



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/>

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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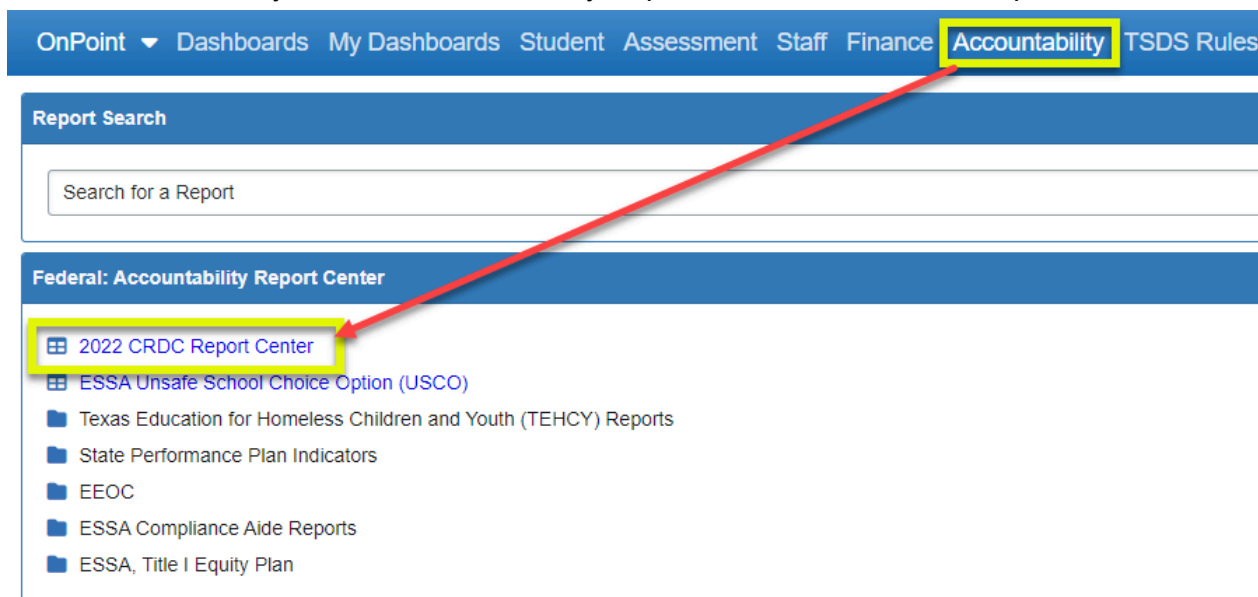
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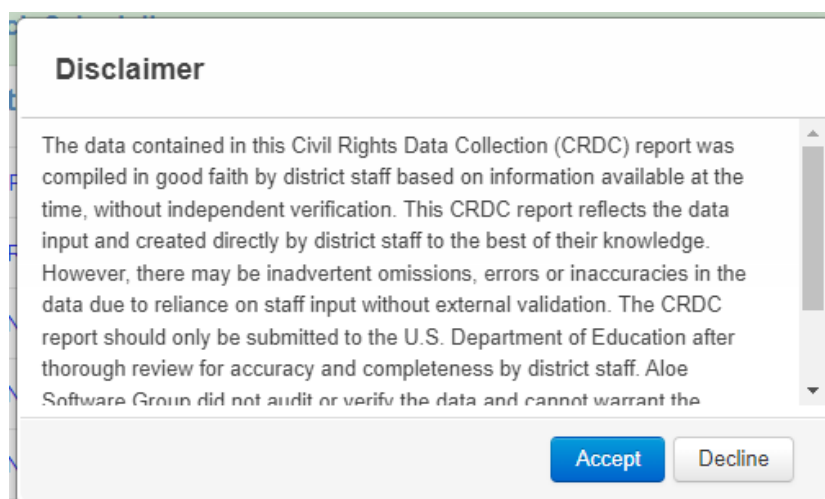
OnDataSuite CRDC Reporting

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.



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>

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

- 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.)

School Form Data Sources

Step 1. Create and Load School Form Data Sources

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

2021-2022 CRDC (Civil Rights Data Collection) Report Center
Last recalculated on: November 30, 2023 @ 12:40 PM

LEA Form

Extract LEA Form CSV

School Form

Extract School Form CSVs ▾

Check List and Data Map

Step 1. Create and Load School Form Data Sources

COMMON Data Sources

PEIMS - Data Exists

EXAM: SAT/ACT Data Sources

ACT High school - Data Exists EXAM-1

College Board SAT - Data Exists EXAM-1

Step 2. Answer School Form Questions

Block Scheduling

Partial PEIMS Edit Question

SCHR-3. Grades with Students Enrolled

SECR-1: Security Staff

RETN-1. Student Retention Indicator

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

Bookmarks User Groups My Custom Reports Focus List **File Center** Support Training Search 999001 - Learning ISD first name

OnPoint Dashboards My Dashboards Student Assessment Staff Finance Accountability TSDS Rules Help Ticket

File and Upload Center

Data Sources	Data Reconciliation	OnSync	Student ID Merge	Legacy Files
TSDS PEIMS Class Roster ECDS RF Tracker	District PEIMS (Legacy) CTE Transfer Courses AVID Profile Images	TEAL CCMR EWS Supplement CCMR Tracker CCMR Verifier CCMR Outcome Bonus	ACT ACT (High School) Pre ACT TSIA Accuplacer	College Board SAT AP PSAT 10/NMSQT PSAT 8/9

Reconcile Assessment Data Files

Bookmarks User Groups My Custom Reports Focus List **File Center** Support Search Learning ISD - 999001 Michelle

OnPoint Dashboards My Dashboards Student Assessment Staff Finance Accountability TSDS Rules Manuals Submit Ticket

File and Upload Center

Data Sources	Data Reconciliation	OnSync	Student ID Merge	F.A.Q.
	Need Reconciliation			Previously Reconciled

Student records contained in the ACT, SAT, PSAT, AP and Readstep 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 are listed below. To link an existing student in your OnDataSuite database to the information from the file, click on the temp ID assigned to the student below to display available data and then complete the record by typing in the matching students SS#. The data from the file will then be added to OnDataSuite.

Please note to ensure the highest match rate when loading data make sure you have loaded up to date PEIMS files into your OnDataSuite database. The PEIMS files contain the most accurate SS#s and matching data.

Student Data Sources With Unreconciled Records

Show 10 entries Search:

Error Count	File Name	File Type	Date Uploaded	File Error %
2	ComboStudentAssessment.csv	nvea_map	2021-09-24 15:20:52	0.0%
5	OnPointFormatTSIA2 040121-060121 Upload2.csv	tsia2	2021-06-16 13:30:16	1.3%
8	999001_2021May14_226240_PSAT89_20210512_055809.csv	psat89	2021-05-25 10:45:43	10.4%

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

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:

No headers
1st column = Staff or Student ID
Order Preference:
 TX-Unique ID (Both)
 SSN (Both)
 Local ID (Student Only)
2nd column = CountyDistrictCampus #

	A	B	C	D	E	F	G	H
1	1000364960	999001001						
2	1000365273	999001001						
3	1000365850	999001001						
4	1000356852	999001001						
5	1000379314	999001001						
6	1000379369	999001001						
7	1000387890	999001002						
8	1111111111	999001001						
9								
10								
11								
12								
13								
14								
15								

Save as CSV (Comma delimited) file

HIBS_student_harassed_race
 CSV (Comma delimited) (*.csv)

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)

(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).

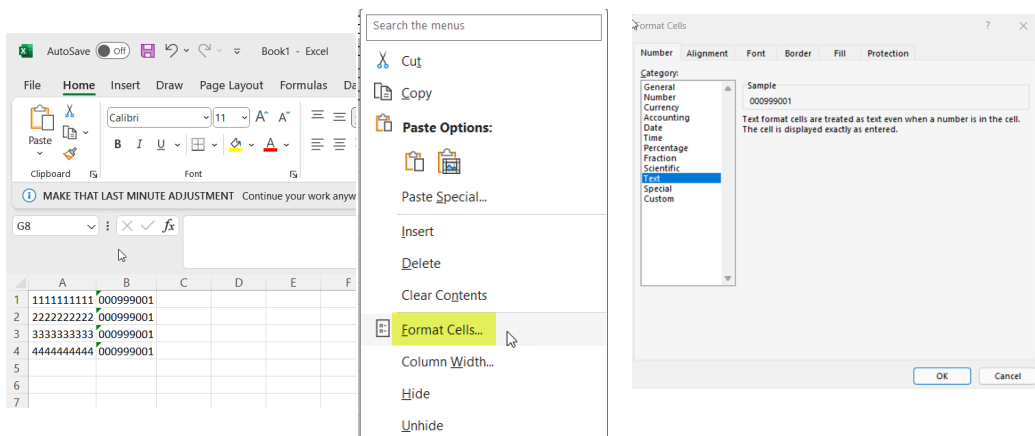
Summary of File Uploads Checklist

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

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.



File Center - Upload CRDC CUSTOM Data Sources Files

The screenshot shows the OnDataSuite File Center interface. The top navigation bar includes links for Bookmarks, User Groups, My Custom Reports, Focus List, File Center (highlighted), Support, Training, and Search. Below this, a secondary navigation bar lists OnPoint, Dashboards, My Dashboards, Student, Assessment, Staff, Finance, Accountability, and TSD. The main content area is titled 'File and Upload Center' and features a grid of data sources categorized by TSDS, District, and TEAL. The 'CRDC' section under 'District' is highlighted, and the 'SCHOOL FORM' option is selected.

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.

The screenshot shows the 'Selected files for SCHOOL FORM' interface. A table with columns 'Sort', 'Name', and 'CRDC Section' is displayed. The file 'RSTR_mech_restraint.csv' is listed. A dropdown menu is open for the 'CRDC Section' column, showing options like 'SECR-1 - School Security Staff Data Sources', 'HIBS - Students Reported as Harassed or Bullied', 'HIBS - Students Disciplined for Harassment or Bullying', 'DISC & ARRS - Discipline', and 'RSTR - Restraints or Seclusions'.

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

The screenshot shows the 'Selected files for SCHOOL FORM' interface. The table now includes a 'CRDC Data Type' column. The 'CRDC Section' dropdown is set to 'RSTR - Restraints or Seclusions', and the 'CRDC Data Type' dropdown is open, showing options like 'Mechanical - RSTR-1, RSTR-2, RSTR-3', 'Physical - RSTR-1, RSTR-4, RSTR-5', and 'Seclusion - RSTR-1, RSTR-6, RSTR-7'.

4. Click Start Upload

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"

SECR: School Security Staff Data Sources

File has been uploaded
 [Security Staff - Sworn Law Enforcement Officers - Data Exists](#)
 SECR-1

File has NOT been uploaded
 [Security Staff - Security Guards - No Data Exists SECR-1](#)

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

District Name: Learning ISD
District ID: 999001

[CRDC Report Center](#) [Tools](#) [Export to Excel](#)

Allegations of harassment or bullying Data - On The Basis of race or color or or national origin

Show **100** entries Search:

Line No.	Campus	Has Valid PEIMS Record	No PEIMS Record Found	Summer Attendance Campus Mismatch
1	999001001	1000364960		
2	999001001	1000365273		
3	999001001	1000365850		
4	999001001	1000356852		
5	999001001	1000379314		No Attendance Records
6	999001001	1000379369		
7	999001002	1000387890		999001001
8	999001001	XXXXXXXX	1111111111	No Attendance Records

Showing 1 to 8 of 8 entries

Previous **1** Next

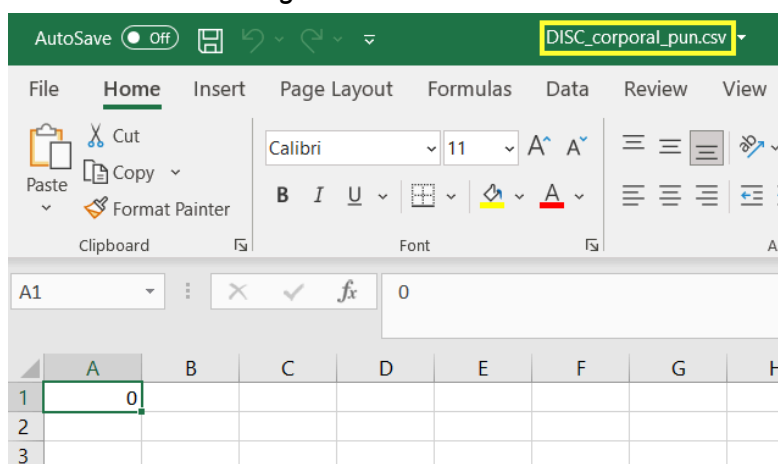
- Screen displays 100 records automatically with a Line No., Campus, and columns indicating if there is an issue
 - Has Valid PEIMS Record - if the student/staff ID number appears here with no other messages to the right, the record **has been loaded** successfully.
 - No PEIMS Record Found - if the 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.*




Step 2. Answer School Form Edit Questions

2021-2022 CRDC (Civil Rights Data Collection) Report Center
Last recalculated on: **November 30, 2023 @ 12:40 PM**


LEA Form
Extract LEA Form CSV
School Form
Extract School Form CSVs ▾
Check List and Data Map


Step 1. Create and Load School Form Data Sources

COMMON Data Sources

 PEIMS - Data Exists


EXAM: SAT/ACT Data Sources


 ACT High school - Data Exists EXAM-1

 College Board SAT - Data Exists EXAM-1

CUSTOM Data Sources

SECR: School Security Staff Data Sources

 Security Staff - Sworn Law Enforcement Officers - Data Exists SECR-1

 Security Staff - Security Guards - No Data Exists SECR-1

Step 2. Answer School Form Edit Questions


Block Scheduling

Partial PEIMS Edit Questions

[SCHR-3. Grades with Students Enrolled](#)

[SECR-1: Security Staff](#)

[RETN-1. Student Retention Indicator](#)

 **OFFN-1. Offenses - Number of Incidents**

[OFFN-5. Offenses – Rape and Sexual Assault](#)

Edit Questions

[SCHR-1. Fully Virtual School Indicator](#)

[SCHR-4. Ungraded Detail](#)

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.

Block Scheduling

OnPoint ▾ Dashboards My Dashboards Student Assessment Staff Finance Accountability TSDS Rules EdFi Help Ticket

District Name: Learning ISD
District ID: 999001

NCES #48093737294 / (999001001) - Leia Oragana High School Change Campus CRDC Report Center School Form Check List and Data Map

Select a Campus

CRDC Block Scheduling for Leia Oragana High School (999001001)

Note: Questions will only pull fall snapshot students and will attribute students to the campus where they received the selected.

Begin Date (YYYY-MM-DD) End Date (YYYY-MM-DD) All Course Sequence Codes Selected (20) Submit

2022-01-05 2022-03-01

Question	Description
<input checked="" type="checkbox"/> PENR-3	Dual Enrollment/Dual Credit Program Indicator
<input checked="" type="checkbox"/> PENR-4	Student Enrollment in Dual Enrollment/Dual Credit Program
<input type="checkbox"/> COUR-1	Grade 7/8 Algebra I Classes
<input type="checkbox"/> COUR-6	Student Enrollment in Geometry in Grade 8
<input checked="" type="checkbox"/> COUR-7	Classes in Mathematics Courses in High School
<input checked="" type="checkbox"/> COUR-10	Student Enrollment in Mathematics Courses in High School - Geometry
<input checked="" type="checkbox"/> COUR-11	Student Enrollment in Mathematics Courses in High School - Algebra II

☒ NCES #48093737294 / (999001001) - Leia Oragana High School
☐ NCES #480763615840 / (999001002) - Luke Skywalker High School
☐ NCES #480974423554 / (999001003) - Han Solo High School
☐ NCES #480738889250 / (999001042) - Ben Kanobi Middle School
☐ NCES #480676604242 / (999001043) - Darth Vader Middle School
☐ NCES #480166353489 / (999001107) - Kyle Katarn Elementary School
☐ NCES #480801954748 / (999001108) - Watto Elementary School
☐ NCES #480510713310 / (999001109) - Yoda Elementary School
☐ NCES #480147702338 / (999001110) - Owen Lars Elementary School
☐ NCES #480206371787 / (999001112) - Bossk Elementary School
☐ NCES #480586751955 / (999001114) - Nien Nunb Elementary School
☐ NCES #480324644448 / (999001115) - Bail Organa Elementary School

- 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.

District Name: Learning ISD
District ID: 999001

CRDC Report Center School Form Check List and Data Map Submit

OFFN-1. Offenses - Number of Incidents

REVISED!

All schools and justice facilities, preschool-grade 12, UG

Instructions

- Incidents at the school refer to incidents that occurred in school buildings, on school grounds, on school buses, or during any school-sponsored event or activity (in-person or remote). Incidents also refer to incidents that occurred during any related travel to and from any school activity or event.
- Count all incidents that occurred before, during, or after normal school hours or during times when school activities/events (in-person or remote) were in session.
- Count incidents regardless of whether any disciplinary action was taken, and regardless of whether students or non-students were involved.
- Documented incidents refer to incidents, which have been recorded in an incident report or database, or have otherwise been reported to the school.
- Incidents that could be classified in multiple categories should be reported only in the most egregious category.
- Drawings, pictures, or gestures are not weapons.
- For schools that provide remote instruction, a threat made during remote instruction should be included in the count of incidents.

For the regular 2021-22 school year, not including intersession or summer, enter the number of documented incidents of offenses that occurred at school.

Logic:

- Note: Only 1 column can be determined from PEIMS data. All other columns must be manually entered if applicable.
- Incidents of possession of a firearm or explosive device
 - Unique count on Disciplinary Incident Number with a Disciplinary Action Reason Code = 11

CDCN	NCES School ID	School Name	Incidents of						
			Robbery with a weapon	Robbery without a weapon	Physical attack or fight with a weapon	Physical attack or fight without a weapon	Threats of physical attack with a weapon	Threats of physical attack without a weapon	Possession of a firearm or explosive device
999001001	48093737294	Leia Oragana High School			3	7	4	7	
999001002	480763615840	Luke Skywalker High School							
999001003	480974423554	Han Solo High School							

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.

OnPoint Dashboards My Dashboards Student Assessment Staff Finance Accountability TSDS Rules EDI Help Ticket

District Name: Learning ISD
District ID: 999001

CRDC Report Center School Form Check List and Data Map Submit

HIBS-1: Allegations of Harassment or Bullying

REVISED!

Schools and justice facilities, grades K-12, UG

Instructions

- Count an allegation, even if it involves more than one student, only once. If a student makes more than one allegation of harassment or bullying, then each allegation should be counted in the table.
- An allegation that involves multiple categories should be counted in each applicable category. For example, an allegation that involves both sex and disability should be reported in both the sex count and the disability count.
- In classifying the allegations, use the heavy motives of the alleged harasser, and not the actual characteristics of the alleged victim.
- Harassment or bullying on the basis of sexual orientation is a subset of harassment or bullying on the basis of sex. Therefore, an allegation included in the "allegations of harassment or bullying on the basis of sexual orientation" row should also be included in the "allegations of harassment or bullying on the basis of sex" row.

For the regular 2021-22 school year, not including intersession or summer, enter the number of allegations of harassment or bullying reported by students in grades K-12 (or the ungraded equivalent) to any School employees. Report allegations on the basis of sex; sexual orientation; race, color, or national origin; disability; and religion.

CDCN	NCES School ID	School Name	Allegations of harassment or bullying on the basis of				
			Sex	Race, Color, or National origin	Disability	Sexual Orientation	Religion
999001001	48093737294	Leia Oragana High School	3	3		3	
999001002	480763615840	Luke Skywalker High School					
999001003	480974423554	Han Solo High School					

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.

Step 2. Answer School Form Edit Questions

Block Scheduling
Partial PEIMS Edit Questions
<input checked="" type="checkbox"/> SCHR-3. Grades with Students Enrolled
<input checked="" type="checkbox"/> SECR-1. Security Staff
<input checked="" type="checkbox"/> RETN-1. Student Retention Indicator
<input checked="" type="checkbox"/> OFFN-1. Offenses - Number of Incidents
OFFN-5. Offenses – Rape and Sexual Assault
Edit Questions
SCHR-1. Fully Virtual School Indicator
SCHR-4. Ungraded Detail
<input checked="" type="checkbox"/> SCHR-5. School Characteristics
SCHR-6. Magnet School Detail
<input checked="" type="checkbox"/> SCHR-7. Alternative School Detail
<input checked="" type="checkbox"/> DIND-1. Directional Indicator – Instruction Type

Review/Update LEA Form Data

Click on the LEA Form button

2021-2022 CRDC (Civil Rights Data Collection) Report Center

Last recalculated on: November 29, 2023 @ 03:36 PM

LEA Form

Extract LEA Form CSV

School Form

Extract School Form CSVs ▾

Check List and Data Map

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.

District Name: Learning ISD
District ID: 999001

Submit Form

CRDC Report Center

Tools ▾

LEA Form Navigator

HOME
DISPR 1 2 3 4 5 6 7 8 9 10 11 12 13
CRDCO 1 2 3
HIDE 1 2 3 4 5 6
DEED 1 2
HSELE 1 2
END

Based on a single day at the end of the regular school year, indicate whether the LEA had designated one or more employees (either part-time or full-time) to act as civil rights coordinators. Please select "yes" or "no" for each option.

	Yes/No
Sex (Title IX)	Yes ▾
Race, color, or national origin (Title VI)	No ▾
Disability (Section 504 and/or Title II)	No ▾

CRCO-2. Civil Right Coordinators Contact Information
REVISED!
Only for LEAs and justice facilities reporting having civil rights coordinators

Enter the contact information (name and email address) for the civil rights coordinator(s) that were identified in CRCO-1. If the LEA has more than one coordinator for a specific civil rights law, then provide the contact information for the lead coordinator.

	First Name	Last Name	Email
Sex (Title IX)	Roger	Rabbit	rogerrabbit@test.com

Review/Update School Form Data

2021-2022 CRDC (Civil Rights Data Collection) Report Center

Last recalculated on: November 29, 2023 @ 03:36 PM

LEA Form Extract LEA Form CSV **School Form** Extract School Form CSVs Check List and Data Map

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

District Name: Learning ISD
District ID: 999001

NCES #48093737294 / (999001001) - Leia Oragana High School

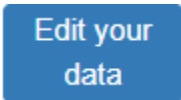

Change Campus CRDC Report Center Check List and Data Map Tools

School Form Navigator for : (999001001) - Leia Oragana High School

HOME	SCHR	1	2	3	4	5	6	7	DIND	1	2	3	4	IPSCH	1	2	3a	3b	4	5	ENRL	1	2a	2b	3	4	PENR	1	2	3	4	5	6	COUR	1	2	3	4a	4b	5	6	7	8a	8b	9a	9b	10	11	12	13	14	15	16	17	18	19	20	21	22	23					
APIB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	EXAM	1	STAF	1	2	3	4	5a	5b	6	7	SECR	1	RETN	1	GRK	GR1	GR2	GR3	GR4	GR5	GR6	GR7	GR8	GR9	GR10	GR11	GR12	ATHL	1	2	3																			
DISC	1	2	3	4	5	6	7	8	9	10	11	12	13	14a	14b	15a	15b	16	17	18	19	20	21	22	23	24	25	26	27	ARRS	1	2	3	4	5	6	OFFN	1	2	3	4	5	6	7	8	9	10	HIBS	1	2	3	4	5	6	7	8	9	RSTR	1	2	3	4	5	6	7
JUST	1	2	3	4	INET	1	2	3	4	END																																																							

Completed Optional User Editable Upload Required Edit or Upload

- Use the School Form Navigator to:

- 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

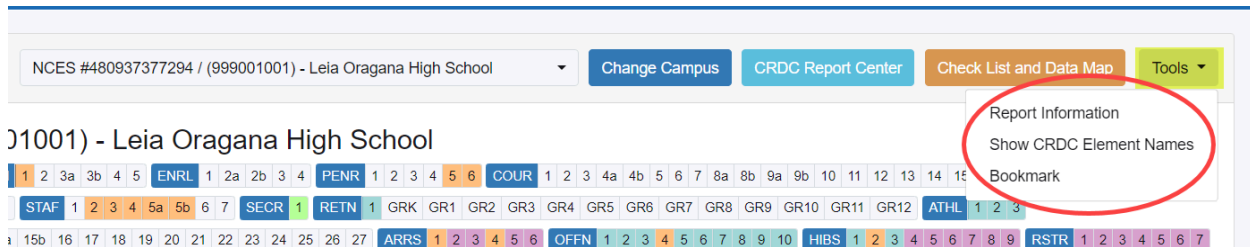
Student Enrollment in Mathematics Courses in High School- Calculus	Hispanic	American Indian/Alaska Native	Asian	Native Hawaiian/Pacific Islander	Black	White	Two or More Races	Total	EL	IDEA
Male	12	0	4	0	1	30	4	51	0	0
Female	14	0	3	0	2	23	0	42	0	0
Total Student Enrollment in Mathematics Courses in High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

2021-2022 CRDC (Civil Rights Data Collection) Report Center

Last recalculated on: November 30, 2023 @ 10:31 AM

LEA Form

Extract LEA Form CSV

School Form

Extract School Form CSVs

Check List and Data Map

OnPoint ▾ Dashboards My Dashboards Student Assessment Staff Finance Accountability TSDS Rules EdPi

Check List and Data Map

CRDC Report Center

School Form

NCES #48093737294 / (999001001) - Leia Oragana High School

Change Campus

Last recalculated on: November 30, 2023 @ 10:31 AM

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Completed

Optional

User Editable

Upload Required

Edit or Upload

Complete	Campuses	Last Updated	Edited By	Section	COMMON Data Sources		Security Staff		Student Discipline		Students Report		CUSTC		Physical and Seclusion	
					PEIMS	SAT	ACT	Support Law Enforcement Officers	Security Guards	Revised Corporal Punishment	Referred To Law Enforcement	School Suspended Arrests	Based on Sex	Based on	Physical	Seclusion
<input checked="" type="checkbox"/>	12/12	11/30/2023 @ 10:54 AM	first name last name	SCHR-1 Fully Virtual School Indicator	<input checked="" type="checkbox"/>											
<input checked="" type="checkbox"/>	12/12	11/30/2023 @ 11:06 AM	first name last name	SCHR-2 Justice Facility Indicator	<input checked="" type="checkbox"/>											
<input checked="" type="checkbox"/>	11/12	11/30/2023 @ 11:16	first name last name	SCHR-3 Grades with	<input checked="" type="checkbox"/>											

NCES #48093737294 / (999001001) - Leia Oragana High School

Select a Campus

[All Campuses](#)
[NCES #48093737294 / \(999001001\) - Leia Oragana High School](#)
[NCES #480763615640 / \(999001002\) - Luke Skywalker High School](#)
[NCES #480974423554 / \(999001003\) - Han Solo High School](#)
[NCES #480738889250 / \(999001042\) - Ben Kanobi Middle School](#)
[NCES #480676604242 / \(999001043\) - Darth Vader Middle School](#)
[NCES #480166353489 / \(999001107\) - Kyle Katarn Elementary School](#)
[NCES #480801954748 / \(999001108\) - Watto Elementary School](#)
[NCES #480510713310 / \(999001109\) - Yoda Elementary School](#)
[NCES #480147702338 / \(999001110\) - Owen Lars Elementary School](#)
[NCES #480206371787 / \(999001112\) - Bossk Elementary School](#)
[NCES #480588751955 / \(999001114\) - Nien Nunb Elementary School](#)
[NCES #480324644448 / \(999001115\) - Bail Organa Elementary School](#)

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

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

2021-2022 CRDC (Civil Rights Data Collection) Report Center
Last recalculated on: December 1, 2023 @ 11:14 AM

LEA Form

Extract LEA Form CSV

School Form

Extract School Form CSVs

Check List and Data Map

Step 1. Create and Load School Form Data Sources

COMMON Data Sources

PEIMS - Data Exists

EXAM: SAT/ACT Data Sources

ACT High school - Data Exists EXAM-1

College Board SAT - Data Exists EXAM-1

CUSTOM Data Sources

SECR: School Security Staff Data Sources

Security Staff - Sworn Law Enforcement Officers - Data Exists

Security Staff - Security Guards - No Data Exists SEC-10, SEC-11, SEC-12, SEC-13

DISC: Student Discipline Data Sources

Corporal Punishment - No Data Exists DISC-1, DISC-10, DISC-11, DISC-12, DISC-13

ARRS: Student Discipline Data Sources

Extract File - Part A (SCHR - EXAM)
Extract File - Part B (STAF - DISC)
Extract File - Part C (ARRS - INET)
Section - SCHR
Section - DIND
Section - PSCH
Section - ENRL
Section - PENR
Section - COUR
Section - APIB
Section - EXAM
Section - STAF
Section - SECR
Section - RETN
Section - ATHL
Section - DISC
Section - ARRS
Section - OFFN
Section - HIBS
Section - RSTR
Section - JUST
Section - INET

Answer School Form Edit Questions

Scheduling

IMS Edit Questions

Grades with Students Enrolled

Security Staff

Student Retention Indicator

Offenses - Number of Incidents

Offenses - Rape and Sexual Assault

Virtual School Indicator

Graded Detail

School Characteristics

Internet School Detail

Alternative School Detail

- 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.

Page 28

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.

Update Log

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

2021-2022 CRDC (Civil Rights Data Collection) Report Center
 Last recalculated on: December 1, 2023 @ 11:14 AM

LEA Form | **Extract LEA Form CSV** | **School Form** | **Extract School Form CSVs** | **Check List and Data Map**

Step 1. Create and Load School Form Data Sources

COMMON Data Sources

- PEIMS - Data Exists

EXAM: SAT/ACT Data Sources

- ACT High school - Data Exists EXAM-1

Step 2. Answer School Form Edit Questions

Block Scheduling

Partial PEIMS Edit Questions

- SCHR-3. Grades with Students Enrolled
- SECR-1. Security Staff
- RETN-1. Student Retention Indicator

Update Log:
No updates have been made at this time.

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.

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!