file except for the SECR section if it is edited at any point.
- You may edit and re-load each of the files as often as you like, but do not load multiple files for the same CRDC Section and Data Type at the same time.
- Use the trashcan delete button to completely remove a file.

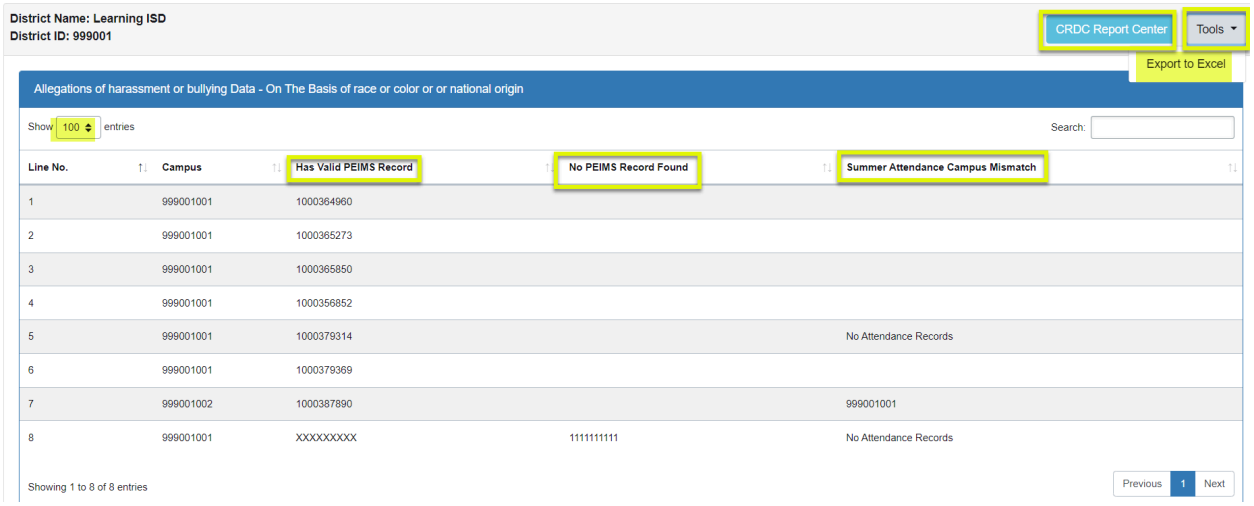
Review Custom Data Sources *(REQUIRED)*

Review each custom data source uploaded to ensure there are no errors. These can be found on the main CRDC Report Center screen.

- Rows shaded green with clickable links indicate a file has been loaded and will state "Data Exists"
- Rows shaded blue indicate no file has been uploaded or a file has been deleted and will state "No Data Exists"



Use the link to drill down to a screen where errors can be seen.



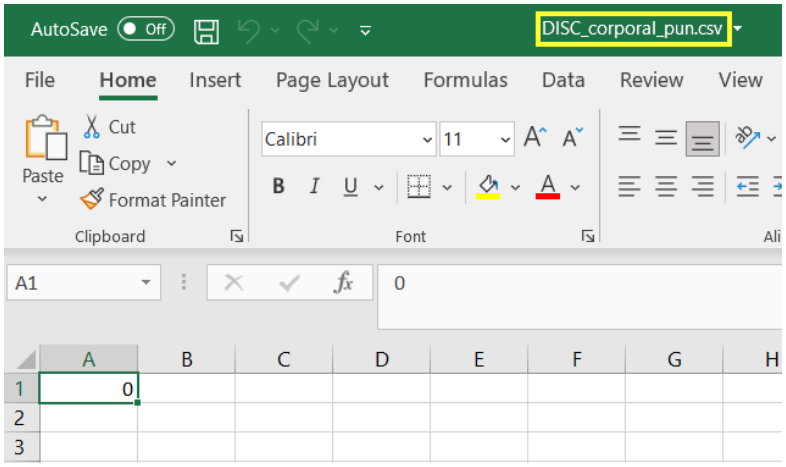
- Screen displays 100 records automatically with a Line No., Campus, and columns indicating if there is an issue
    - Has Valid PEIMS Record - if the student/staff ID number appears here with no other messages to the right, the record ***has been loaded*** successfully.
    - No PEIMS Record Found - if the student/staff ID number appears here, the record is not finding a match in the PEIMS data and ***has not been loaded.***
    - Summer Campus Mismatch - if a campus(es) appears here, the campus on the upload doesn't match a campus in the PEIMS records and ***has not been loaded.***
        - The PEIMS campuses that do exist are listed in this column to help with correcting the CSV file. It depends on the question as to which PEIMS records it joins the campus on.
            - For example, on HIBS questions, the upload campus joins to the 42400 attendance campus; on some RSTR questions, the upload campus joins to the 45435 restraint campus.

All records with an error need to be corrected to be included in counts!

If an error is found, it should be corrected in the CSV file and re-uploaded into OnDataSuite. For example, an incorrect student/staff ID should be corrected or removed and the CSV file re-uploaded. Re-uploading will not cause duplicate data; it is a wipe and replace.

- Use the CRDC Report Center button to navigate to the main screen
- The Tools dropdown box has an *Export to Excel* to review all records at once

Note: Some LEAs want all sections shaded green even if no data exists for a particular question (ex: corporal punishment) just to know they have completed the review of this question. If you want the loaded check to be green in the data map when you have no data to supply, simply load a CSV file containing a single 0. *Make sure the file is finished loading before uploading another file with a single 0.*



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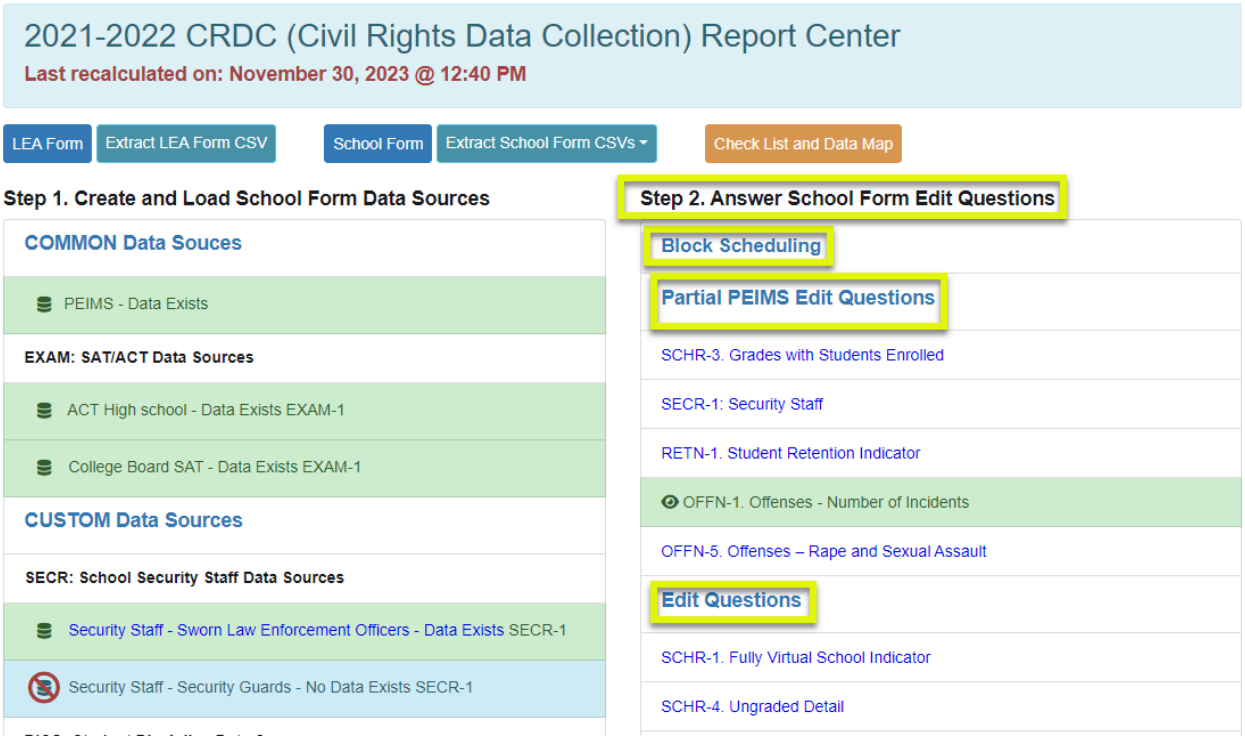
Step 2. Answer School Form Edit Questions



The next step to creating the data set for the school form is to answer the school form edit questions on the CRDC Report Center screen which include guiding questions. Click on each question's link to edit all campuses in the LEA.

Note: *Campus level users can update edit questions only for the campuses they have access to.*

New!

- A Block Scheduling section has been added for those campuses that have different students attending classes outside the snapshot date, typically in the spring.
- Edit Questions have been divided up into categories to more clearly see which questions use partial PEIMS data versus edit questions that have no data source.

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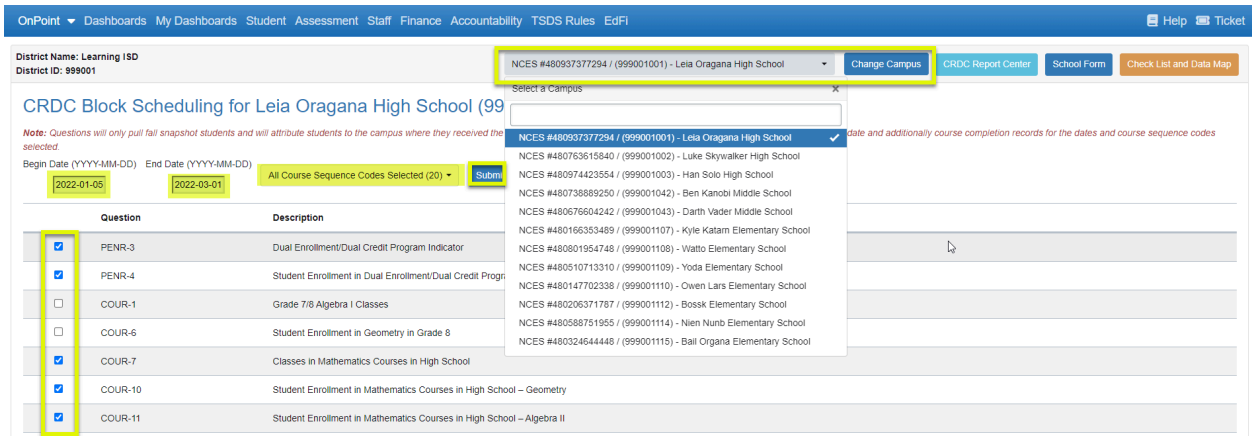
Block Scheduling



- Select the appropriate campus using the campus filter dropdown box and clicking the ***Change Campus*** button.
- Input *Begin Date* and *End Date* in YYYY-MM-DD format. For most campuses, this will be the start of the 2nd semester for the begin date and 2022-03-01 for the end date if following the recommendations of USDE. If the March 1st date falls outside of when students are taking the second block, use the date closest to March 1st. We will use these dates to compare to the Student Begin Date and Student End Date in the course completion records to pull a second set of students.
- If only specific course sequence codes should be used for the block scheduling counts, use the course sequence code filter to select the appropriate codes (default is All Course Sequence Codes).
- Select appropriate questions that should have block scheduling applied to them.
- Click ***Submit***.

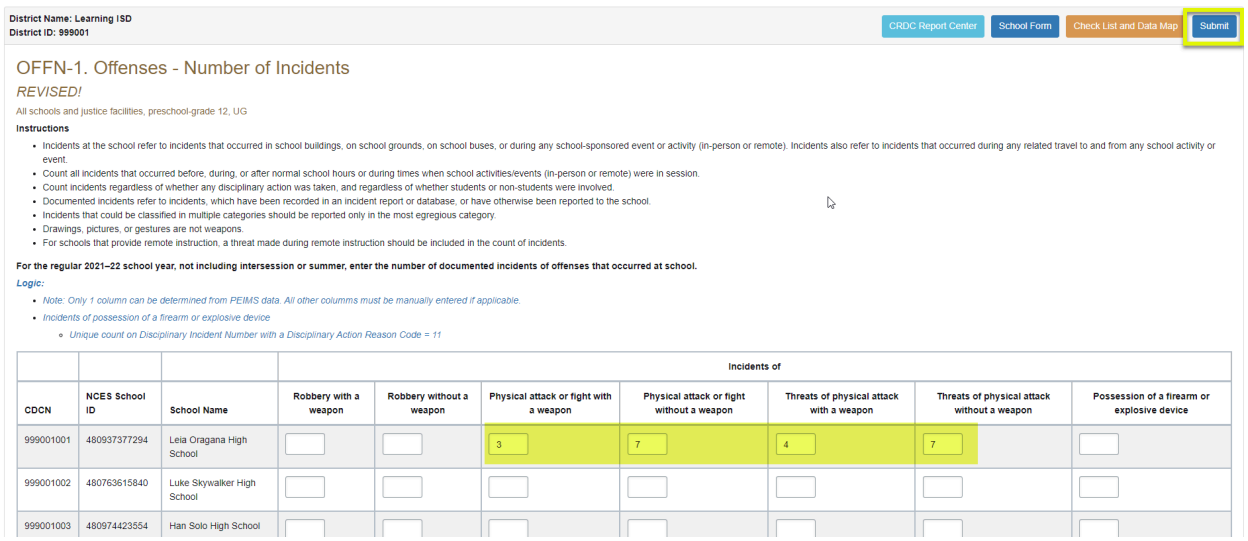
Partial PEIMS Edit Questions

These questions utilize PEIMS data to fill out as much as possible:

- SCHR-3 - It will be extremely rare to have to edit this particular question since it is using PEIMS fall data to fill in the grade levels being reported for each campus.
- SECR-1 - This question is a hybrid and can be updated manually or with an upload if your security staff are reported to PEIMS (see page 11)
- RETN-1 - It will be rare to have to change this but it is possible due to OnDataSuite only being able to mark students retained who return in the subsequent year. We do not include no shows, so it is possible for a grade level to not be marked on this question.
- OFFN-1 - There is only one column we can populate with PEIMS data, the last one, Incidents of Possession of a firearm or explosive device using Disciplinary Action Reason Code 11.

- OFFN-5 - There are only two columns that we can populate with PEIMS data, Incidents of Sexual Assault (other than rape) and Incidents of Sexual Assault (other than rape) Committed by Student using Disciplinary Action Reason Codes 31 and 32.

Once you have edited the information on a question, click the ***Submit*** button at the top right hand side to save changes and indicate that the question has been answered.

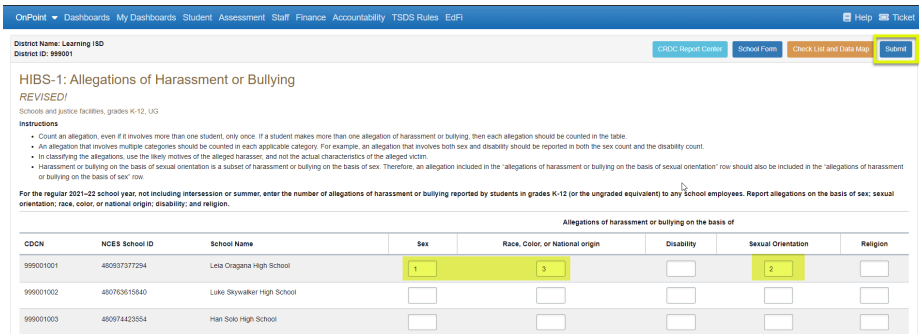


Note: If you click the ***Submit*** button on any of these questions, PEIMS data, or in the case of SECR- the custom upload, will no longer be utilized. If everything is accurate, this is not an issue. However, if you need to reload a PEIMS or custom SECR file due to any issues, you will need to submit a ticket so that we may reset the question to utilize the newer data.

Edit Questions

These questions must be answered appropriately for all campuses as most of them are guiding questions in the school form. This means that if something is not answered correctly, the questions dependent on the guiding question might be skipped inadvertently.

Once you have edited the information, click the ***Submit*** button at the top right hand side to save changes and indicate that the question has been answered.



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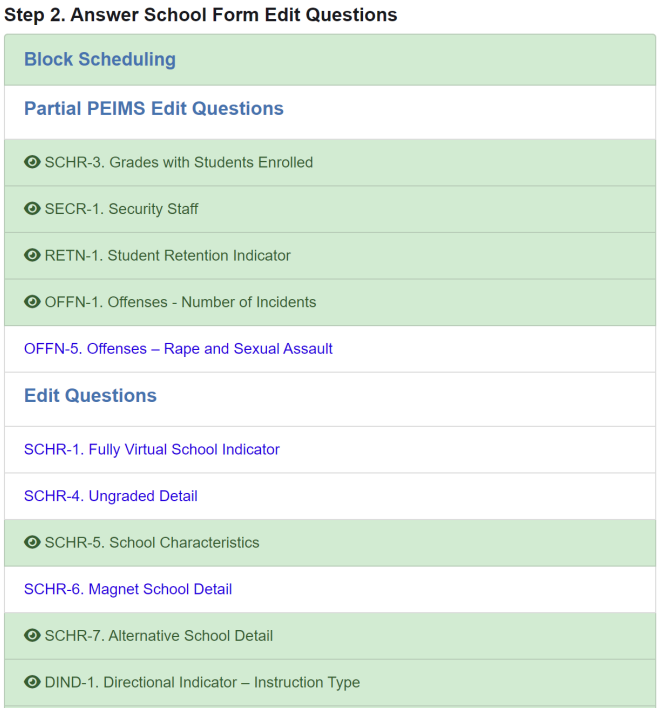
Shading

- Check box questions (ex: SCHR-1) will shade green whether or not you check anything if the “Submit” button is clicked.
- Dropdown box questions (ex: DIND-1) will shade green regardless of what is in the dropdown if the “Submit” button is clicked.
- Input value questions (ex: OFFN-5) must have a value input in order to turn green; all blanks will not shade green if you click “Submit”. To change the question to green even if there are no values, enter a zero in one input field and click “Submit”.
- ***Note:*** *You can continuously make changes, but the first* ***Submit*** *will shade the question green. Removing data completely will not remove the shading.*



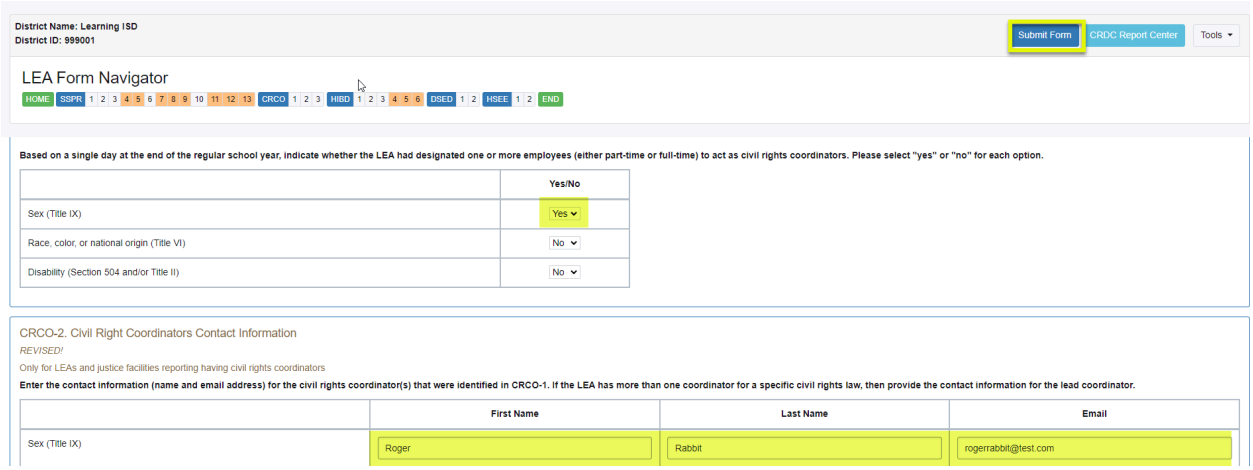
Review/Update LEA Form Data

Click on the LEA Form button

The questions are either using data calculated in the CRDC School Form or entered directly on this screen.

***New!* Use the LEA Form Navigator to directly go to a question.**

Click ***Submit Form*** to save manually entered changes.



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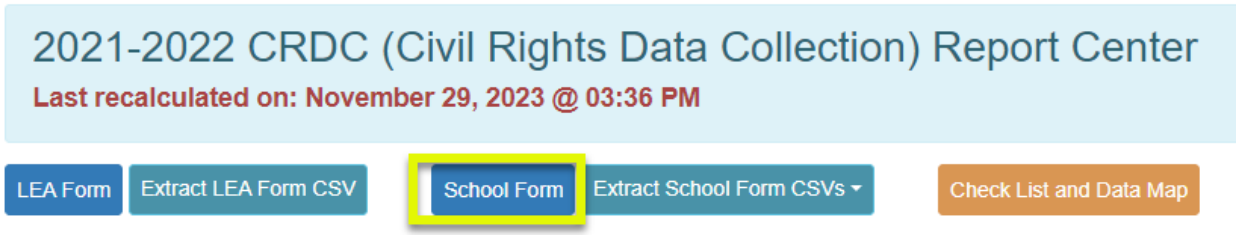
Review/Update School Form Data

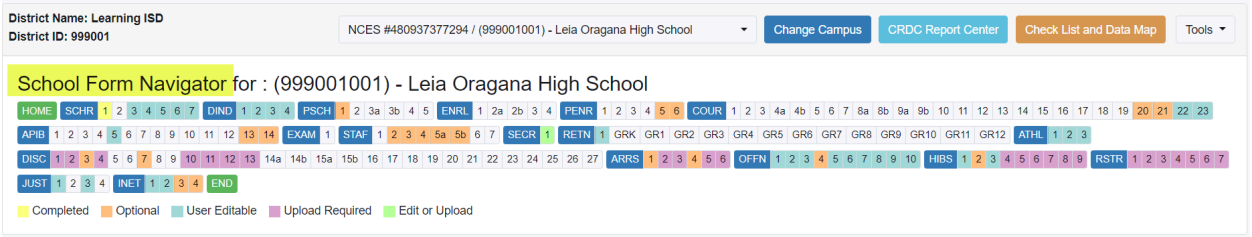


All questions along with the definitions are displayed on the School Form screen and populated with the data that exists in the COMMON Data Sources, CUSTOM Data Sources, and School Form Edit Questions.

Campus Source used for questions:

- For Fall snapshot, the campus reported on 10/29/2021 except for course questions in PENR, COUR, and APIB sections which utilize the campus where the course was completed
- For year long questions:
    - COUR – Algebra I questions: Campus where the course was completed
    - DISC, ARRS, OFFN, HIBS
        - PEIMS data source - Campus where the incident occurred
        - Custom data source - Campus in the CSV file upload tied to the PEIMS attendance campus to ensure student attended at least one day at that campus
    - RSTR Mechanical and Physical Restraint – Campus in the CSV file upload tied to the PEIMS restraint campus to ensure student had at least one restraint at that campus
    - RSTR Seclusion - Campus in the CSV file upload tied to the attendance campus to ensure student attended at least one day at that campus

School Form Navigator



- Use the School Form Navigator to:

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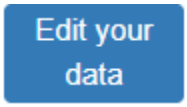
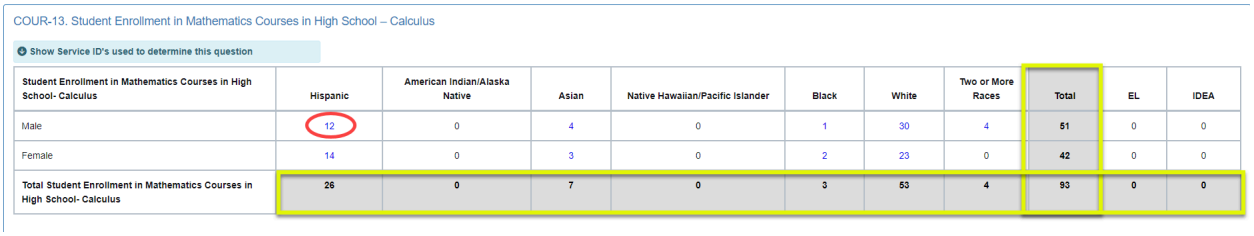
  - Click on ***Home*** to go to the top of the form
  - Click on a heading to navigate to that area (ex: DIND)
  - Click on a specific question to navigate to that question (ex: DIND 2)
  - Click on ***End*** to go to the bottom of the form
- Select appropriate campus and ***Change Campus***
- Click on ***CRDC Report Center*** to return back to the main screen
- Click on ***Check List and Data Map*** to navigate to this screen
  - ***Note:*** *As questions are marked* ***Complete*** *on this screen, the School Form Navigator questions will be highlighted in yellow*
- School Form Edit Questions
  - 

button to change information
- Questions requiring uploaded data
  -

to go to File Center

Review Data

New! Total Row and Total Column have been added to all applicable questions to aid with verification of reasonableness.



COUR-13. Student Enrollment in Mathematics Courses in High School – Calculus

Show Service ID's used to determine this question

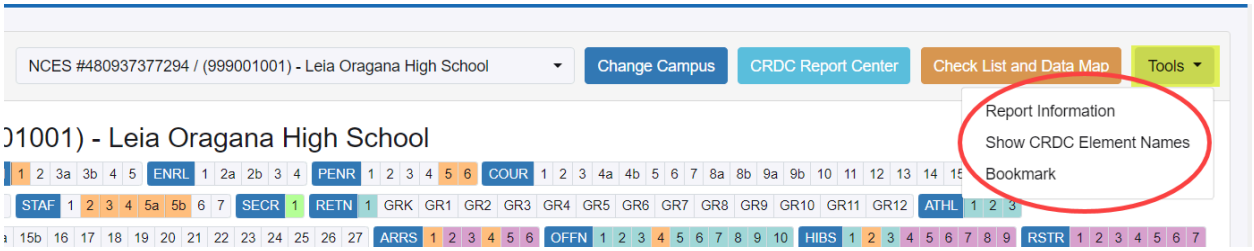
Student Enrollment in Mathematics Courses in High School- Calculus	Hispanic	American Indian/Alaska Native	Asian	Native Hawaiian/Pacific Islander	Black	White	Two or More Races	Total	EL	IDEA
Male	12	0	4	0	1	30	4	51	0	0
Female	14	0	3	0	2	23	0	42	0	0
Total Student Enrollment in Mathematics Courses in High School- Calculus	26	0	7	0	3	53	4	93	0	0

Review values for all questions on several campuses

- School levels - Elementary, Middle School, High School, Alternative School including JJAEP
- Block scheduling schools' course questions
- Any school that does something out of the ordinary from other schools
- Upload questions
- Edit questions
- Click on hyperlink values to drill down to student/staff detail lists or class IDs depending on question

Tools

There are useful tools under the ***Tools*** dropdown box

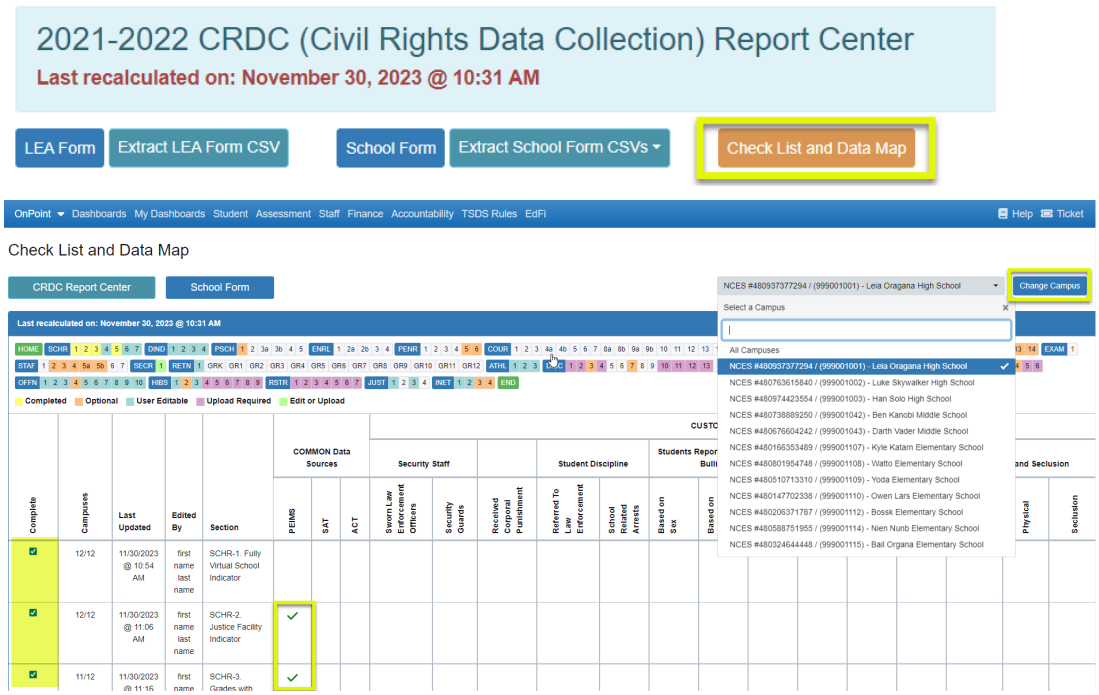


- Report Information - Toggles on/off the detailed information including the Logic statements for all questions
- Show CRDC Element Names - Toggles on/off the name of each data element used for the extract layout
- Bookmark - Allows you to Bookmark a campus school form

Check List and Data Map

The Check List and Data Map button is an optional self-auditing tool for the LEA.

***New!* LEA administrators or campus level users can now access this screen by all campuses or individual campuses to help with workflow processing.**



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As the user loads data and answers questions, the activity will be reflected in the data map.

- Select either All Campuses or an individual campus in the campus filter and click ***Change Campus***.
- Use the navigator section to go directly to a particular section or question.
- All questions are listed with a check mark or X in the column that indicates the source used for that particular question. ***Note*** that the data map is not stored by campus.
    - Green check mark indicates data is available
    - Red X indicates no data has been loaded
- The ***Complete*** column can be used to mark questions you have reviewed and considered completed for all campuses or by each individual campus. These check marks are saved automatically, and can be turned on and off.
    - The navigator section at the top of the screen will highlight a question in yellow if it has been marked as ***Complete***.
        - If checked on the All Campuses filter, questions will also highlight yellow on the individual campuses if selected
        - If checked on individual campuses, the All Campuses will show yellow once all campuses are complete
    - The ***Campuses*** column shows a counter of how many campuses have checked this question. Once the counter reaches all campuses, the All Campuses will be highlighted yellow for that question also.
    - The ***Last Updated*** column displays the date and time stamp the check box was last updated.
        - If checked on an individual campus, the All Campuses will be updated with the same information
    - The ***Edited By*** column displays the name of the last person who made an update to the check box.
        - If checked on an individual campus, the All Campuses will be updated with the same information

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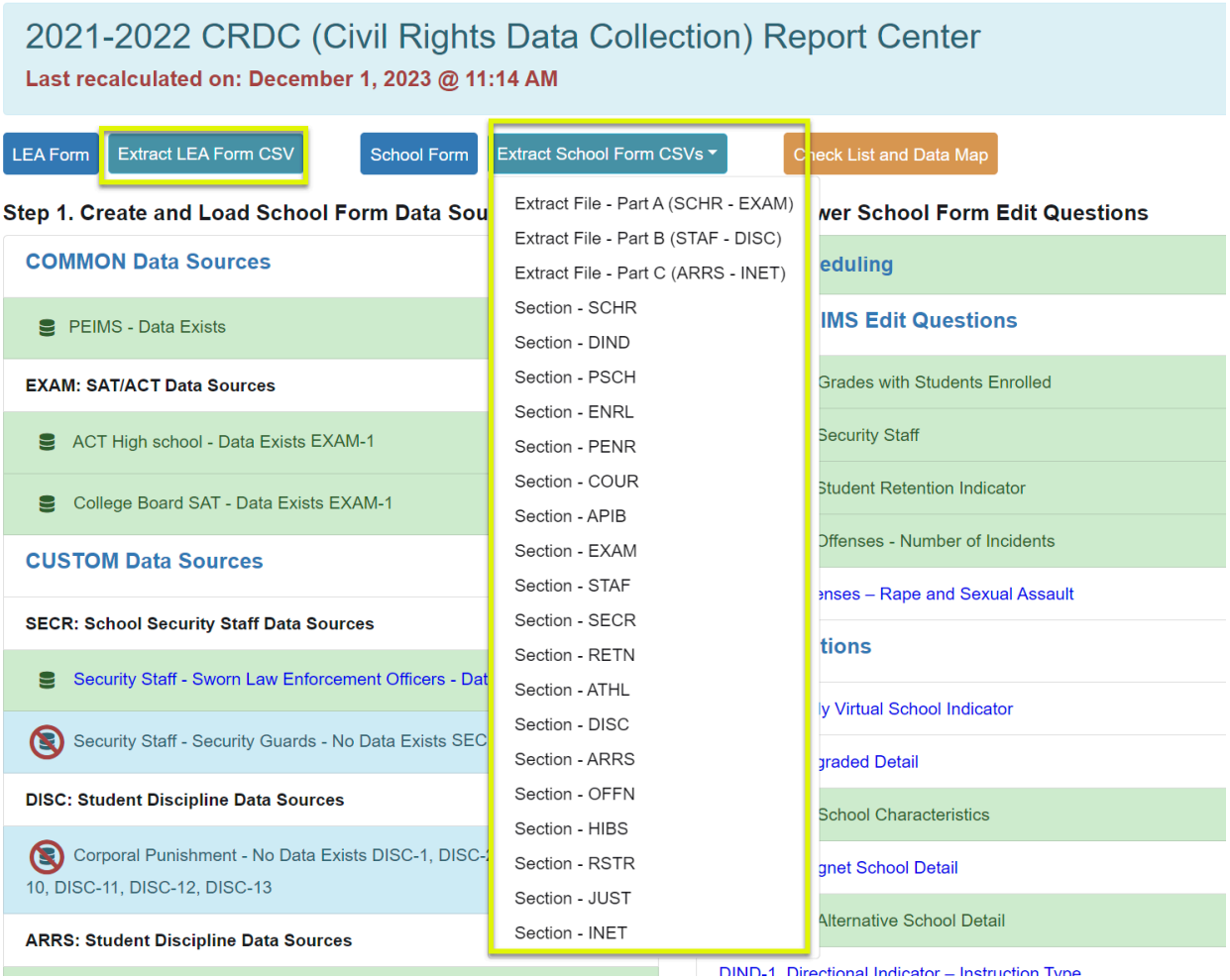
Submitting to the USDE CRDC Data Entry Tool

Extract CSV Files to Upload to the USDE CRDC Data Entry Tool from the CRDC Report Center Main Page



- Extract LEA Form CSV
- Extract School Form CSVs
    - Extract File - Part A (SCHR - EXAM)
    - Extract File - Part B (STAF - DISC)
    - Extract File - Part C (ARRS - INET)
    - Individual Sections

Due to the number of columns in the CRDC flat file extract, there are 3 parts that need to be extracted if all elements are wanted for uploading to the USDE CRDC data entry tool.
New! Additional capability exists now to extract individual sections if desired.

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TIPS:

- Make sure all your campuses are represented in each CSV file. Verify by reviewing the campus list displayed in school form edit question SCHR-3.
- If a campus is present in the file that you do not want to submit data for, delete that row from all files. Please note that if the campus is in your USDE CRDC data entry tool, you will need to notify OCR to have it removed.
- Use TEA's "Ask Ted" application to review NCES District and Campus #'s. https://tealprod.tea.state.tx.us/Tea.AskTed.Web/Forms/Home.aspx
- If you need a campus added or deleted from the School Form, please submit a ticket and include the county/district/campus, campus name and the NCES number.
- If you open the CSV file to review, you must convert the NCES LEA numbers to a number before saving again: Troubleshooting School or LEA IDs Converted by Excel *(see Fix #2)*

Upload your LEA/School Form data to the USDE CRDC Data Entry Tool

The files extracted from OnDataSuite must be in CSV (Comma Separated) format. For most users, CSV files will open in Microsoft Excel by default. Make sure after viewing or editing the files in Excel that you save them as CSV and not Excel files.

After verifying each school form file has the campuses needed, you will need to upload the appropriate CSV files and review the error reports provided by the OCR.

If data needs to be modified, there are 3 options:

1. Change the data in a source system, reload the file into OnDataSuite, and recreate the OnDataSuite CSV files.
2. Edit the OnDataSuite CSV files directly before uploading to the USDE CRDC data entry tool.
3. Edit the data directly in the USDE CRDC data entry tool. ***Caution:*** Once you do this, you will not want to upload any elements from OnDataSuite that will override what you have already worked on.

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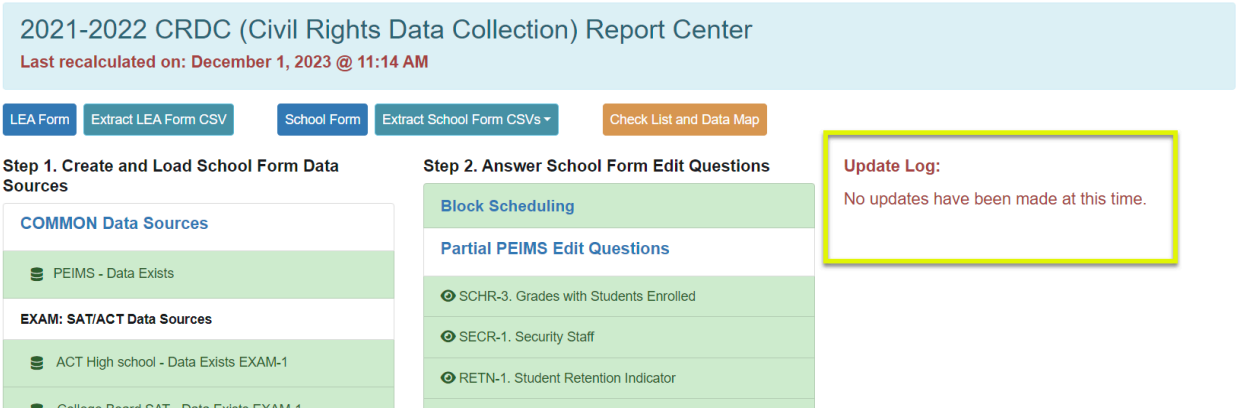
Update Log

Found on the CRDC Report Center main page, right-hand side is the Update Log.



During the CRDC reporting process, there might be times we discover an issue with a section or question's values. The Update Log is the notification that we have made an update and always includes a download link for a CSV extract that contains the element(s) that need to be reuploaded to the USDE CRDC data entry tool if desired.

This capability allows you to only modify the elements in question so that even if you have been making updates already in the USDE CRDC data entry tool, you will not lose that work.

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QUICK GUIDE

1) Review/Upload COMMON Data Sources files in ***File Center>Data Sources*** *(Pg. 9 - 10)*

- 2021-2022 PEIMS Files (Fall and Summer)
- 2022-2023 PEIMS Files (Fall) - *For Retention from 21-22 to 22-23*
- 21-22 ACT High School Assessment Results (ACT)
- 21-22 SAT Assessment Results (College Board)

2) Upload CUSTOM Data Sources files in ***File Center>Data Sources*** – ***Optional*** *(Pg. 11 - 14)*

3) Go to ***Accountability>Federal Accountability Report Center>2022 CRDC Report Center***

4) Step 1. Create and Load School Form Data Sources *(Pg. 15 - 18)*
- Green shading = Upload exists
- Blue shading = Upload does not exist
- Review all drill downs to ensure no errors exist

5) Step 2. Answer School Form Edit Questions *(Pg. 19 - 22)*
- Green Shading = Question Answered
- No Shading = Question Might Need a Review

6) Review/Update CRDC LEA Form Data *(Pg. 23)*

7) Review/Update CRDC School Form Data *(Pg. 24 - 27)*

8) Extract CSV Files for uploading to the USDE CRDC data entry tool *(Pg. 28 - 29)*
Extract LEA Form CSV
Extract School Form CSVs

9) Upload your LEA/School Form data to the USDE CRDC Data Entry Tool *(Pg. 29)*

Please remember to use the ticket system if you have questions or need assistance!