Civil Rights Data Collection (CRDC) Setup

Last Updated 01/24

Classic View: Federal Reporting > Civil Rights Data Collection (CRDC) > Setup

Search Terms: Civil Rights Data Collection (CRDC) Setup

The Civil Rights Data Collection (CRDC) Setup tool allows districts to complete category mappings for each school for grade levels, students in subgroups (IDEA, 504, EL etc.), and courses. Users are able to capture all SIS related data elements required to report for the CRDC. Users are also be able to generate reports to match the CRDC data collection templates.

> The CRDC tool is available for the 2017-2018 and 2020-2021 versions.

CRDC Setup Tool

CRDC Setup Tool Rights

In order to use the CRDC Setup tool, users must have rights to the tool within their own district.
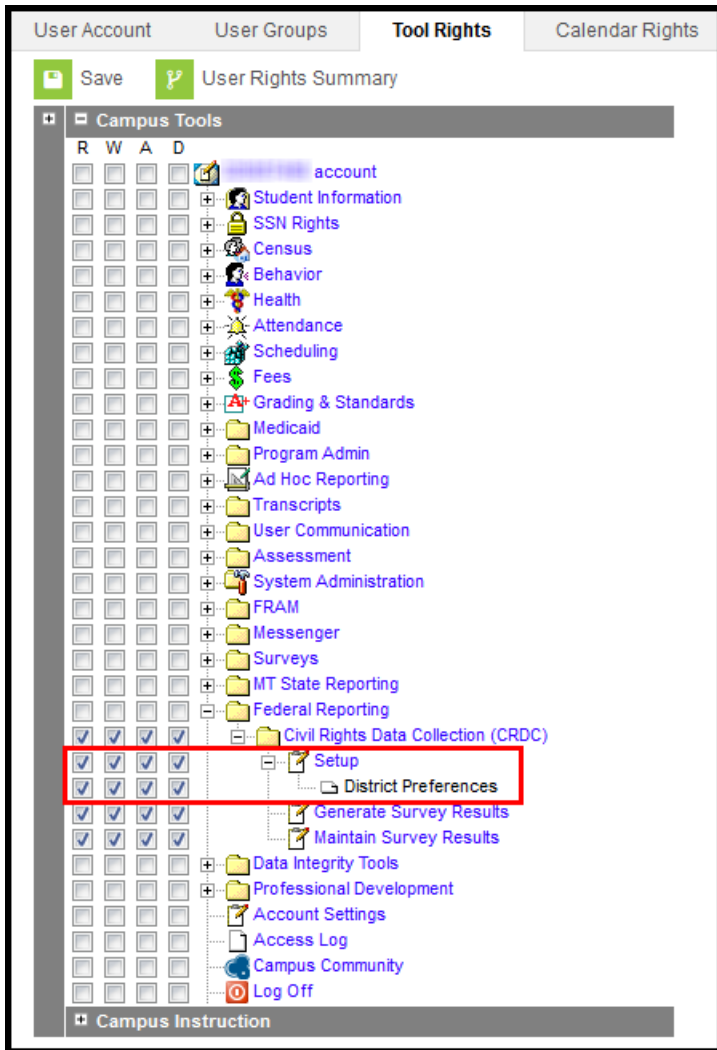
CRDC Setup Tool Rights

Tool	R	W	A	D
CRDC Setup	User can view Category Mappings.	User can view, copy, and edit Category Mappings.	User can view, copy, edit, and create new Category Mappings.	User can view, copy, edit, and create new Category Mappings.
District Preferences	User can view the District Preferences Category Mappings.	User can view, edit & push Categories.	User can view, edit & push Categories..	User can view, edit & push Categories.

CRDC School of Accountability

In order for students to display in Search Results and report for CRDC, the CRDC School of Accountability field must be set on the student's enrollment in Student Information > General > Enrollments. This field only needs to be used for districts that have students enrolled in a school that is different than the school in which they need to report for CRDC or districts that have students with multiple enrollments with different service types. The School of Accountability field can be unhidden and made visible to users in System Administration > Custom > Attribute/Dictionary > Enrollment > CRDC School of Accountability. The School of Accountability field has its own sub tool right (see below for details).

CRDC School of Accountability

The School of Accountability field on a student's enrollment determines which school the student will report in CRDC. If a student has an enrollment in the reporting year for the school selected and the School of Accountability is blank or is the same as the reporting school, the student appears in the search results for the reporting school. If a student that has an enrollment in the reporting year for a different school and the School of Accountability is the same as the school selected, the student appears in the search results for the reporting school. If the School of Accountability field is OD: Out of District or is not the same as the reporting school, the student does not appear in the search results. The table below describes different scenarios on how students report regarding the School of Accountability field.

Student Enrollment Scenarios

| School A	School B
Student 1: Enrollment in School A and CRDC School of Accountability is blank or is the same as the Selected School.	Student 3: Enrollment in School A and CRDC School of Accountability is blank or is the same as the Selected School.

School A	School B
Student 2: Enrollment in School A and CRDC School of Accountability is School B.	Student 4: Enrollment in School A and CRDC School of Accountability is School A.
Student 5: Enrollment in School A & B and School of Accountability is blank.	Student 5: Enrollment in School A & B and School of Accountability is blank.
Student 6: Enrollment in School A and CRDC School of Accountability is OD: Out of District.	

Student Search Results and Report Logic

School A	School B	Comments
Student 1	Student 2	
Student 4	Student 3	
Student 5	Student 5	The District/School must define a School of Accountability when a student has more than 1 enrollment in different Schools. The student will appear in both schools until a School of Accountability is defined.
		Student 6 will not appear in any search results or report logic as they do not have a School of Accountability in the District.

School of Accountability Tool Rights

The School of Accountability field has its own sub tool right. Users must have at least (W) rights in order to enter/edit information in this field.
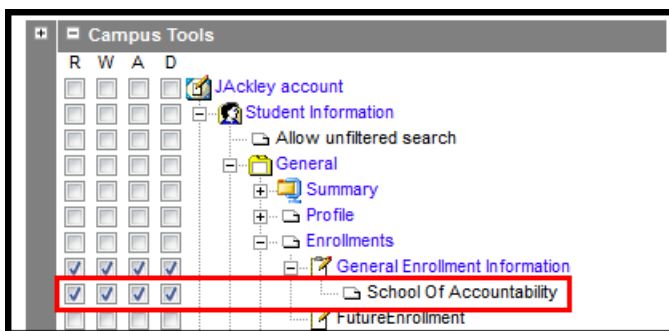
CRDC Setup

This section provides information on creating category mappings. Mappings can be created for the entire district using the District Preferences option or set for individual schools using the School Preferences option.

The search criteria entered and saved at the district level is not pushed down to individual schools. Only the course and student results based on the search criteria are pushed to individual schools.

Set District Preferences

The District Preferences section allows users to set the report options and category mappings for the district.
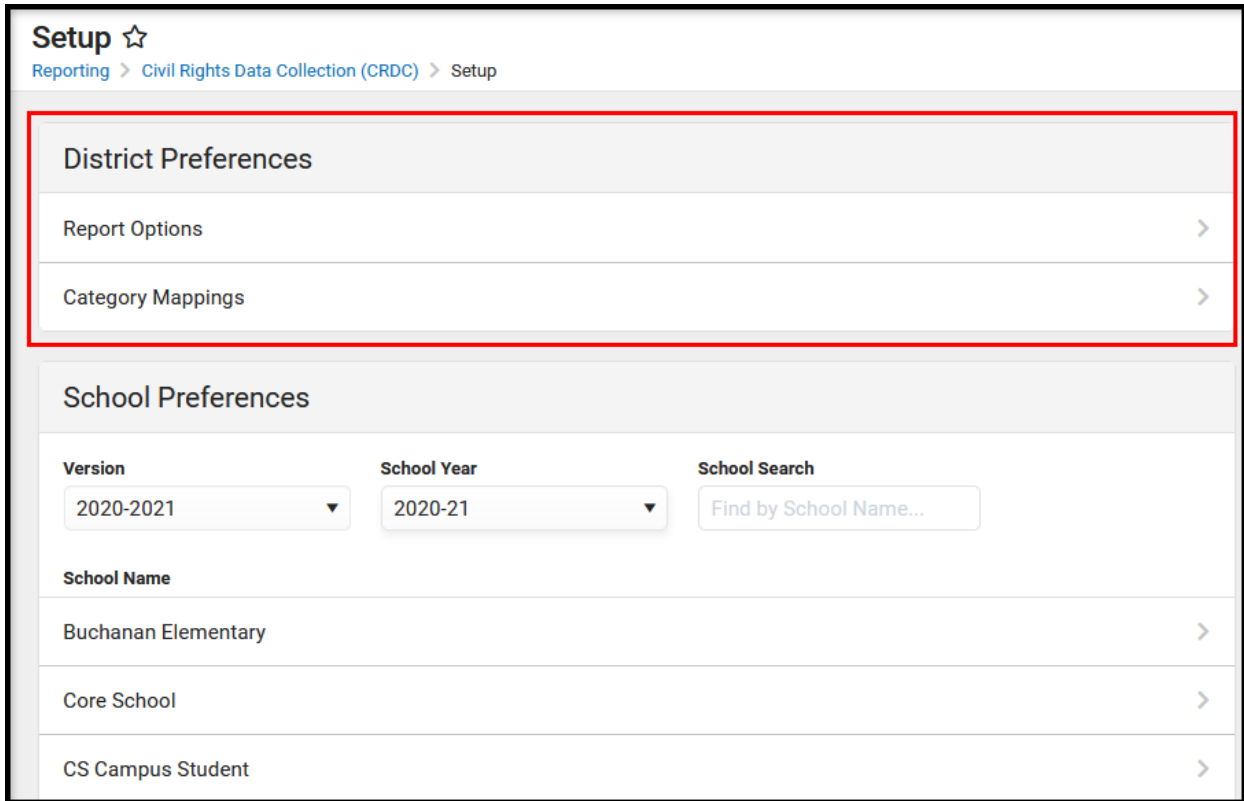
CRDC District Preferences

District Preferences Editor

Field	Definition
Report Options	Allows the user to set the Fall Snapshot Count Date, Fall Snapshot IDEA Count Date Override and select enrollment service types that will be excluded from search results for the district.
Category Mapping	Allows the user to view, create, and edit category mappings.

Set District CRDC Report Options

This section describes how to set CRDC reporting options for the district.

District CRDC Report Options

Report Options Editor

Field	Definition
Fall Snapshot Count Date	The Fall Snapshot Count Date is based on October 1 or the closest school day to October 1. This field is required.
Fall Snapshot IDEA Count Date Override	The count of students with disabilities (IDEA) should be based on either the IDEA child count date or October 1 (or the closest school day to October 1). This field is optional. If left blank, the Fall Snapshot Count Date will be used.
Exclude Enrollment Service Types	Allows users to select Enrollment Service Types that will be excluded from search results and report results.
Select All	Allows users to select all Enrollment Services Types for the Exclude Enrollment Service Types field.
Save	Saves the values entered by the user on the CRDC Report Options page.
Cancel	Returns the user to the main CRDC Setup page without saving values entered by the user on the CRDC Report Options page.

To set District Report options:

1. Select **Report Options.**
2. Enter the **Fall Snapshot Count Date.**
3. If desired, enter the **Fall Snapshot IDEA Count Date Override.**
4. If desired, enter an **Exclude Enrollment Service Type(s).**

5. Click **Save.**

District Category Mappings

This section describes how to view, create, and/or edit District Category Mappings.

> If schools have been mapped in previous years, these options will be copied when mappings are created in future years. It may not be necessary to Push in this instance. (Date related mappings are not copied).

District Category Mappings

Category Mappings Editor

Field	Definition

Field	Definition
School Characteristics	Allows the user to select the Grade Levels being mapped for the selected school. A Grade Level Mapping must be created in order to create other mappings.
Student Enrollment	Allows the user to select student enrollments being mapped for IDEA Students, 504 Students, EL Students, and EL Students Receiving Services.
Courses	Allows the user to create mappings for selected courses for the selected school. Options include Algebra l - Grades 7 & 8, Algebra l - High School, Algebra ll, Geometry - Grade 8, Geometry - High School, Calculus, Advanced Mathematics, Biology, Chemistry, Physics, and Computer Science.
Close	Returns the user to the main CRDC Setup page.

To select category mappings:

1. Select **Category Mappings.**
2. Select the Category Mapping to view, create, or edit.

3. Proceed to the Select a Category Mappings section for more information on creating/editing Category Mappings.

4. After the Category Mappings have been created, push the mappings to all schools within the district. When a user presses 'Push' or ' Save & Push', the mappings are pushed to all schools in the district. Pushing Category Mappings overwrites any existing school mappings for all schools within the district. After a category is pushed, users need to review the category mappings for each school to determine if the proper setup is complete.

Category mappings that have been created at the district level can be edited by individual schools if desired.

Set School Preferences

This section describes how to set mapping preferences for a selected school and year.

Set School Preferences

Select Preferences Editor

Field	Definition
Version	Allows the user to select the CRDC version for which data will be mapped.
School Year	Allows the user to select the school year in which data will be mapped.
School Search	Allows the user to search for a school.
School Name	Allows the user to select the school in which data will be mapped for the selected School Year. Schools in which the user has tool rights to and have at least one active calendar display.

To select a version, year and school:

1. Select the **Version** for which data will be mapped.
2. Select the **School Year** in which data is being mapped. The **School Search** field can be used to find a school, if necessary.
3. Select the **School Name** in which data is being mapped for the selected year.
4. Proceed to the Select a Category to Map section.

Select a Category to Map

This section describes how to create category mappings. A Grade Level mapping must be created in order to create other mappings. Grade levels determine which category mappings a school needs. Schools only see category mappings for categories that apply to the grade levels at the selected school. If a Grade Level mapping has not been completed, the user will automatically be directed to the Grade Levels mapping screen after selecting a school. See Appendix A to view which grade levels are aligned to each category.

> Users may need to use all 'Inactive' locked Plan types in order to get previous school years' locked IEP students to pull into CRDC Searches.

> If schools have been mapped in previous years, these options will be copied when mappings are created in future years. It may not be necessary to Push in this instance. (Date related mappings are not copied).

Setup ☆

Reporting > Civil Rights Data Collection (CRDC) > Setup

Select a Category to Map & Push

This tool allows the user to select a single search method for including students in CRDC reporting and to push category mappings from the district level down to each school within the district. After a category is pushed, the category mappings for each school need to be reviewed to determine if the proper setup is complete before generating the CRDC survey results. Grade Levels must be pushed prior to any other category in order to determine a school's eligibility to receive a district level mapping.

> If schools have been mapped in previous years, these options will be copied when mappings are created in future years. It may not be necessary to Push in this instance. (Date related mappings are not copied.)

Pierre 32-2

School Characteristics	+
Student Enrollment	+
Courses	+

Close

Select Item to Map

Select Item to Map Editor

Field	Definition
Note: The following section describes category mappings for individual schools. The process of creating District category mappings is the same, except users are only able to create mappings using a Campus Filter or Ad Hoc Filter. Student details will also not display when creating District mappings. When a user presses 'Push' or ' Save & Push', the mappings are pushed to all schools in the district. A warning message displays after pressing "Push" indicating that running this tool will remove and replace any existing school level mapping for the selected school year and version. Selecting OK will push the district category mappings. After a category is pushed, users need to review the category mappings for each school to determine if the proper setup is complete. A message is sent to the user's Process Inbox when a district mapping is pushed to schools. A message is also sent to the user's Process Inbox if the push fails.	
School Characteristics	Allows the user to select the Grade Levels being mapped for the selected school. Grade levels determine which categories need to be mapped for the selected school. A Grade Level Mapping must be created in order to create other mappings. If grade levels have not been mapped, "UNMAPPED" displays. If grade levels have previously been mapped, then the date and time the mapping was created or last modified displays. See Appendix A to view the grade levels to which each category is aligned.
Student Enrollment	Allows the user to select student enrollments being mapped. If a Student Enrollment mapping has not been created, "UNMAPPED" displays. If Student Enrollment mappings have previously been mapped, then the date and time the mapping was created or last modified displays.

	Fall Snapshot IDEA Students	Allows users to create a Fall Snapshot IDEA Students mapping.
	Fall Snapshot 504 Students	Allows users to create a Fall Snapshot 504 Students mapping.
	Fall Snapshot English Learners (EL)	Allows users to create a Fall Snapshot EL Students mapping.

Field	Definition	
	Fall Snapshot Students Enrolled in EL Programs	Allows users to create a Fall Snapshot EL Students enrolled in EL programs mapping.
	Regular School Year IDEA Students	Allows users to create a Regular School Year IDEA Students mapping.
	Regular School Year 504 Students	Allows users to create a Regular School Year 504 Students mapping.
	Regular School Year English Learners (EL)	Allows users to create a Regular School Year English Learners (EL) Students mapping.
Courses	Allows the user to create mappings for selected courses for the selected school. The courses listed will vary depending on the school selected. If a Course mapping has not been created, "UNMAPPED" displays. If Course mappings have previously been mapped, then the date and time the mapping was created or last modified displays.	
	Algebra I - Grades 7 & 8	Allows users to create a mapping for Algebra I courses for grades 7 and 8.
	Algebra I - High School	Allows users to create a mapping for High School Algebra I courses.
	Algebra II	Allows users to create a mapping for Algebra II courses.
	Geometry - Grade 8	Allows users to create a mapping for Geometry courses for grade 8.
	Geometry - High School	Allows users to create a mapping for High School Geometry courses.
	Advanced Mathematics	Allows users to create a mapping for Advanced Mathematics courses.
	Calculus	Allows users to create a mapping for Calculus courses.

Field	Definition	
	Biology	Allows users to create a mapping for Biology courses.
	Chemistry	Allows users to create a mapping for Chemistry courses.
	Physics	Allows users to create a mapping for Physics courses.
	Computer Science	Allows users to create a mapping for Computer Science courses.
Close	Returns the user to the main CRDC Setup page.	

To create School Characteristic Mappings:

▸ Click here to expand...

To create Student Enrollment Mappings:

▸ Click here to expand...

To create Course Mappings:

▸ Click here to expand...

Appendix A - Grade Level/Category Alignment

Category	Grade Level
School Characteristics	
Grade Levels	All
Student Enrollment	
Fall Snapshot Idea Students	All
Fall Snapshot 504 Students	All
Fall Snapshot EL Students	All

Category	Grade Level
Fall Snapshot Students Enrolled in EL Services	All
Courses	
Algebra I - Grades 7 & 8	Grade 7 or 8
Algebra I - High School	Grade 9 or Higher
Algebra II Courses	Grade 9 or Higher
Geometry - Grade 8	Grade 8
Geometry - High School	Grade 9 or Higher
Advanced Mathematics Courses	Grade 9 or Higher
Calculus Courses	Grade 9 or Higher
Biology Courses	Grade 9 or Higher
Chemistry Courses	Grade 9 or Higher
Physics Courses	Grade 9 or Higher
Computer Science	Grade 9 or Higher