106 E. Forrest Street
Victoria, Texas 77901
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U.S.D.E Civil Rights Data Collection (CRDC) 2017-2018
Session #2
Data Collected for School Year 17-18
Report Notes Version, February 13, 2019

CRDC Submission window February 6, 2019 to April 24, 2019
Submittal Site - https://surveys.nces.ed.gov/CRDC

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1) CRDC Comments & Data Sources

Comments

We expect to receive support tickets and questions regarding the logic used to calculate the various data points in the CRDC report. We strongly suggest districts take the time to build their reports and review their data carefully ***before submitting to the USDE***. If and when the report logic is changed it will be noted on the CRDC update log on the CRDC report center page.

CRDC Documents;
http://www2.ed.gov/about/offices/list/ocr/data.html
Tool to Look up what was submitted for your district in 2015-16;
http://ocrdata.ed.gov/flex/Reports.aspx?type=school
CRDC Resource Center
https://crdc.grads360.org/#program

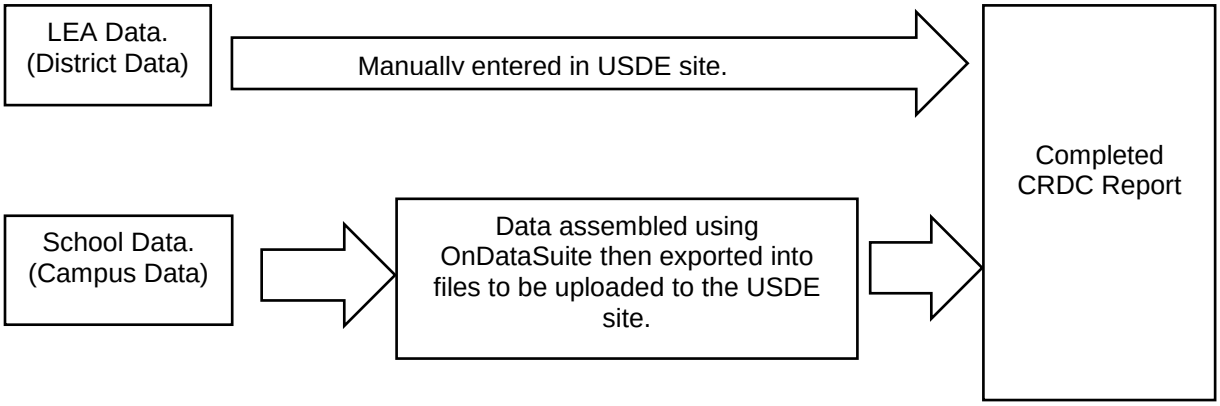
The 2018 CRDC is made up of two major Parts. LEA Data (District) and School Data (Campus). The data for both LEA and School can be hand keyed in or uploaded to the USDE website.

OnDataSuite **does not produce an export file for the LEA Data**. The amount of LEA data is much smaller and less complex than the School data. Districts should hand key the LEA data directly into the USDE site.

OnDataSuite will produce export files for the school data. The export files containing school data can be uploaded to the USDE Site. ~~OnDataSuite will create a single export files that contain the school data.~~

The following instructions outline how to populate and export the campus data from OnDataSuite. These instructions do not assist with the navigation and use of the USDE submittal site.

We recommend you DO NOT certify your submission immediately, spend time reviewing the reports and checking for accuracy.



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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 & 504 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 district staff into the file center in OnDataSuite for the CRDC report to populate. District 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 desired; it may be simpler to hand key in the data. Below is the list of files related to the CRDC.

Common Data Sources

Existing Files *(Must be loaded first)*

1) 2016-2017 PEIMS Files (Fall, Mid Year and Summer)
2) 2017-2018 PEIMS Files (Fall, Mid Year and Summer)
3) 2018-2019 PEIMS Files (Fall, Mid year) -
   For Actual Finance from 17-18 and Retention from 17-18 to 18-19
4) Section 504 Student List -
   Any student receiving 504 services during 17-18 Year

Approximately 85% of the data needed to populate the CRDC data files will pull from your PEIMS Files and the 504 File.

In most cases these should be already be loaded into your OnDataSuite data base.

Files to be located

5) 17-18 ACT High School Assessment Results (ACT)
6) 17-18 SAT Assessment Results (College Board)
7) 17-18 AP Assessment Results (College Board)

Files to be Created

Custom Data Sources (Specific to CRDC)

1) Single Sex Classes
2) Security Staff - Sworn Law Enforcement
3) Security Staff - Security Guards
4) Credit Recovery Program Student Participation
5) Instances of Corporal Punishment
6) Students referred to Law Enforcement agency or official
7) Students who received a school related arrest
8) Students reported as harassed or bullied based on sex
9) Students reported as harassed or bullied based on race
10) Students reported as harassed or bullied based on disability
11) Students disciplined for harassment or bullying on basis of sex
12) Students disciplined for harassment or bullying on basis of race
13) Students disciplined for harassment or bullying on basis of disability
14) Students subjected to mechanical restraint
15) Students subjected to physical restraint
16) Teacher Absenteeism

The remainder of the data for the CRDC will pull from the other file sources. The district is not required to upload all of these files. The district may either upload the files or hand key the data in.

Files to be located….
The ACT, SAT and AP data sources come from the either ACT or College board. You need to check with staff to locate these, in some cases the files must be purchased. ***These are test results of tests taken during the 17-18 year***.

Files to be created…
Custom data sources 1-16 must be created by the district if so desired. Many smaller district may have no need for this. For example many districts may have no instances of students receiving corporal punishment.

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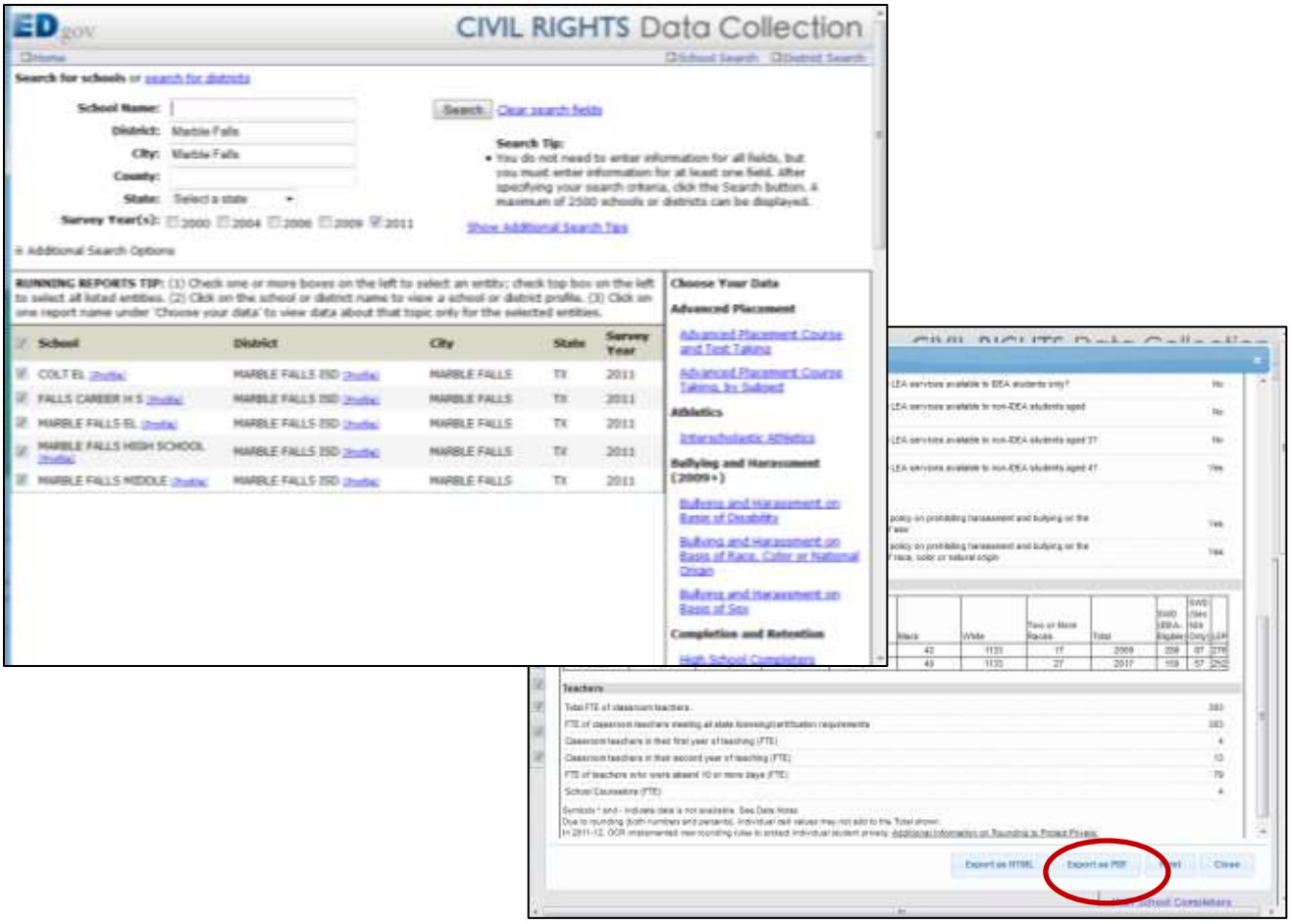
2) Create/Submit LEA Data to USDE

Retrieve Prior CRDC LEA Data

Data for the LEA portion of the CRDC must be entered manually into the USDE site. It may be helpful to pull the LEA data submitted during the 2015 CRDC collection to use as a reference point. Some of the LEA data may have to be updated. Parts of the LEA data are student counts which can be retrieved using OnDataSuite. Use the site listed below to retrieve and print your 2015 LEA report.

http://ocrdata.ed.gov/flex/Reports.aspx?type=school



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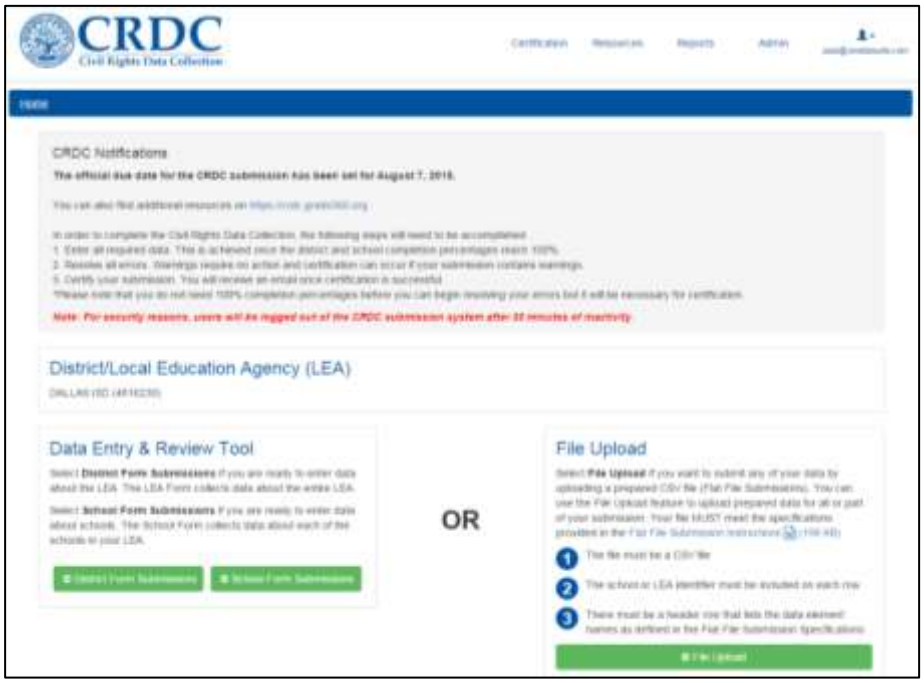
Log into the USDE site to enter LEA data

https://surveys.nces.ed.gov/CRDC



Depending on your role in your district you may not be able to answer many of the questions for the district report.

It is suggested you create a log of who assisted with each question for future reference.

You may also choose to keep all notes and emails regarding assistance answering each question.

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3) Create School Data

Create and Load School Data Sources

Common Sources

Existing Files

In most cases the Final versions of the PEIMS should already be loaded.

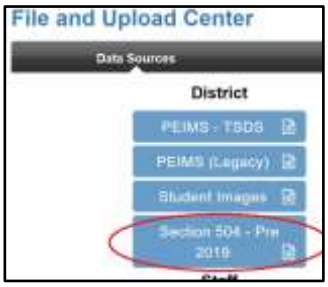
1) 2016-2017 PEIMS Files (Fall, Mid Year, and Summer) – *For Prior year teachers*
2) 2017-2018 PEIMS Files (Fall, Mid Year, and Summer)
3) 2018-2019 PEIMS Files (Fall, Mid Year) – *For Actual Finance from 17-18 and Retention from 17-18 to 18-19*

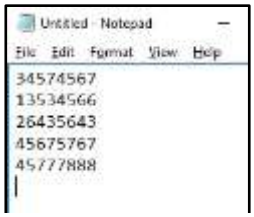
Section 504 Student List

4) Section 504 Student List (504.csv) – *Any student receiving 504 services during 17-18 Year*

For the "Section 504 Student list" file users should upload a "CSV" file containing a single column of data identifying students receiving 504 services at any time during the year. The column can be student SSN's, Local ID's, or TX-Unique ID.

Sample 504 file is shown at right. Save the files as "504.csv" and upload using the File Center>District>Section 504 – Pre 2019





File Example for #3 – 504

Files to be Located (ACT, SAT, AP)

If the files listed below are not already loaded, you will need to obtain them and load them into the file center.

5) 17-18 ACT High School Assessment Results (ACT)
6) 17-18 SAT Assessment Results (College Board)
7) 17-18 AP Assessment Results (College Board)

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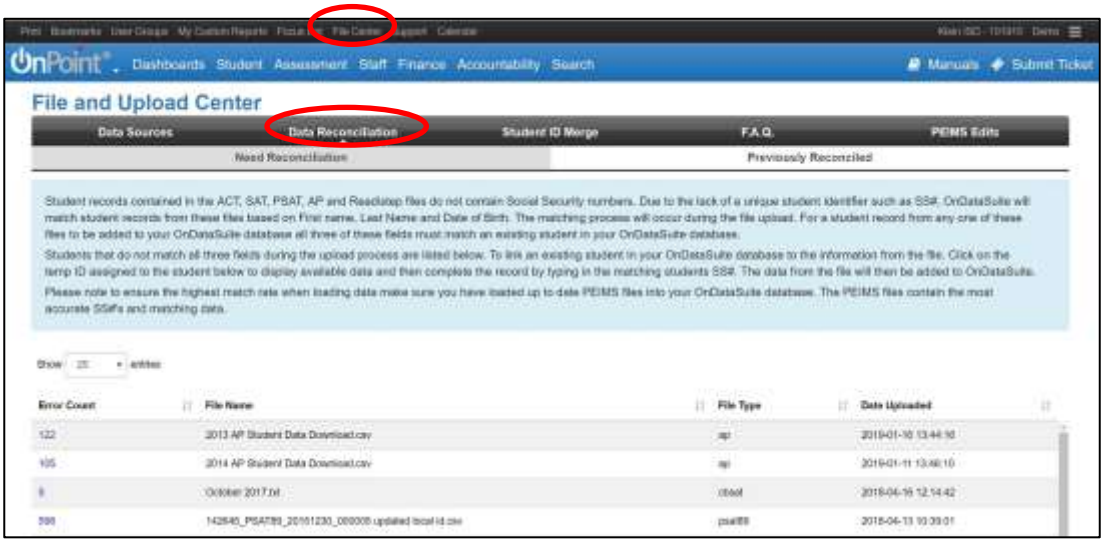
Reconcile Assessment Data Files

Student records contained in the ACT, SAT, and AP 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 district staff.



Student Data Reconciliation Scenarios

Please note - File uploads related to the 17-18 CRDC only check 17-18 PEIMS data in OnDataSuite.

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

1) Student ID change.
2) Student enrolled in district prior to, or later than 17-18 school year.
3) Demographic errors, mismatched name or DOB.
4) Duplicate ID.
5) Hyphenated Names.

If you have a student that had an ID change during the 17-18 year you may submit a ticket for support staff to review. Some CRDC data relies on student status on Fall PEIMS snapshot, other on student status on summer PEIMS submission.

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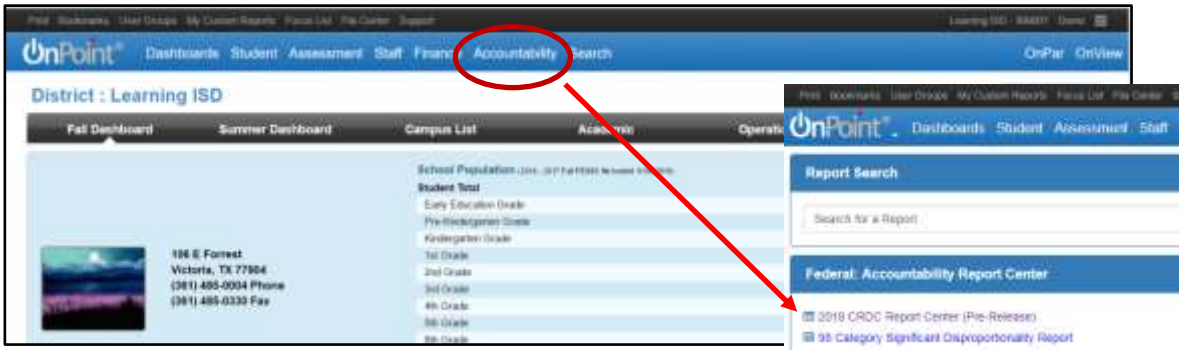
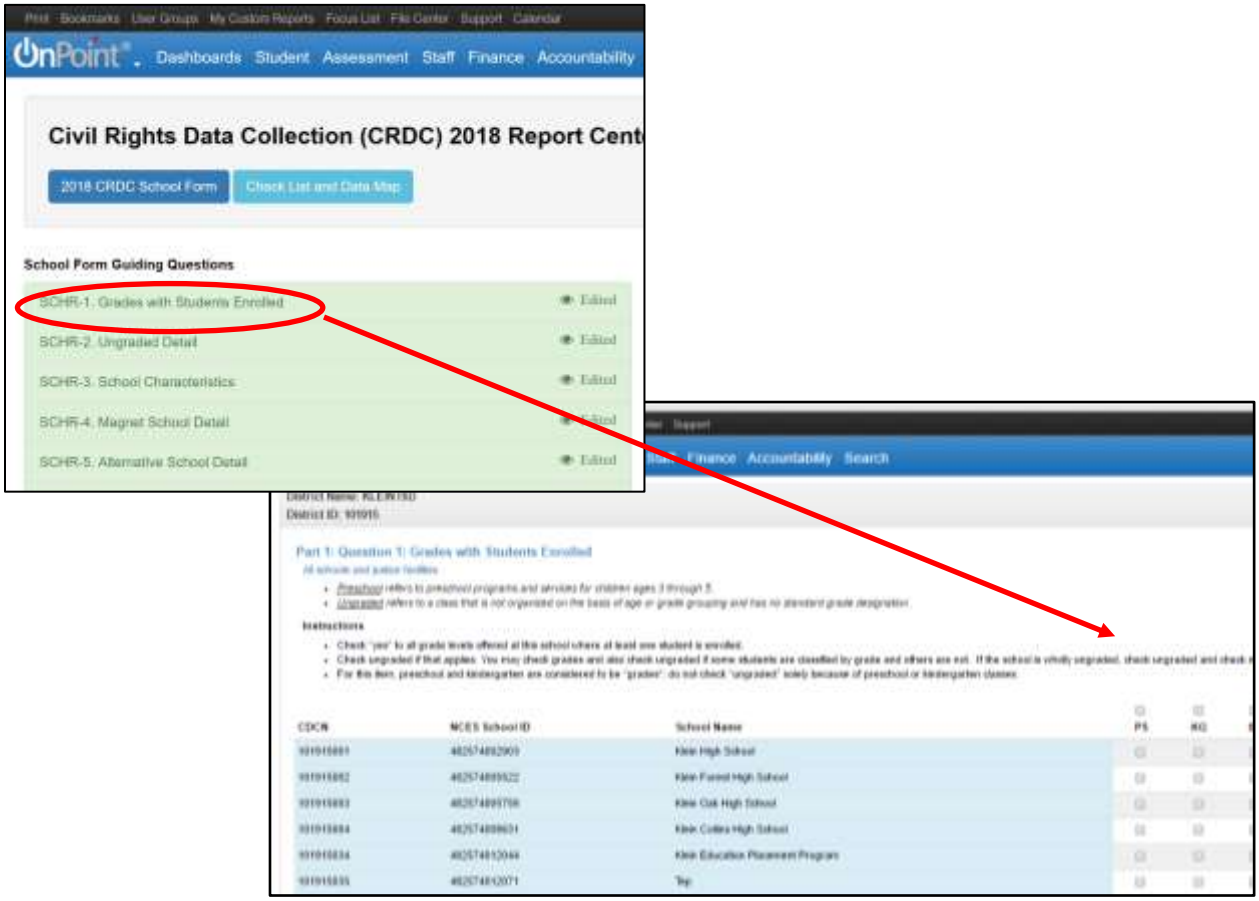
Answer Guiding Questions

The next step to creating the data set for the campus data is to answer a set of guiding questions. The user can log into OnDataSuite and directly enter the information into the system. Log into OnDataSuite and Navigate to the Accountability>Federal: Accountability Report Center>CRDC Report Center.



Answer the guiding questions for the school form data.

Example guiding question for SCHR-1. Check all boxes where students are enrolled in respective grades at particular campus.



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Custom Data Sources

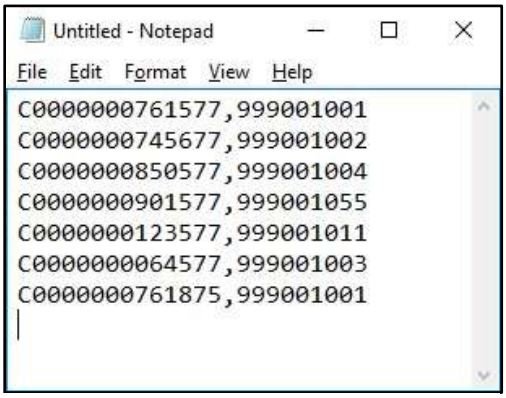
Files to be created for uploading. You may edit and re-load each of the files below as often as you like. The latest file uploaded will replace the previous file each time you re-load file. If you need to clear previously loaded data or want the loaded check to be green in the data map, simply load a file containing a single 0. See page 17 figure A.

1) Single Sex Classes

(COUR_single_sex_class.csv)

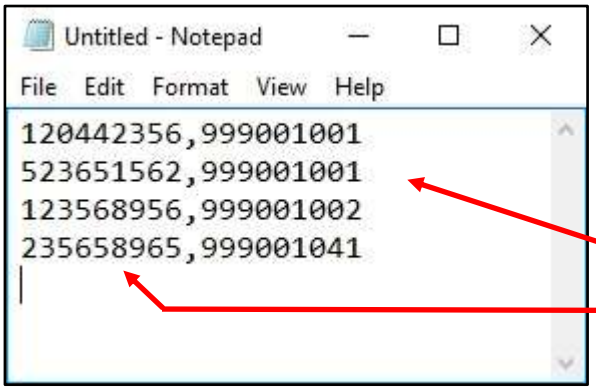
A single-sex academic class refers to an academic class in a co-educational school where only male or only female students are permitted to take the class. A class should be counted as a single-sex class only if it excludes students of one sex from enrolling or otherwise participating in that class because of their sex. A class is not considered single-sex so long as it is open to members of both sexes, even if students of only one sex, or a disproportionate number of students of one sex, enroll.

This file must contain class ID's followed by a comma and the county district campus number where class was offered. CLASS-ID-NUMBER is a number identifying a unique course section, that is unique for a school year, Campus, and SERVICE-ID. The CLASS-ID-NUMBER may be any 14 character district defined identifier comprised of letters and/or numbers.



File Example for #1 – Single Sex Classes

For files #2 - #16 use the following file layout:



ID# can be student or staff depending on what type of data you are loading.
Student – SSN, Local ID, Tx-Unique ID
Staff – SSN or Tx-Unique ID

County District Campus #

Student or Staff ID#

File Example for #2 through #16

2) Security Staff – Sworn Law Enforcement
(SECR1_sworn_law_enf.csv)

A sworn law enforcement officer is a career law enforcement officer, with arrest authority. A sworn law enforcement officer may be a school resource officer (who has specialized training and is assigned to work in collaboration with school organizations). A sworn law enforcement officer may be employed by any entity (e.g., police department, school district or school).

This file must contain Staff SSN's that are Sworn Law Enforcement and the campus they were at. If there are multiple county district # for the same Staff ID you must have one line for each campus. SSN must only be numerical values. See example image at bottom of page 10.

3) Security Staff - Security Guards
(SECR1_security_guards.csv)

A security guard is an individual who guards, patrols, and/or monitors the school premises to prevent theft, violence, and/or infractions of rules. A security guard may provide protection to individuals, and may operate x-ray and metal detector equipment. A security guard is not a sworn law enforcement officer.

This file must contain Staff SSN's that are Security Guards and the campus they were at. If there are multiple campuses for the same Staff ID you must have two lines for each campus. SSN must only be numerical values. (For File Example see Sworn law enforcement file) See example image at bottom of page 10.

4) Credit Recovery Program Student Participation
(PENR_credit_recovery.csv)

Credit recovery programs (including courses or other instruction) aim to help schools graduate more students by giving students who have fallen behind the chance to "recover" credits through a multitude of different strategies, including online. Different programs allow students to work on their credit recovery classes over the summer, on school breaks, after school, on weekends, at home on their own, at night in school computer labs, or even during the school day.

This file can contain either student's SSN or Texas Unique ID's or State Local ID's followed by a comma and the campus they are attributed to. This file may contain any combination of Student Identification types. See example image at bottom of page 10.

5) Instances of Corporal Punishment
(DISC_corporal_pun.csv)

Corporal punishment refers to paddling, spanking, or other forms of physical punishment imposed on a child.

This file can contain either students SSN or Texas Unique ID's or State Local ID's followed by a comma and the campus they are attributed to. This file may contain any combination of Student Identification types. If a student has more than one corporal punishment instance you must have a single line entry in this file for each instance. See example image at bottom of page 10.

6) Students referred to Law Enforcement agency or official

(ARRS-A_law_enforce_referral.csv)

Referral to law enforcement is an action by which a student is reported to any law enforcement agency or official, including a school police unit, for an incident that occurs on school grounds, during school-related events, or while taking school transportation, regardless of whether official action is taken. Citations, tickets, court referrals, and school-related arrests are considered referrals to law enforcement.

This file can contain either students SSN or Texas Unique ID's or State Local ID's followed by a comma and the campus they are attributed to. This file may contain any combination of Student Identification types. See example image at bottom of page 10.

7) Students who received a school related arrest

(ARRS-B_school_arrest.csv)

School-related arrest refers to an arrest of a student for any activity conducted on school grounds, during off-campus school activities (including while taking school transportation), or due to a referral by any school official. All school-related arrests are considered referrals to law enforcement.

This file can contain either students SSN or Texas Unique ID's or State Local ID's followed by a comma and the campus they are attributed to. This file may contain any combination of Student Identification types.

<u>For files 8-10 Students Reported as harassed or bullied</u>

(Individuals in reported in these categories are **Victims**)

(Files 8,9 & 10 assist in answering HIBS 2a, 2b, 2c)

File should include data for students disciplined for harassment or bullying, as specified. Include students disciplined in grades K-12 and comparable ungraded levels. Alleged victims must be students.

HIBS 2a-2c will require three different files based on the type allegation being reported. Each file should contain the student's ID and the campus they are attributed to. See example image at bottom of page 10.

8) Students reported as harassed or bullied based on sex

(HIBS2_student_harassed_sex.csv)

Harassment or bullying on the basis of sex includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.

9) Students reported as harassed or bullied based on race, color or national origin
(HIBS2_student_harassed_race.csv)

Harassment or bullying on the basis of race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.

10) Students Reported as harassed or bullied based on disability
(HIBS2_student_harassed_disability.csv)

Harassment or bullying on the basis of disability refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.

For files 11-13 Students disciplined for harassment or bullying
(Individuals in reported in these categories are **Perpetrators**)
(Files 11,12 & 13 answer assist in answering HIBS 3a, 3b, 3c)

Enter the number of students disciplined for harassment or bullying, as specified. Include students disciplined in grades K-12 and comparable ungraded levels.

Alleged victims must be students.
In classifying the disciplined students, look to their likely motives, and not the actual status of the alleged victims.

A student disciplined for engaging in harassment or bullying on the basis of multiple categories should be counted in each applicable category. For example, a student disciplined for engaging in harassment or bullying on the basis of both sex and disability should be reported in both the sex table and the disability table.

HIBS 3a-3c will require three different files based on the type allegation being reported. Each file should contain the students ID and the campus they are attributed to. See example image at bottom of page 10.

11) Students disciplined for harassment or bullying on basis of sex
(HIBS3_disc_harass_sex.csv)

See description for file #8.

12) Students disciplined for harassment or bullying on basis of race, color or national origin
(HIBS3_disc_harass_race.csv)

See description for file #9.

13) Students disciplined for harassment or bullying on basis of disability
(HIBS3_disc_harass_disability.csv)

See description for file #10.

14) Students subjected to mechanical restraint
(RSTR-A_mech_restraint.csv)

Mechanical restraint refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- *Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;*
- *Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;*
- *Restraints for medical immobilization; or*
- *Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.*

This file can contain either student's SSN or Texas Unique ID's or State Local ID's followed by a comma and the campus they are attributed to. This file may contain any combination of Student Identification types. See example image at bottom of page 10.

15) Students subjected to physical restraint
(RSTR-B_physical_restraint.csv)

Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.

This file can contain either student's SSN or Texas Unique ID's or State Local ID's followed by a comma and the campus they are attributed to. This file may contain any combination of Student Identification types. See example image at bottom of page 10.

16) Teacher Absenteeism
(STAF_teach_absent.csv)

A teacher was absent if he or she was not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. This includes both days taken for sick leave and days taken for personal leave. Personal leave includes absences for reasons other than sick leave. Administratively approved leave for professional development, field trips or other off-campus activities with students should not be included.

See example image at bottom of page 10.

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Summary of File Uploads:

1) Single Sex Classes	COUR_single_sex_class.csv
2) Security Staff – Sworn Law Enforcement	SECR1_sworn_law_enf.csv
3) Security Staff - Security Guards	SECR1_security_guards.csv
4) Credit Recovery Program Student Participation	PENR_credit_recovery.csv
5) Instances of Corporal Punishment	DISC_corporal_pun.csv
6) Students referred to Law Enforcement agency or official	ARRS-A_law_enforce_referral.csv
7) Students who received a school related arrest	ARRS-B_school_arrest.csv
8)Students reported as harassed or bullied based on sex	HIBS2_student_harassed_sex.csv
9) Students reported as harassed or bullied based on race, color or national origin	HIBS2_student_harassed_race.csv
10) Students Reported as harassed or bullied based on disability	HIBS2_student_harassed_disability.csv
11) Students disciplined for harassment or bullying on basis of sex	HIBS3_disc_harass_sex.csv
12) Students disciplined for harassment or bullying on basis of race, color or national origin	HIBS3_disc_harass_race.csv
13) Students disciplined for harassment or bullying on basis of disability	HIBS3_disc_harass_disability.csv
14) Students subjected to mechanical restraint	RSTR-A_mech_restraint.csv
15) Students subjected to physical restraint	RSTR-B_physical_restraint.csv
16) Teacher Absenteeism	STAF_teach_absent.csv

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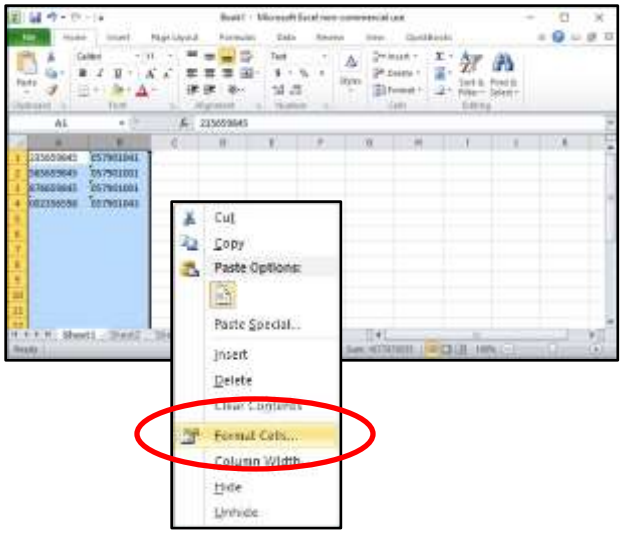
Tips for creating a custom CSV File

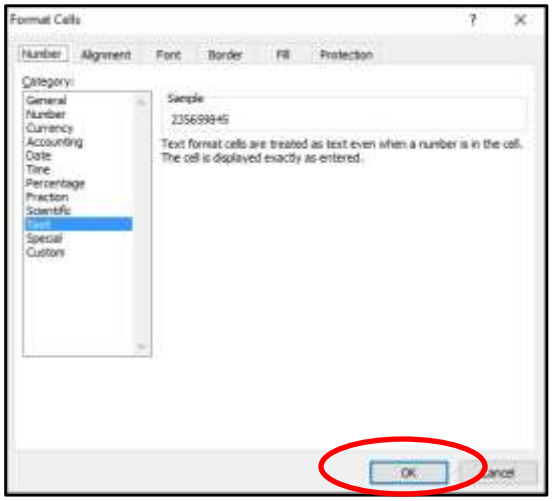
(CSV = Comma Separated Value)

Below is an example of creating a csv file using Excel.

Things to be mindful of:
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 Class ID's or Staff or Student ID's make sure the formatting is correct to save leading zeros if they are part of the class # or ID. See the Example below.





The example file above has two columns of data. The first column is an ID # and the second is a county district #. Notice the county district # has a leading zero. In order have the display and save as a csv file properly you must format the two columns as text.

Highlight the two columns and right click, you will see the menu above. Choose "Format Cells" and you will be presented with the menu at right. Choose "Text" and then "OK".

When saving, choose "File Save As" and choose "csv" file type.

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Upload your files into OnDataSuite

To upload your files, navigate to the file center. Each of the file types associated with the CRDC report are indicated above.

The school form files, files 1-16 in the previous section must be uploaded using the "SCHOOL FORM" uploader. The user must select a CRDC Part, Section and Data Type.

- ✓ We highly suggest the custom files created be named using the names as suggested in the previous section.
- ✓ If a file is reloaded it will overwrite and replace the previous file.

If at any time you would like to remove any data loaded for any of the custom data source files, files 1-16, you may by loading a blank file. The blank file should be a CSV file containing a single zero. See example below using Microsoft notepad.

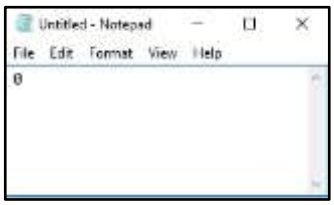

Figure A

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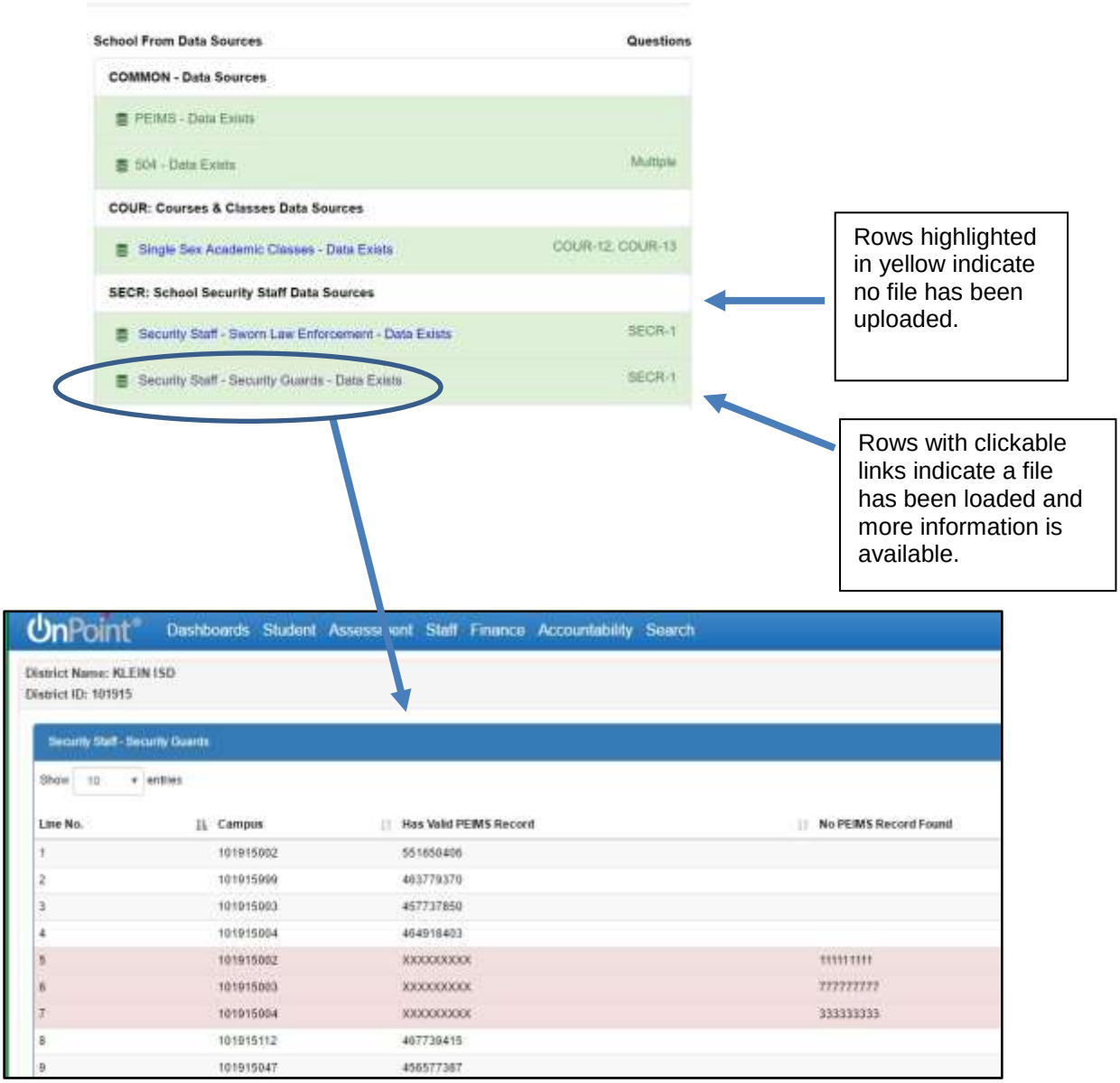
Review Data Sources



Where Applicable a list will be displayed for review. Records with no matching PEIMS data should be reviewed.

Student/staff who have no corresponding PEIMS data found should be investigated. If an error is found it should be corrected in the csv file and the csv file re-uploaded into OnDataSuite. For example, an incorrect ID, the ID should be corrected and the csv file re-uploaded. Re-uploading will not cause duplicate data.

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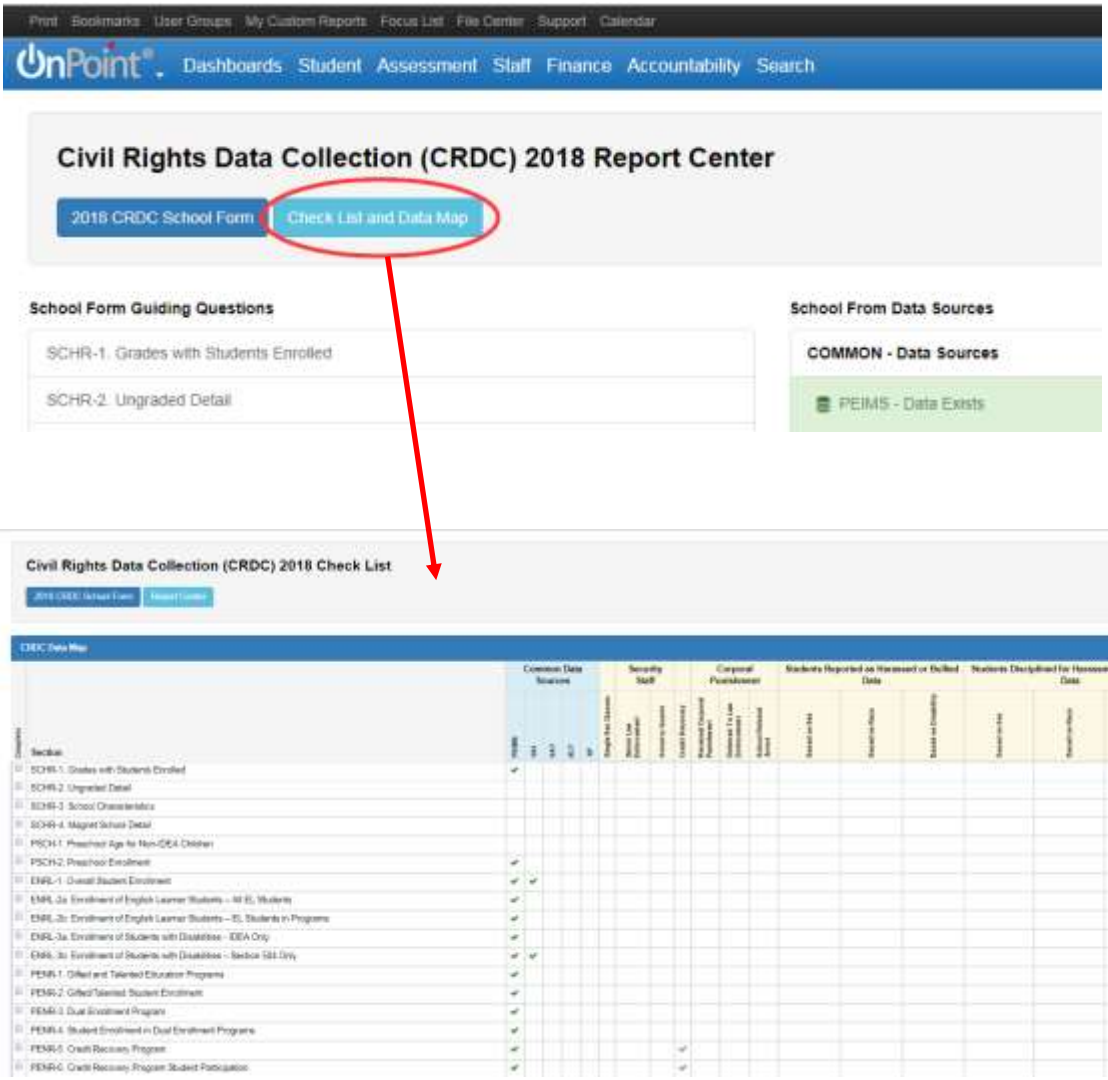
4) Data Tools Available

Data Map



The Data Map is an optional self-auditing tool for the user.

As the user loads data and answers the leading questions, the activity will be reflected in the data map. The green check marks indicate the CRDC question and the source of the data. For example, SCHR-1 “Grades with Students Enrolled” is pulled from your PEIMS files.
If the check mark is “grey” in color, it indicates the data file has not been loaded or the leading question has not been answered. As the user progresses through loading data and answering questions you may check the “Complete” box on the left of each question.

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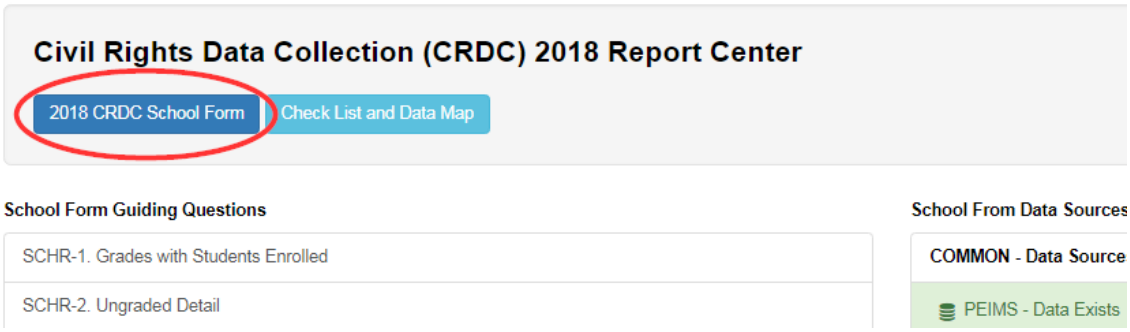
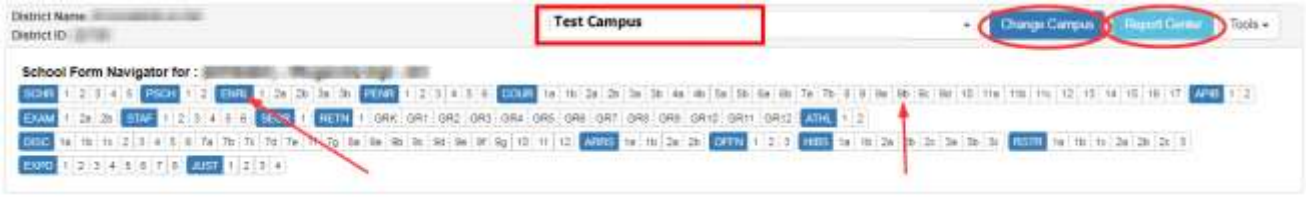
CRDC School Form

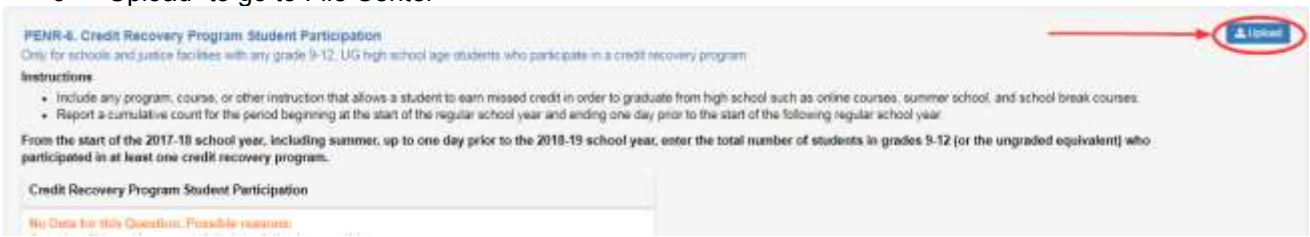


Navigation



- Use the Navigator to:
  - Click on a heading to navigate to that area
  - Click on a specific question to navigate to that question
- Select appropriate campus and “Change Campus”
- Click on ‘Report Center’ to return back to the main page
- Guiding Questions
  - “Edit your data” to change information

- Questions requiring uploaded data
  - “Upload” to go to File Center



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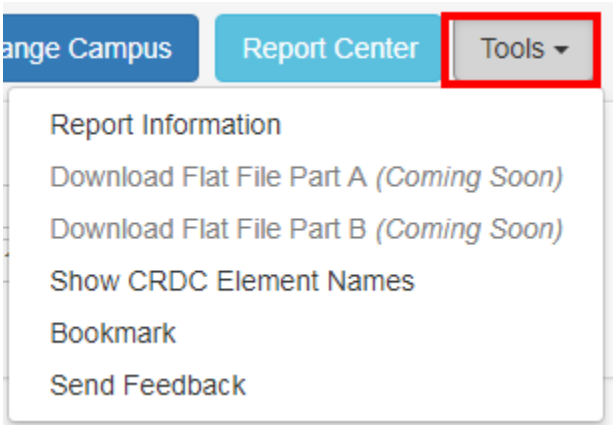
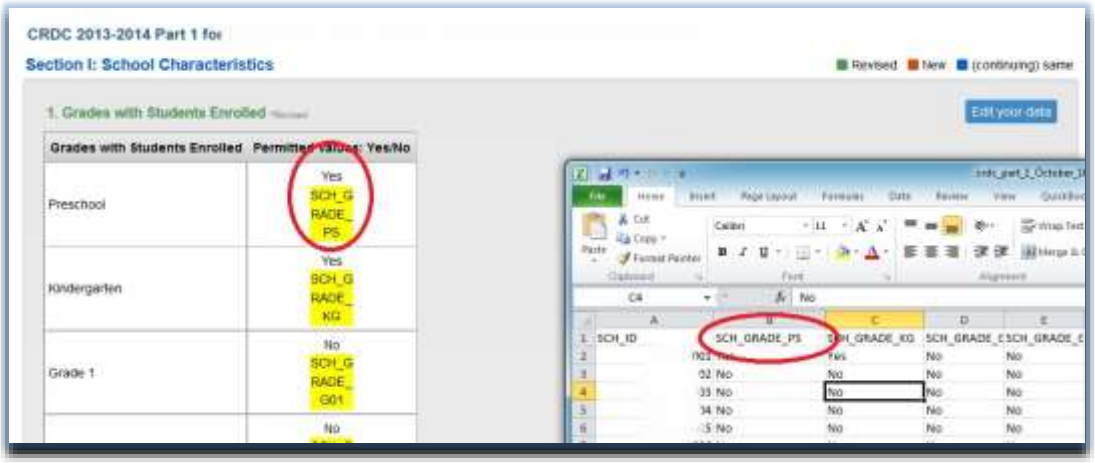
Tools



- Report Information – Will toggle the display of detailed report info about each section of each part of the report.
- Download Flat File – These will create the files needed to upload to the USDE site.
- Show CRDC Element Names - This will turn on the feature that will display the name of each data element in the respective box on the CRDC Report. See example below:



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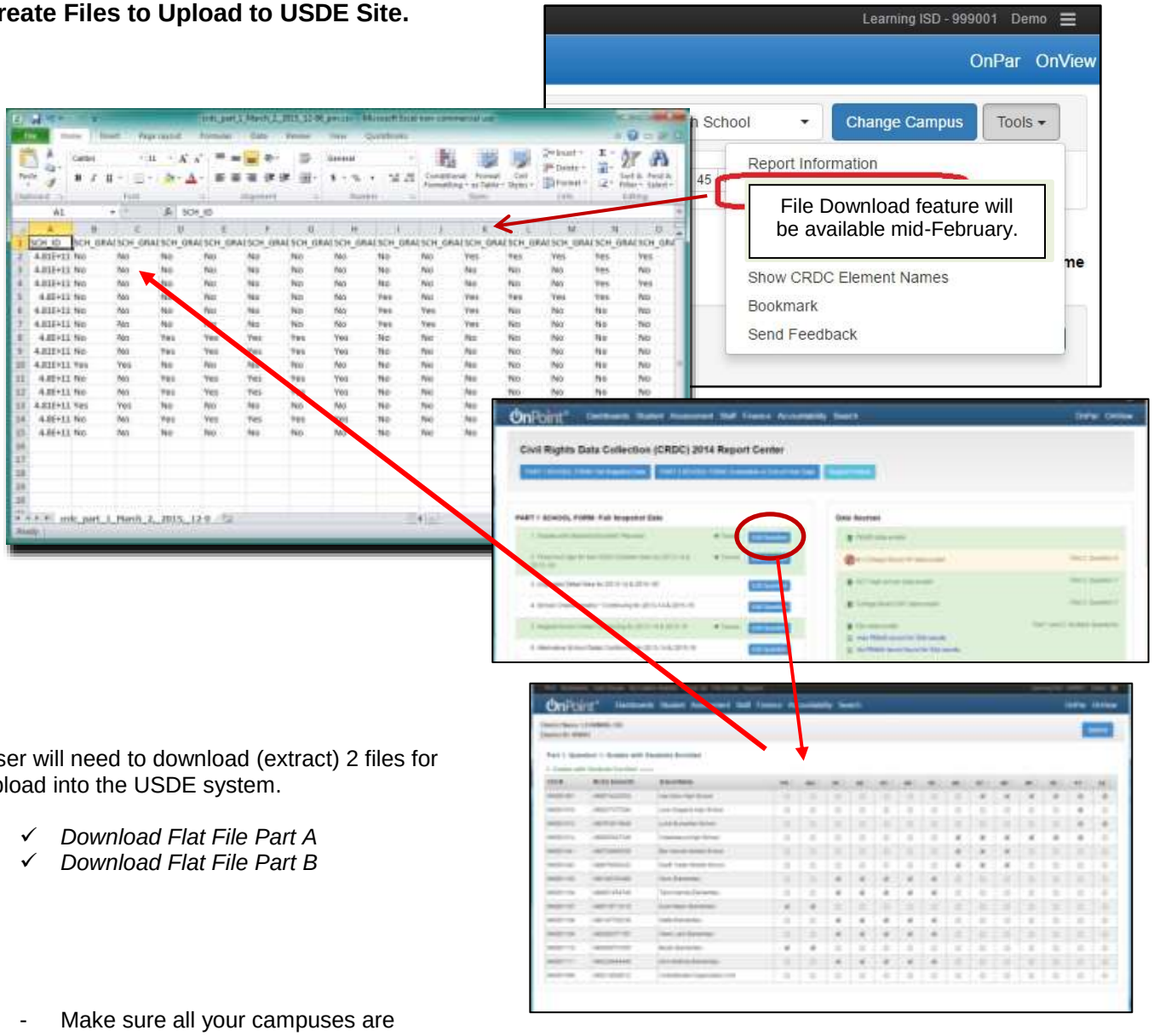
5) Submitting to the USDE

Create Files to Upload to USDE Site.



User will need to download (extract) 2 files for upload into the USDE system.

- ✓ *Download Flat File Part A*
- ✓ *Download Flat File Part B*

- Make sure all your campuses are represented in each flat file. Double check by reviewing the campus list displayed in guiding question SCHR-1.
- If a campus is present in the file you do not want to submit for, delete that row from the file.
- Use TEA's "Ask Ted" application to review NCES District and Campus #'s. http://mansfield.tea.state.tx.us/tea.askted.web/Forms/Home.aspx
- If a campus is not present you need added, or you need a campus deleted, please request the add/delete using the OnDataSuite support ticket system.

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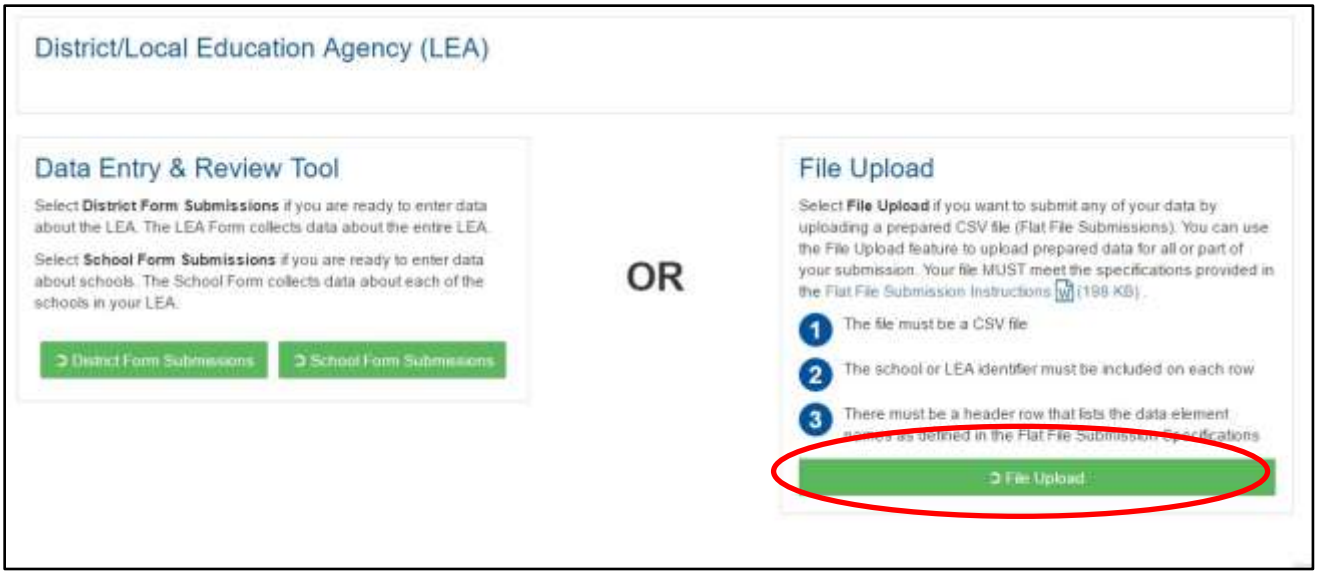
Upload your campus data to the USDE



The 2 files extracted from OnDataSuite must be in CSV (Comma Separated Value) 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 file has the campuses needed as discussed in step 3, you will need to upload the 2 files and review the error reports provided by the USDE.

If needed to change the data you may choose to….

1- Change the data in a source system and reload the file into OnDataSuite and recreate the OnDataSuite flat files.

2- Edit the OnDataSuite flat file directly before uploading to the USDE site.

3- Edit the data directly on the USDE site.

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

Thank You!

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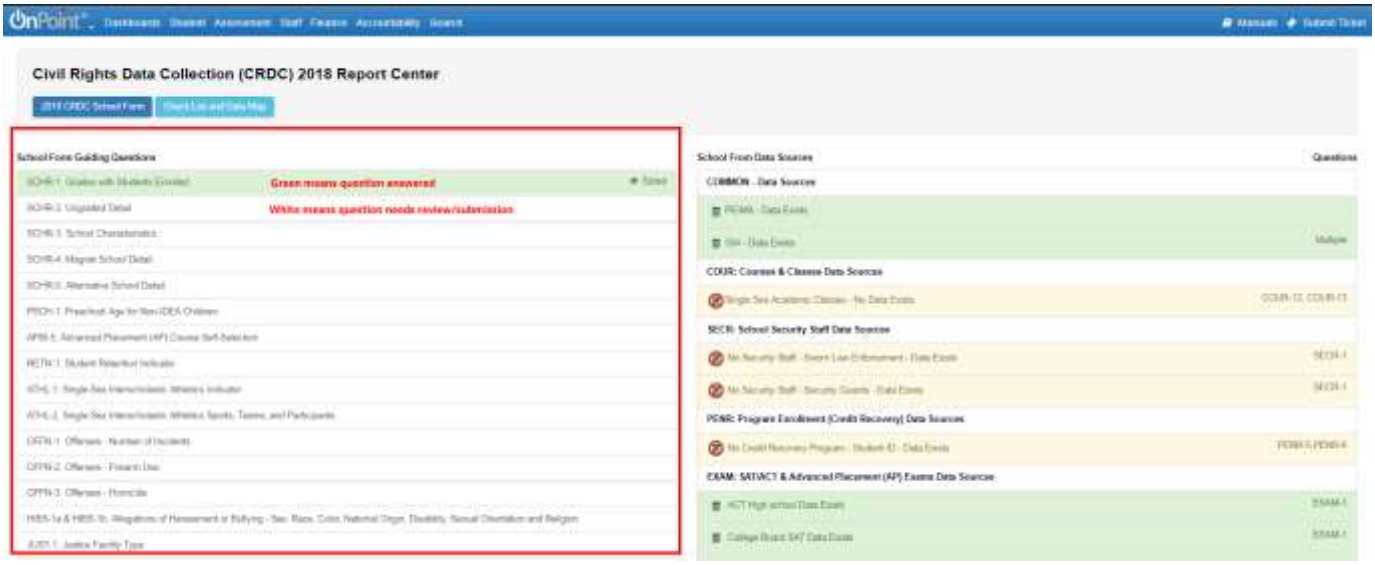
QUICK GUIDE – SCHOOL FORM

1) Review/Upload Standard Files in File Center>Data Sources:

2) Answer Guiding Questions under Accountability>Federal Accountability Report Center>2018 CRDC Report Center (Pre-Release) Left-Hand side of page

- Green Shading = Question Answered
- White Shading = Question Needs Review/Submission



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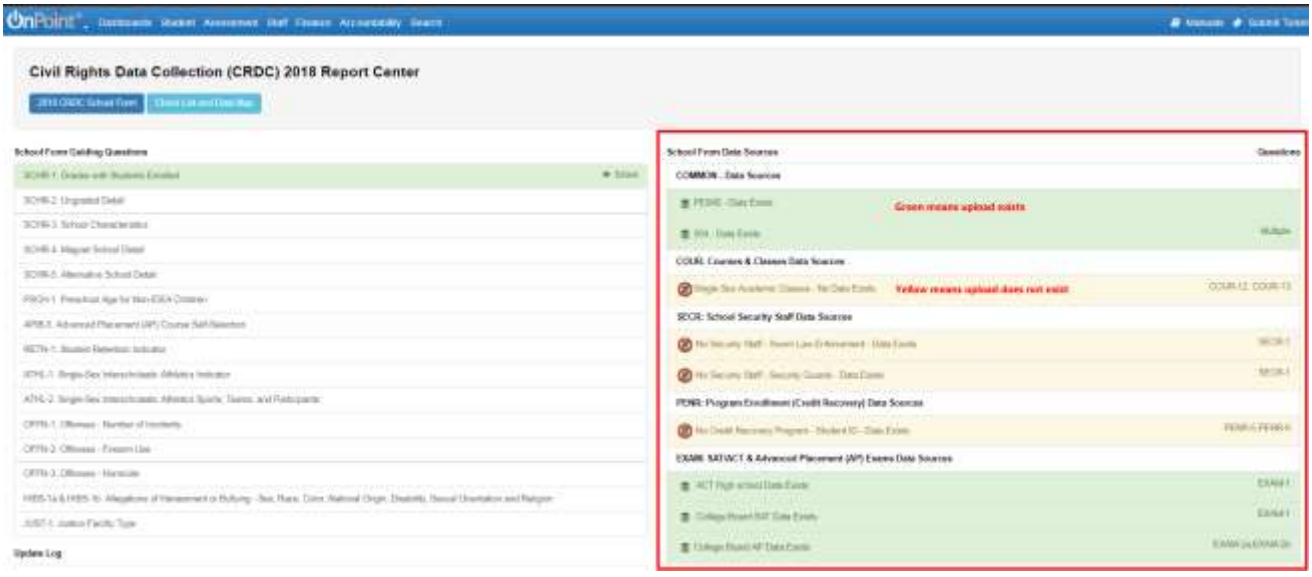
3) Load Custom Data Sources in File Center>Data Sources – *Optional*

Accountability>Federal Accountability Report Center>2018 CRDC Report Center (Pre-Release) Right-Hand side of page

- Green shading = Upload exists
- Yellow shading = Upload does not exist



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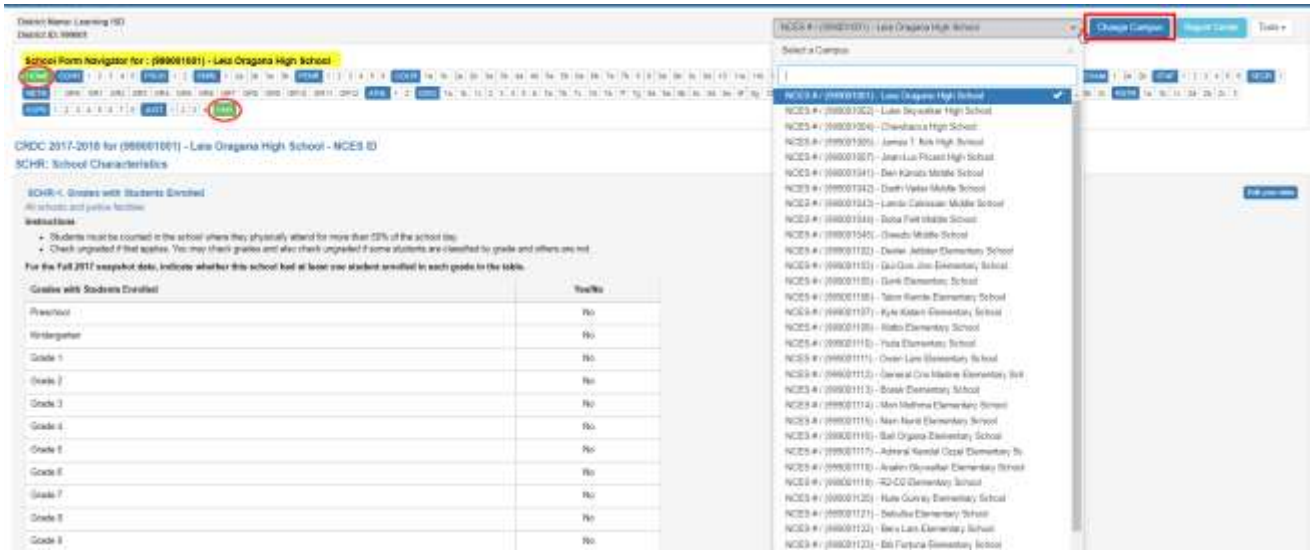
4) Review Data for each Campus



5) Create Upload Files – *Coming Soon*