

Civil Rights Data Collection Report – CRDC v2

The CRDC v2 tool can be used to create the 2 CSV files for upload to the CRDC site: the LEA file and School file. The CRDC Data Setup v2 feature provides data mapping fields to extract and calculate the CRDC related data available in iPass. Data elements not stored in iPass may be entered on the “non-iPass” CRDC mapping screens to be included in the CSV files. This allows all the data to be combined and exported into the CRDC LEA and School files for upload to the CRDC site. Entering the data elements in the CRDC mapping screens will eliminate the need for multiple file formats when completing the online report.

The **CRDC Data Setup v2** tool includes the following screens for data mapping and for entering non-ipass data:

- District Data – **Common, LEA, and Non iPass LEA**
- School Data / For Each School – **School-(SchoolName)** and **non iPass-(SchoolName)**.

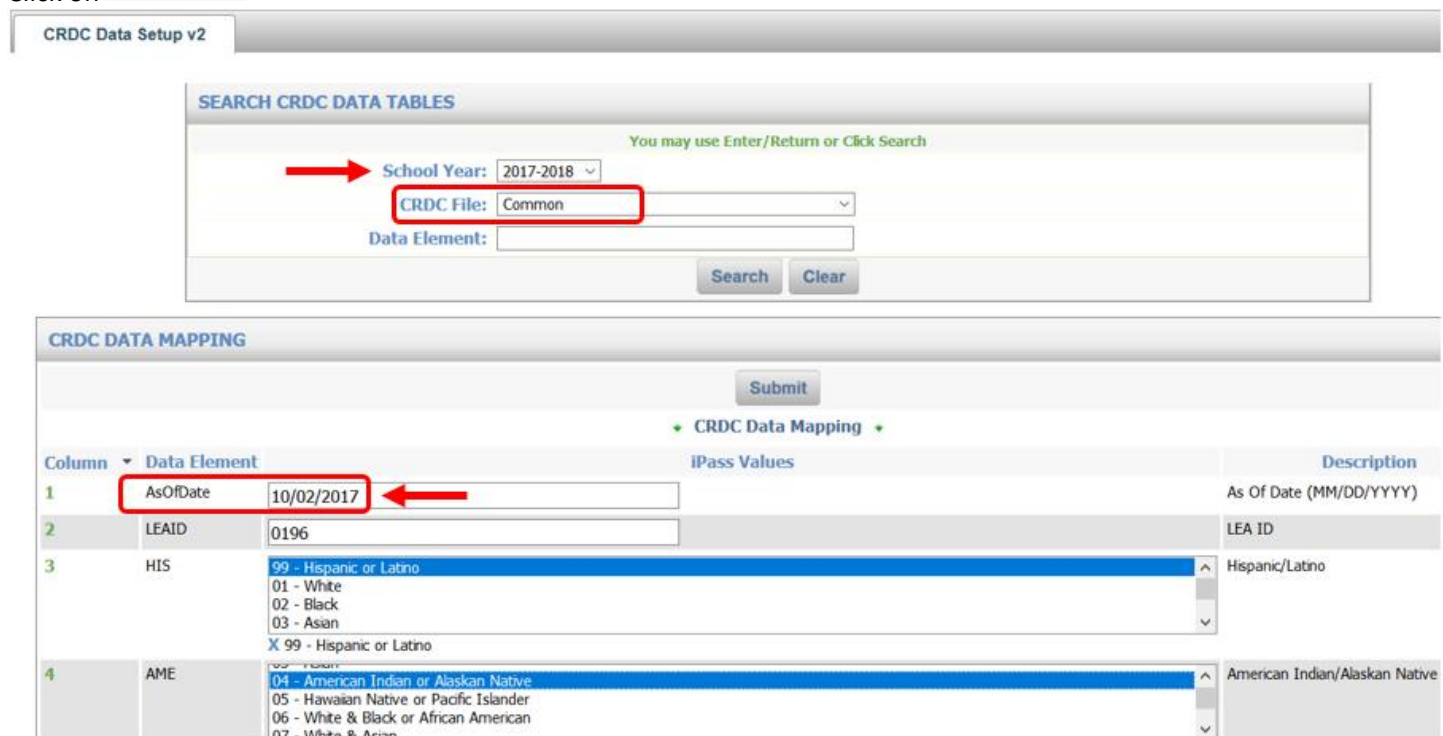
CRDC Data Mapping – Common

Go to DOE ID Manager and click on **CDRC Data Setup v2**.

Change the school year to the previous school year, ex. 2017-2018 if current year is 2018-2019.

Select **Common** from the CRDC File drop-down menu.

Click on 



The screenshot shows the 'CRDC Data Setup v2' interface. The top section is titled 'SEARCH CRDC DATA TABLES' and contains the following fields:

- School Year:** 2017-2018 (indicated by a red arrow)
- CRDC File:** Common (indicated by a red box)
- Data Element:** (empty field)

Buttons for 'Search' and 'Clear' are located below these fields. The bottom section is titled 'CRDC DATA MAPPING' and contains a table with the following columns: 'Column', 'Data Element', 'iPass Values', and 'Description'. The table has four rows:

Column	Data Element	iPass Values	Description
1	AsOfDate	10/02/2017 (indicated by a red box and arrow)	As Of Date (MM/DD/YYYY)
2	LEAID	0196	LEA ID
3	HIS	99 - Hispanic or Latino (selected in dropdown)	Hispanic/Latino
4	AME	04 - American Indian or Alaskan Native (selected in dropdown)	American Indian/Alaskan Native

Use the **CRDC LEA Guide 2017-2018** to complete the Common fields, mapping the Race and Ethnicity codes, Grade Level codes, Special Education codes, and Bilingual Ed Status codes.

Be sure to enter the **As of Date to match the October SIMS Report** for the previous school year. Example: For **October 2017** the date will be **10/02/2017** since October 1 was a Sunday.

If there is no answer, leave blank or un-selected.

CRDC Data Mapping – LEA

Go to **DOE ID Manager** and click on **CDRC Data Setup v2**

Change the school year to the previous year, ex. 2017-2018 if the current year is 2018-2019.

Select **LEA** from the CRDC File drop-down menu

Click on 

CRDC Data Setup v2

SEARCH CRDC DATA TABLES

You may use Enter/Return or Click Search

➔ School Year: 2017-2018 ▼
CRDC File: LEA ▼
 Data Element:


CRDC DATA MAPPING

+ CRDC Data Mapping +

Column	Data Element	iPass Values	Description
1	LEA_ENR	Gateway Regional High School Gateway Regional Middle School Littleville Elementary School Outplaced <input checked="" type="checkbox"/> Chester Elementary <input checked="" type="checkbox"/> Gateway Regional High School <input checked="" type="checkbox"/> Gateway Regional Middle School <input checked="" type="checkbox"/> Littleville Elementary School <input checked="" type="checkbox"/> Outplaced	Count of Students - Overall student enrollment for the LEA (includes students served in LEA and non-LEA facilities)
2	LEA_SCHOOLS	Gateway Regional High School Gateway Regional Middle School Littleville Elementary School Outplaced <input checked="" type="checkbox"/> Chester Elementary <input checked="" type="checkbox"/> Gateway Regional High School <input checked="" type="checkbox"/> Gateway Regional Middle School <input checked="" type="checkbox"/> Littleville Elementary School	Count of Schools - Public schools in the LEA

Use the **CRDC LEA Guide 2017-2018** to complete the data mapping for the district on this screen.

3	LEA_PS_FULLDAYFREE	- IK - Incoming KF 2019-20 KF - Kindergarten Full Time 01 - 01 <input checked="" type="checkbox"/> -	Full-day preschool - free
4	LEA_PS_FULLDAYCOST	G2008 - Yog 2008 PK - Pre-Kindergarten SP - SP G09 - Class of 2009	Full-day preschool - partial or full charge
5	LEA_PS_PARTDAYFREE	- IK - Incoming KF 2019-20 KF - Kindergarten Full Time 01 - 01 <input checked="" type="checkbox"/> -	Part-day preschool - free
6	LEA_PS_PARTDAYCOST	G2008 - Yog 2008 PK - Pre-Kindergarten SP - SP G09 - Class of 2009 <input checked="" type="checkbox"/> PK - Pre-Kindergarten	Part-day preschool - partial or full charge

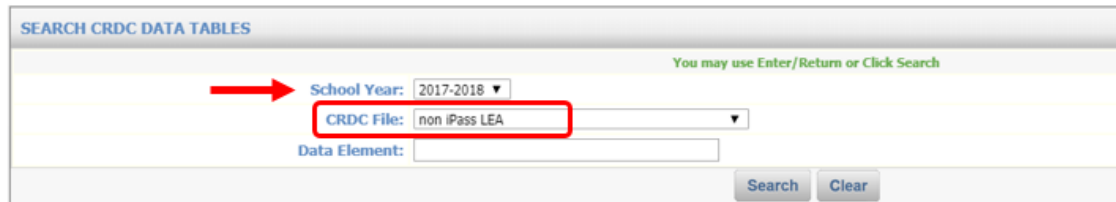
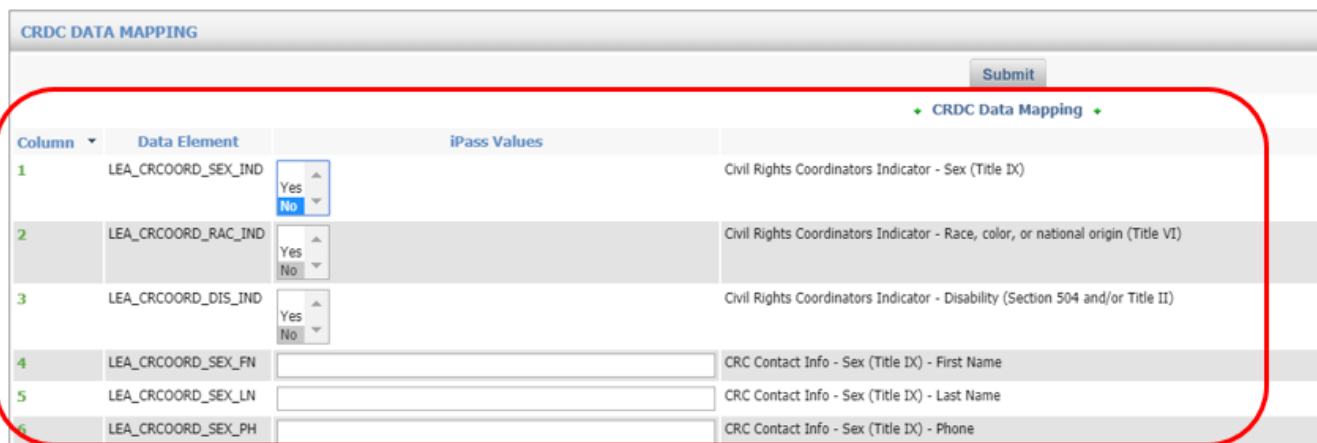
Click on  to save the data mapping selections on this screen.

CRDC Data Mapping – non iPass LEA

Go to **DOE ID Manager** and click on **CDRC Data Setup v2**

Change the school year to the previous year, ex. 2017-2018 if the current year is 2018-2019.

Select **non iPass LEA** from the CRDC File drop-down menu

Column	Data Element	iPass Values	
1	LEA_CRCOORD_SEX_IND	Yes/No	Civil Rights Coordinators Indicator - Sex (Title IX)
2	LEA_CRCOORD_RAC_IND	Yes/No	Civil Rights Coordinators Indicator - Race, color, or national origin (Title VI)
3	LEA_CRCOORD_DIS_IND	Yes/No	Civil Rights Coordinators Indicator - Disability (Section 504 and/or Title II)
4	LEA_CRCOORD_SEX_FN		CRC Contact Info - Sex (Title IX) - First Name
5	LEA_CRCOORD_SEX_LN		CRC Contact Info - Sex (Title IX) - Last Name
6	LEA_CRCOORD_SEX_PH		CRC Contact Info - Sex (Title IX) - Phone

Use the **CRDC LEA Guide 2017-2018** to complete the entry of non-iPass LEA data for your district.

Click on  to record the data mapping selections on this screen.

CRDC Data Mapping – School – by Individual School

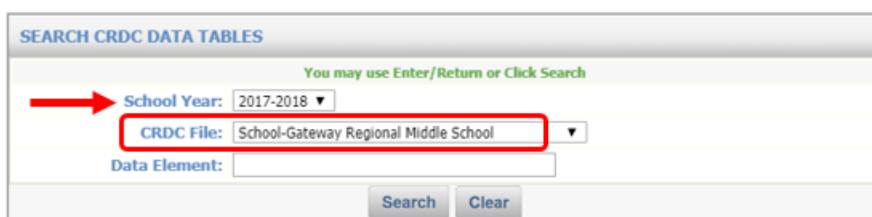
Select **School** for each school in your district and complete the data mapping for each school in the district where the data is applicable. For example, at the high school, high school level courses will be aligned with the CRDC guideline, while at an elementary school they will remain blank.

Go to **DOE ID Manager** and click on **CDRC Data Setup v2**

Change the school year to the previous year, ex. 2017-2018 if the current year is 2018-2019

Select **School – [School Name]** from the CRDC File drop-down menu.

Click on 




CRDC DATA MAPPING

+ CRDC Data Mapping +

Column	Data Element	iPass Values	Description
1	SCH_ID	<input type="text"/>	School ID
2	SCH_ALGCLASSES_GS0708	02052-Algebra I 52052-Algebra I 02069M-Algebra-Middle School 04058-Ancient Civilizations <input checked="" type="checkbox"/> 52052-Algebra I <input checked="" type="checkbox"/> 02069M-Algebra-Middle School	# of Middle School Algebra I Classes
3	SCH_GEOMCLASSES_G08	04049M-Geography-Middle School 52072-Geometry 02079M-Geometry-Middle School 58052-Health and Fitness <input checked="" type="checkbox"/> 52072-Geometry <input checked="" type="checkbox"/> 02079M-Geometry-Middle School	# of Geometry Classes for 8th Grade Students
4	SCH_MATHCLASSES_GEOM	02052-Algebra I 52052-Algebra I 02069M-Algebra-Middle School 04058-Ancient Civilizations	# of High School Geometry Classes

Use the **CRDC School Guide 2017-2018** to complete the data mapping process for each school in your district.

Click on  to record the data mapping selections on this screen. Be sure to complete each school in your district.

CRDC Data Mapping – non iPass School – by Individual School

Go to **DOE ID Manager** and click on **CDRC Data Setup v2**

Change the school year to the previous year, ex. 2017-2018 if the current year is 2018-2019.

Select **non-iPass School – [School Name]** from the CRDC File drop-down menu.

Click on 

SEARCH CRDC DATA TABLES

You may use Enter/Return or Click Search

School Year: 2017-2018 ▼

CRDC File: non iPass School-Gateway Regional Middle School ▼

Data Element:

CRDC DATA MAPPING

+ CRDC Data Mapping +

Column	Data Element	iPass Values	Description
1	SCH_FTESECURITY_LEO	<input type="text"/>	Number of FTE sworn law enforcement officers
2	SCH_FTESECURITY_GUA	<input type="text"/>	Number of FTE security guards
3	SCH_FTESERVICES_NUR	<input type="text"/>	Number of FTE Nurses
4	SCH_FTESERVICES_PSY	<input type="text"/>	Number of Psychologists

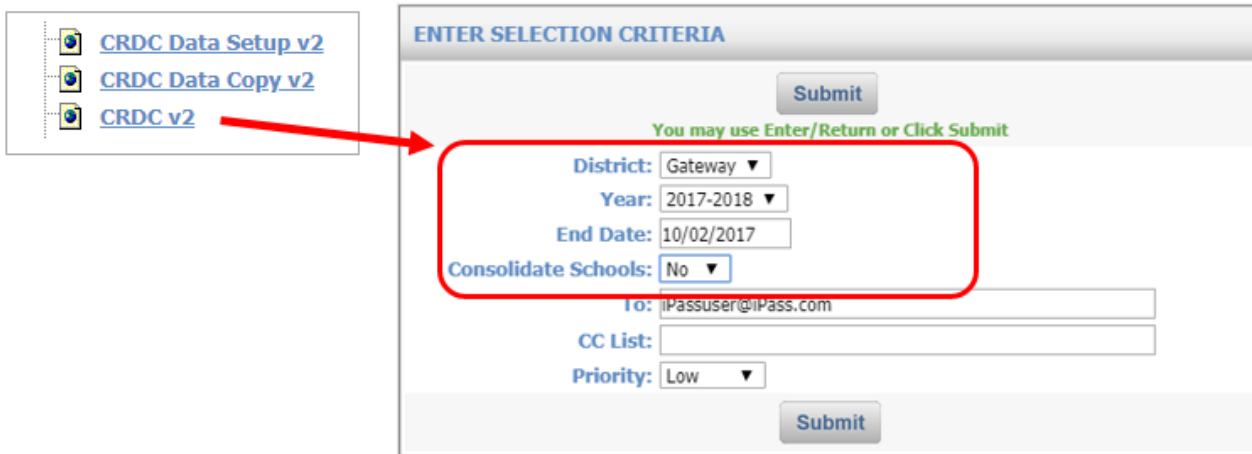
Click on  to complete the entry of non-iPass School data. Be sure to complete each school in your district.

CRDC Report


Go to **DOE ID Manager** and select **CRDC v2** from the menu.

Change the school year to the previous year, ex. 2017-2018 if the current year is 2018-2019.

The cut-off date will appear as defined previously in the Common Screen.



IMPORTANT NOTE: Districts that have **multiple iPass schools set up with the same School ID** should set **Consolidate Schools = Yes**. This will combine the data into one school in the School file.

Click on  to start the report process.

Go to **My Data > My Reports** or click on Reports at the top right of the screen.



The report output contains 2 CSV files: an 'lea' file and a 'sch' file.

CRDC v2	12/31/14 4:04pm	Not Available	Not Available	Not Available	Not Available	8210605leav141231.csv 8210605schv141231.csv	Not
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Right-Click and select "Save Link As." Save the file as a CSV file to your computer. Then, without opening the file, submit it to the CRDC portal. **NOTE:** the names lea and sch indicate which file needs to be submitted for each one. The one labeled 'lea' is the district LEA file and the one labeled 'sch' is the School file that holds the all of the school information.

You can open the file just to look. The **lea** file would have one record with many fields and the **sch** file will have many records, one for each school you are submitting.

CRDC Data Copy v2

The CRDC data mapping screens can be copied from one year to the next OR from one school to another.

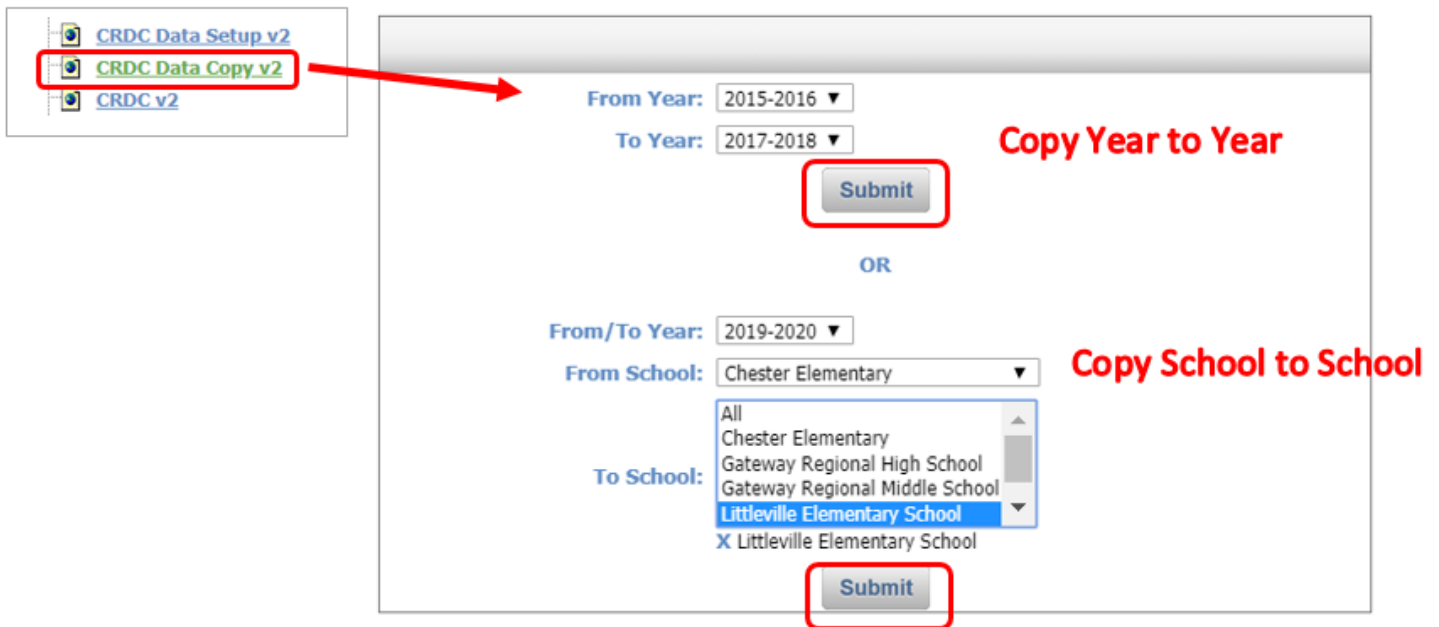
BE AWARE: The Data Copy v2 function for copying Year-to-Year copies all of the data mapping in the Common, LEA, and School files AND the data entered in the non-iPass LEA and non-iPass School files. If you choose to copy the data, since the non-iPass data is specific to the year and school where it was entered, the data will need to be reviewed and a determination made to keep it or clear it out to enter new data before the export files are generated.

The Data Copy v2 function for copying School-to-School data copies all of the data mapping in the School file AND the data entered in the non-iPass School file. If you choose to copy the data, since the non-iPass data is specific to the school where it was entered, the data will need to be reviewed and a determination made to keep it or clear it out to enter new data before the export files are generated. This is best used to copy data between similar schools such as from one elementary school to another elementary school.

Go to **DOE ID Manager** and click on **CRDC Data Copy v2**.

To copy previous school year mapping screens to another school year, ex. 2015-2016 to 2017-2018, you select the **From Year** and the **To Year** at the top of the screen and then click Submit at the **top** of the screen.

To copy the mapping screens from one school to another for the same reporting year, ex. one elementary school to another for 2017-2018, you select **From/To Year** for the reporting year (ie. 2017-2018) and the **From School** and **To School** and then click Submit at the **bottom** of screen.



More information on the 2017-2018 CRDC Collection can be found at the [Civil Rights Data Collection Resource Center](https://crdc.grads360.org/#program).

Link: <https://crdc.grads360.org/#program>

