

Civil Rights Data Collection State Reporting Training Manual

Civil Rights Data Collection (CRDC) 20-21 School Year

Overview

The Civil Rights Data Collection is available within Skyward to be run as an export process. This process will allow users to report all of the data required to be submitted to the federal government either via manual data entry or through FFS file uploads.

This manual is designed to provide users with instructions on how to successfully run CRDC out of Skyward. The reports and tables have been built to closely resemble the posted CRDC table layouts that are provided by the Office of Civil Rights.

For more information on the Civil Rights Data Collection:

<https://crdc.communities.ed.gov/#program>

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Setup

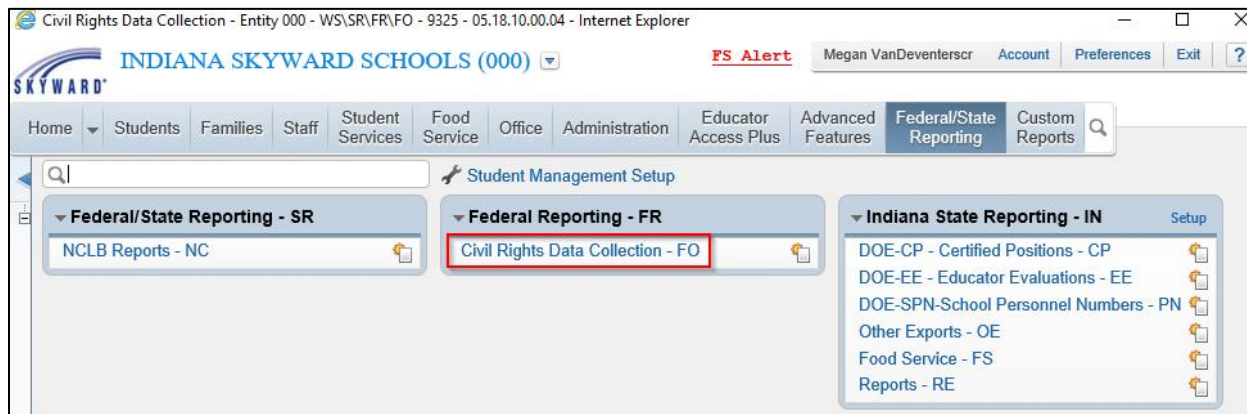
- Setup District LEA
- Setup School LEA
- Setup Course Associations
- International Baccalaureate Programme Student Selection

Extract

- Extract Civil Rights Data
- Maintain Extracted Civil Rights Data
- Export Civil Rights Data
- View/Save Locally for Federal Transfer
- Import HR Data
- Extract Civil Rights HR Data

Access the Federal Office of Civil Rights Reports

From Entity 000, go to Student Management > Federal/State Reporting > Federal Reporting > Civil Rights Data Collection.



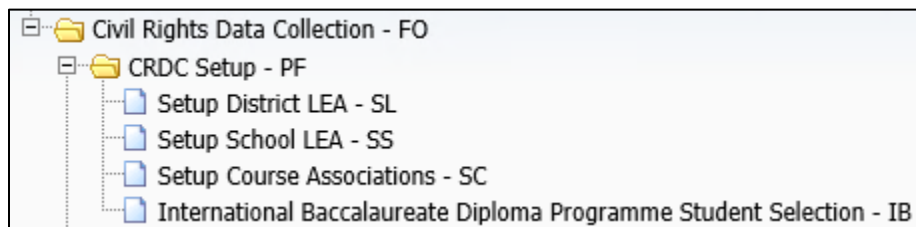
Instructions

Start at the top of the menu tree and complete all areas of CRDC Setup. Then continue to complete the Extract steps.

For districts that own our Human Resources software, an import feature is available to import data housed on the Human Resources side, or extract HR data housed on the Human Resources side, into the Student side Maintain to be included in the CRDC totals.

- This step should be completed prior to Exporting Civil Rights Data to create the LEA and School Form Files. Without this data imported and/or manually entered, the HR data will not be included in the files.

CRDC Setup



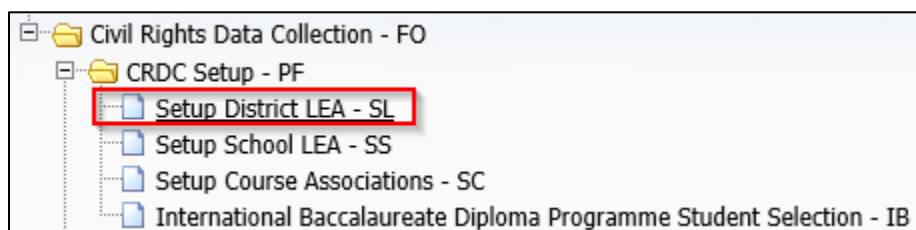
Setup District LEA

Within the Setup District LEA area, you will do the following:

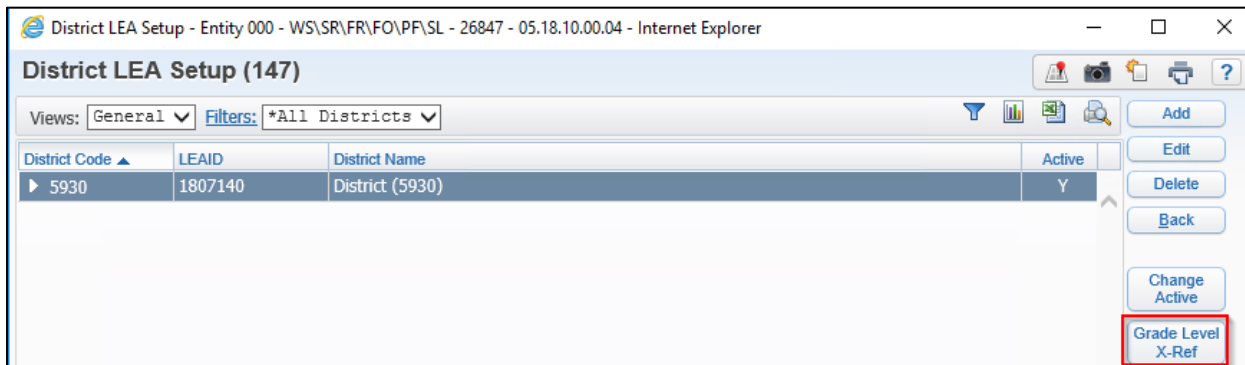
1. Set up your system for determining Federal OCR Grade Levels (Grade Level X-Ref button).
2. Enter your LEAID.
3. Set up your system for answering the following questions:
 - Civil Rights Coordinators
 - Desegregation Order or Plan
 - Harassment or Bullying Policy
 - Early Childhood Program
 - Preschool Program
 - Distance Education Enrollment
 - High School Equivalency Exam Preparation Program

Step 1: Click Setup District LEA

Users should be in entity 000 to complete this step.



On the right-hand side, select the "Grade Level X-Ref" button.



District LEA Setup - Entity 000 - WS\SR\FR\FO\PF\SL - 26847 - 05.18.10.00.04 - Internet Explorer

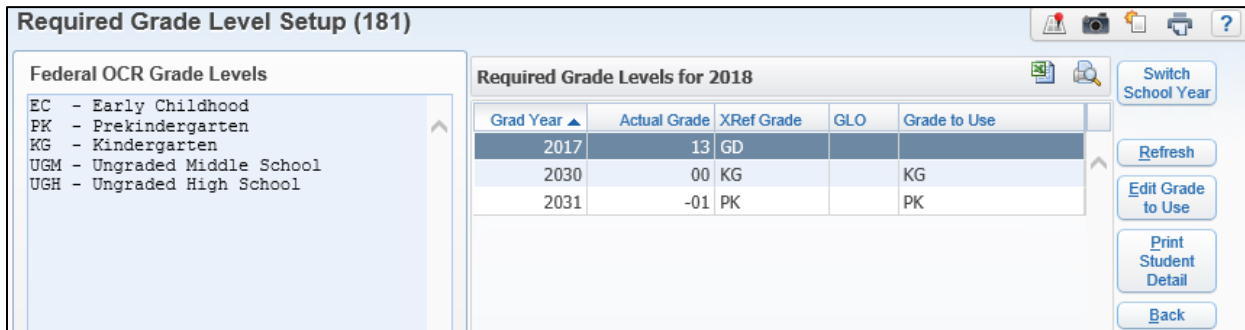
District LEA Setup (147)

Views: General Filters: *All Districts

District Code	LEAID	District Name	Active
5930	1807140	District (5930)	Y

Buttons: Add, Edit, Delete, Back, Change Active, **Grade Level X-Ref**

Within the "Grade Level X-Ref," you will set up the CRDC extract to recognize the Early Childhood, Prekindergarten, and Kindergarten grade levels that you use within your system. You will need to "cross-reference" each grade level that appears in the table to a CRDC recognized grade level. Do this by highlighting each row and clicking on "Edit Grade to Use."



Required Grade Level Setup (181)

Federal OCR Grade Levels

- EC - Early Childhood
- PK - Prekindergarten
- KG - Kindergarten
- UGM - Ungraded Middle School
- UGH - Ungraded High School

Required Grade Levels for 2018


Grad Year	Actual Grade	XRef Grade	GLO	Grade to Use
2017	13	GD		
2030	00	KG		KG
2031	-01	PK		PK

Buttons: Switch School Year, Refresh, **Edit Grade to Use**, Print Student Detail, Back

Next, select the "Edit Grade to Use" button.

- ✓ The Grade to Use is the federally recognized grade level when submitting CRDC.
- ✓ This setup tells the system to count EC-Early Childhood, KG-Kindergarten, and PK-PreKindergarten students in the appropriate tables.
- ✓ If your district has Ungraded Middle and High School grades, then it is appropriate to link the grade levels that you have set in the system to the UGM or UGH federal grade level.

When complete, click Save and repeat the process for each row.



Edit Grade To Use - Entity 000 - WS\SR\FR\FO\PF\SL - 26847 ...

Edit Grade To Use (128)

Grad Year: 2031 Actual Grade: -01

XRef Grade: PK GLO Code:

Grade to Use: PK - Prekindergarten

Buttons: Save, Back

Step 2: Enter your District LEAID



District LEAID Setup - Entity 000 - WS\SR\FR\FO\PF\SL - 26847 - 05.18.10.00.04 - Internet Explorer

District LEAID Setup (135)

District LEA Setup

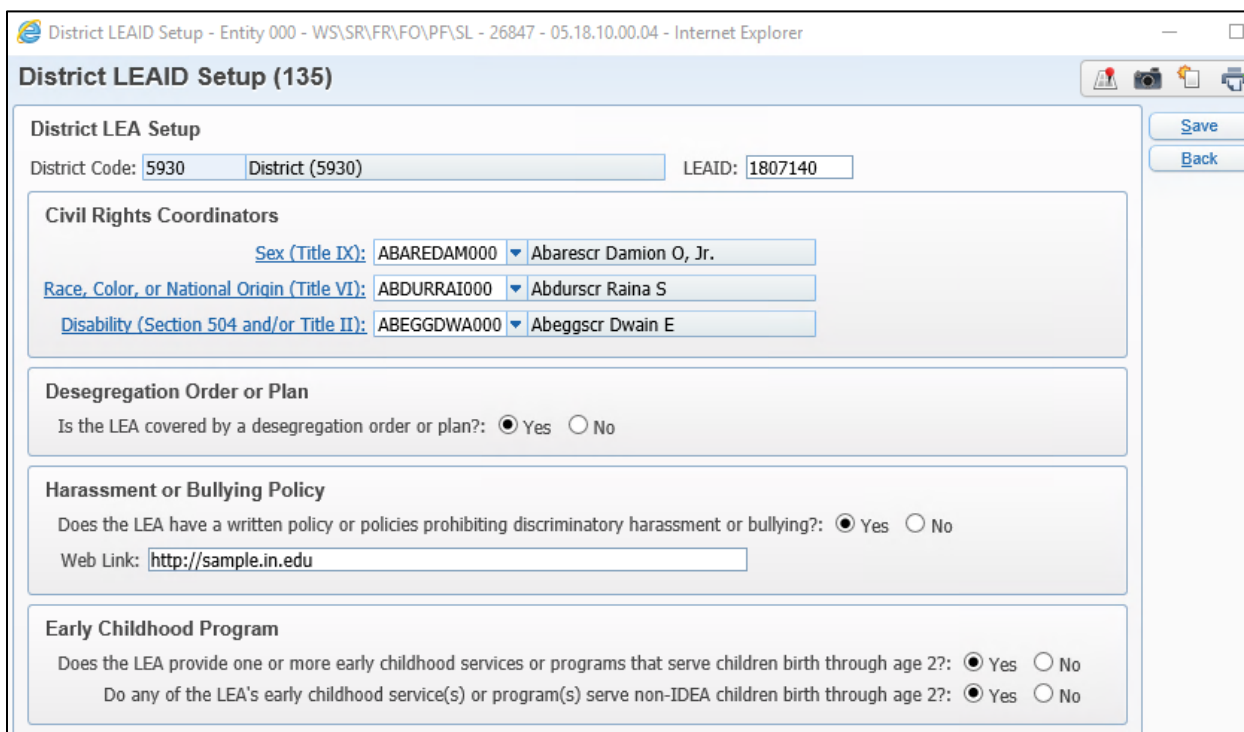
District Code: District (5930) LEAID:

This is your district's seven-digit NCES LEAID identification code.

- The LEA ID is located on the CRDC letter that was sent to your Superintendent.
- You may also find the LEA ID by using the district search tool found on the following website:

<https://nces.ed.gov/ccd/districtsearch/>

Step 3: Answer the Questions for Your District



District LEAID Setup - Entity 000 - WS\SR\FR\FO\PF\SL - 26847 - 05.18.10.00.04 - Internet Explorer

District LEAID Setup (135)

District LEA Setup

District Code: District (5930) LEAID:

Civil Rights Coordinators

Sex (Title IX): Abarescr Damion O, Jr.

Race, Color, or National Origin (Title VI): Abdurscr Raina S

Disability (Section 504 and/or Title II): Abeggscr Dwain E

Desegregation Order or Plan

Is the LEA covered by a desegregation order or plan?: ☒ Yes ☐ No

Harassment or Bullying Policy

Does the LEA have a written policy or policies prohibiting discriminatory harassment or bullying?: ☒ Yes ☐ No

Web Link:

Early Childhood Program

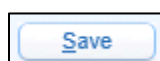
Does the LEA provide one or more early childhood services or programs that serve children birth through age 2?: ☒ Yes ☐ No

Do any of the LEA's early childhood service(s) or program(s) serve non-IDEA children birth through age 2?: ☒ Yes ☐ No

[Save](#) [Back](#)

<p>Preschool Program</p> <p>Does the LEA provide one or more preschool services or programs that serve children ages 3 through 5?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>Distance Education Enrollment</p> <p>Does the LEA have any students enrolled in any distance educational courses?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>High School Equivalency Exam Preparation Program</p> <p>Does the LEA provide one or more high school equivalency exam preparation programs for students ages 16 - 19?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p>

*Other District LEA module information will be extracted with Extract Processing.
When complete, click the Save button on the right-hand side of the screen.



Setup School LEA

In the Setup School LEA area, you will be able to do the following:

1. Mass Assign Grades Offered per school.
2. Select which schools are to be included in your CRDC submission.
3. Set up School LEAID's.
4. Set up your system for answering the following questions for the School Form:

Grades Offered

Ungraded Detail

School Characteristics

Magnet School Detail

Alternative School Detail

Gifted/Talented Programs

International Baccalaureate Diploma Programme

Advanced Placement (AP) Courses

Advanced Placement (AP) Course Self-Selection

Dual Enrollment Program

Single-Sex Academic Classes

Sworn Law Enforcement Officers

Block Scheduling

Student Enrollment in Algebra 1

Credit Recovery Program

Interscholastic Athletics (Only for schools with any grade 9-12 and UG)

Corporal Punishment

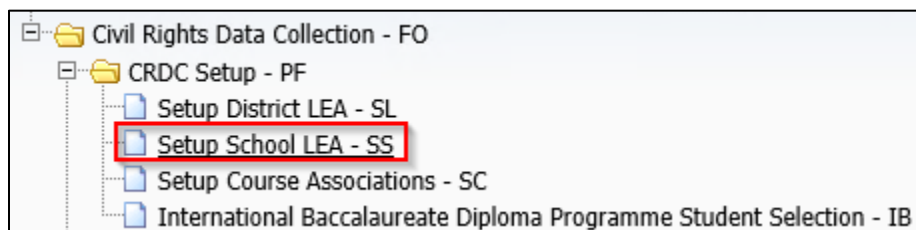
Firearm Use

Homicide

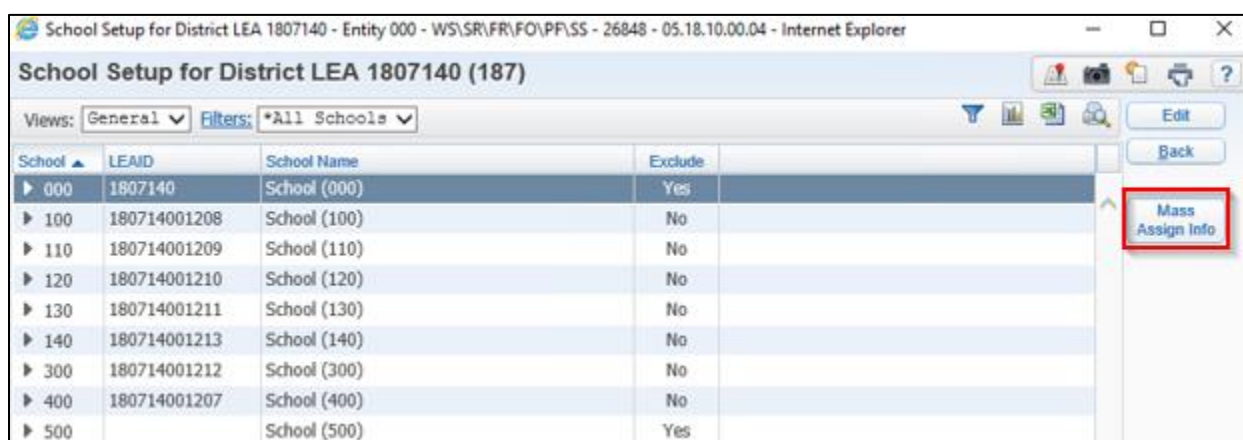
Justice Facility Type

Internet Access and Devices

Step 1: Click Setup School LEA



A table of all schools in your district will appear.

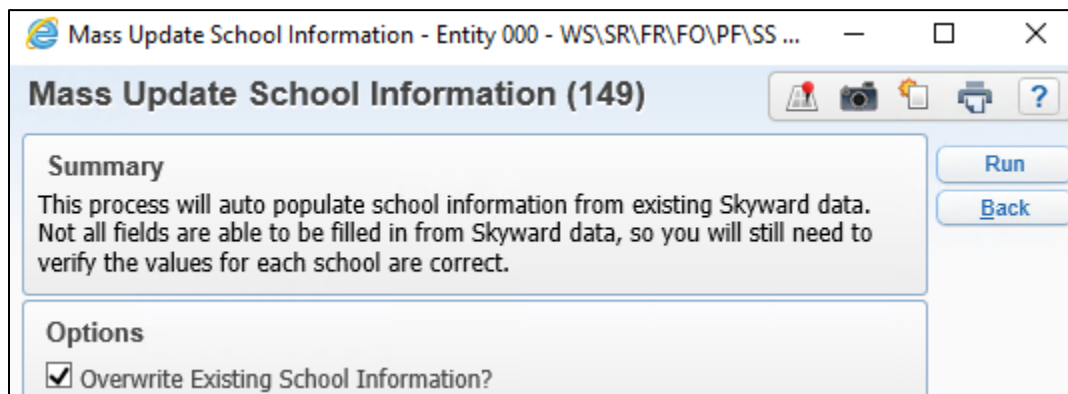


- If you do not see all of the schools that you need to submit, please review the following areas for correct setup:
 - ✓ 1. Check to be sure that you have a default school selected on the Entity School Cross Reference list. Verify this by selecting Product Setup > Student Management > Entity > Configuration > Entity Year Setup. Expand the entity and expand the Entity-School Cross Reference. If there is no default school, click the "No" under Default, and it will change to Yes.
 - ✓ 2. Check to be sure that the district code attached to the school matches the district code in the District Configuration. Verify this on the Web by selecting Student Management > Office > Setup > Product Setup > Codes > School Codes. Highlight the school and click the Edit button.
 - ✓ 3. Check to be sure that, within the School Code, there is a Default School selected. Verify this on the Web by selecting Student Management > Office > Setup > Product Setup > Codes > School Codes. Expand the school and expand the entity-school cross-reference. Make sure a school is set to "Yes" as the Default.

Step 2: Mass Assign Grades Offered per school

Select the "Mass Assign Info" button on the right-hand side of the screen. Users can choose to click the Run button, which will mass assign the Grades Offered per school shown on the School Setup screen. Users can also manually select the grades offered.

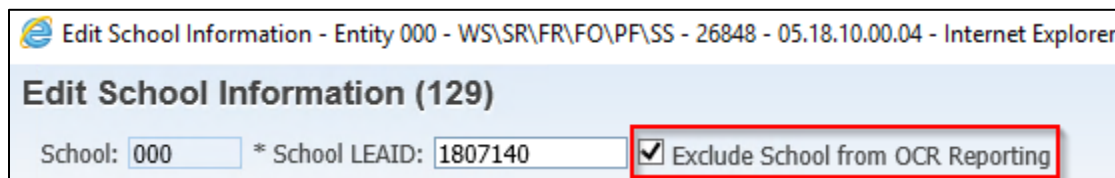
- The process will assign the grades based on the grade levels entered on the School Code Maintenance Screen located at WS\OF\PS\CO\SC.
- Users can select to Overwrite Existing School Information if the setup was started and not complete. This process only assigns the grade levels per school.
- This should be completed before setting up and/or answering any of the other questions in the Setup School LEA screens. If this process is run after information has been setup or answered, the answers will be cleared out.



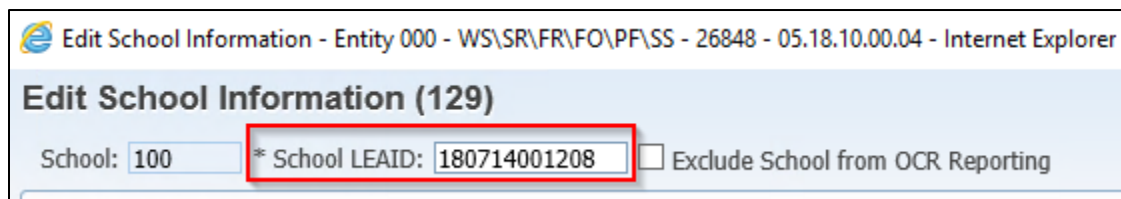
Step 3: Select which schools are to be included in your CRDC submission

- The system automatically defaults to include each school in the CRDC submission.
- If you want to "Exclude" a school from being included in your submission, highlight the school and click Edit.

Select the box to Exclude School from OCR Reporting.



Step 4: Setup School LEAID's



This is a twelve-digit school identification code assigned per school.

- The School IDs can be found using the district search tool found on the following website:
<https://nces.ed.gov/ccd/districtsearch/>
- If you have multiple schools set up in Skyward that are to be reported on the CRDC as one school, enter the same LEAID for each school. The CRDC Extract process will

report schools with the same LEAID under one school. Please note that you need to ensure that questions for all schools with the same LEAID are answered the same, to ensure proper reporting when combining the schools' information.

- If you have incorrectly entered the School LEAID, we recommend that you make any changes and corrections before extracting any data in the system. This is because if you have extracted any data and then change an LEAID, the data will be lost and the data will need to be re-extracted or re-entered into the CRDC maintain area. The Edit School Information screen will give a warning prior to saving a changed School LEAID.

Step 5: Answer the Questions for Each School

Edit School Information (97)

School: * School LEAID: ☐ Exclude School from OCR Reporting

Save

Back

Grades Offered
☐ PK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
☐ 7 ☐ 8 ☒ 9 ☒ 10 ☒ 11 ☒ 12 ☐ Ungraded

Ungraded Detail
School has mainly elementary school age students? ☐ Yes ☒ No
School has mainly middle school age students? ☐ Yes ☒ No
School has mainly high school age students? ☐ Yes ☒ No

School Characteristics
A) Is this school a special education school? ☐ Yes ☒ No
B) Is this school either a magnet school or a school operating a magnet program within the school? ☐ Yes ☒ No
C) Is this a charter school? ☐ Yes ☒ No
D) Is this an alternative school? ☐ Yes ☒ No

Magnet School Detail
Does the entire school population participate in the magnet school program? ☐ Yes ☒ No

Alternative School Detail
This alternative school is designed to meet the needs of the following. (Check all that apply.)
☐ Students with academic difficulties
☐ Students with discipline problems

Gifted/Talented Programs
Does this school have students enrolled in gifted/talented programs? ☒ Yes ☐ No

International Baccalaureate Diploma Programme
Does this school have any students enrolled in the International Baccalaureate Diploma Programme? ☐ Yes ☒ No

Advanced Placement (AP) Courses
Does this school have students enrolled in Advanced Placement(AP) courses? ☒ Yes ☐ No

Advanced Placement (AP) Course Self-Selection
Is enrollment via self-selection by students permitted for all AP courses offered by the school? ☒ Yes ☐ No

Dual Enrollment Program
Does this school have any students enrolled in a dual enrollment/dual credit program? ☒ Yes ☐ No

Single-Sex Academic Classes
Does this school have any students enrolled in one or more single sex academic classes? ☐ Yes ☒ No

Sworn Law Enforcement Officers
Does this school have any sworn law enforcement officers? ☒ Yes ☐ No

Block Scheduling
☐ Does school use Block Term, Semester, or Trimester classes? Calendar Days: ?

Student Enrollment in Algebra 1 Use a single day at end of class that is X number of days prior to end of class. X: <input type="text" value="0"/> Days
Credit Recovery Program Does this school have any students who participate in at least one credit recovery program? <input checked="" type="radio"/> Yes <input type="radio"/> No
Interscholastic Athletics (Only for schools with any grade 9-12 & UG) Does this school have any students who participate in single-sex interscholastic athletics? <input checked="" type="radio"/> Yes <input type="radio"/> No
Corporal Punishment Does this school use corporal punishment to discipline students? <input type="radio"/> Yes <input checked="" type="radio"/> No
Firearm Use Has there been at least one incident at your school that involved a shooting (regardless of whether anyone was hurt)? <input type="radio"/> Yes <input checked="" type="radio"/> No
Homicide Have any of your school's students, faculty, or staff died as a result of a homicide committed at your school? <input type="radio"/> Yes <input checked="" type="radio"/> No
Justice Facility Type Justice Facility Type: <input type="radio"/> Pre <input type="radio"/> Post <input type="radio"/> Both <input checked="" type="radio"/> None-Not a Justice Facility Days in Regular School Year: <input type="text"/> Educational Program Hours/Week: <input type="text"/>
Internet Access and Devices Is this school connected to the Internet through a fiber-optic connection? <input checked="" type="radio"/> Yes <input type="radio"/> No Does this school have Wi-Fi access in every classroom? <input checked="" type="radio"/> Yes <input type="radio"/> No Does this school allow students to take home school-issued devices? <input type="radio"/> Yes <input checked="" type="radio"/> No Does this school allow students to bring to school student-owned devices? <input type="radio"/> Yes <input checked="" type="radio"/> No Wi-Fi enabled devices provided by the school to students: <input type="text" value="487"/>

Asterisk (*) denotes a required field

Set up Block Scheduling Count Date

If your school has Block Scheduling, indicate the number of days into each block where you want a count of courses and students enrolled.

- This setup pertains to schools with block scheduling that allows a full-year course to be taken in one semester. In this case, report data based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and before March 1 in the second block.

Block Scheduling

☒ Does school use Block Term, Semester, or Trimester classes? Calendar Days: ?

Student Enrollment in Algebra 1

For counting student enrollment in Algebra 1, the system calculates the number of students enrolled on the final day of the class control set associated with the Algebra 1 course. If a school has students who may not be present on that date but should still be counted, enter in a date prior to the final day of the class control set associated with the Algebra 1 course for the system to count student enrollment in Algebra 1.

- For example, if 12th graders are graduating 3 days prior to the final date of the class control set associated with the Algebra 1 course but are still enrolled in Algebra 1 and should still be counted, enter in a date into the X: Days field that is more than 3 days prior to the final day of the class control set.

Student Enrollment in Algebra 1

Use a single day at end of class that is X number of days prior to end of class. X: Days

Setup Course Associations

In the Setup Course Associations area, you will be able to do the following:

1. Select Courses which are to count for the following LEA and School Form modules:

LEA Form:

DSED: Distance Education

PENR: Program Enrollment (Gifted & Talented, Dual Enrollment, Credit Recovery)

School Form:

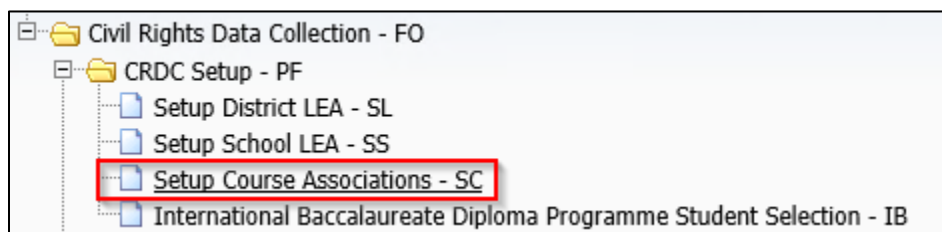
COUR: Courses & Classes

APIB: Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment

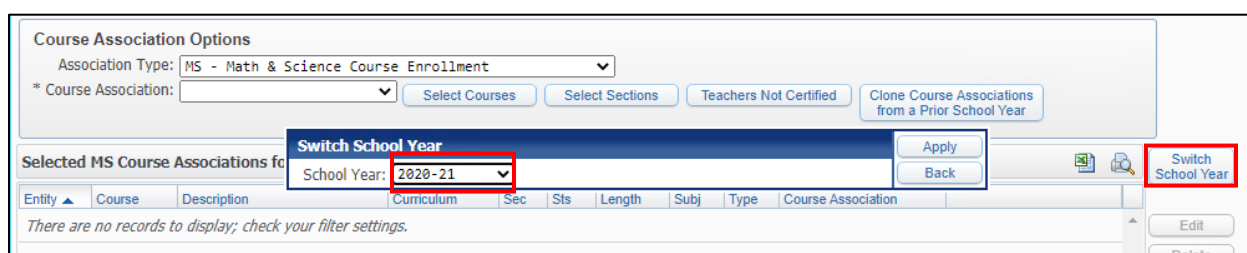
EXAM: SAT/ACT & Advanced Placement (AP) Exams

Step 1: Click Setup Course Associations

Select Setup Course Associations.

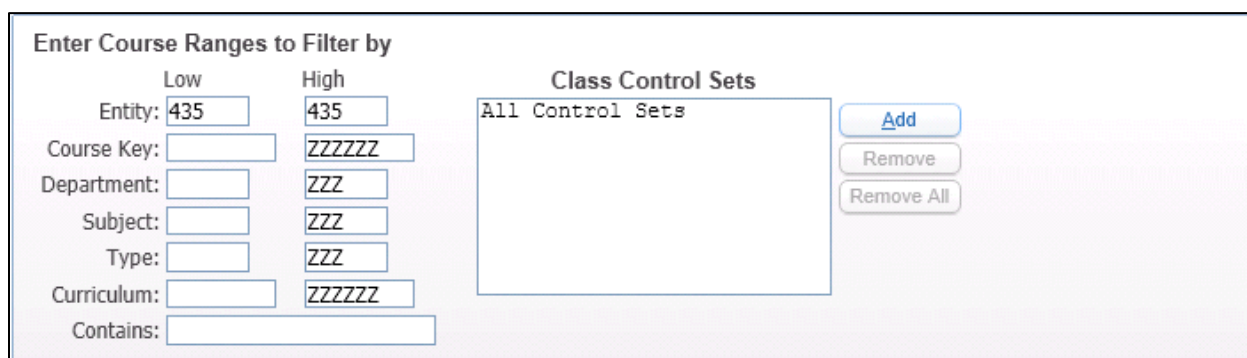


1. Select the "Switch School Year" button on the right-hand side of the screen.



2. At the top of the screen, Enter Course Ranges to Filter by.

- ✓ You can set this area up from the entity level or from 000.
- ✓ The ranges entered will bring up courses from the Course Master.
- ✓ Utilize the ranges to narrow your selection of courses.



3. In the middle of the screen, select the Course Association Options to associate courses in Skyward to the course subject required for CRDC.

- The Association Type drop-down has multiple Course Associations to select from.
 - Select MS – to associate the Math & Science Courses in your Course Master.
- The Course Association drop-down has each of the course associations required for Math & Science Enrollment data. Select a Course Association Type.
- Click the button to "Select Courses" (4a).
- Click the button to "Clone Course Associations from a Prior School Year" (4b).
- Click the button "Teachers Not Certified" (4c).

Course Association Options

Association Type: MS - Math & Science Course Enrollment

* Course Association: Algebra I Select Courses Select Sections Teachers Not Certified Clone Course Associations from a Prior School Year

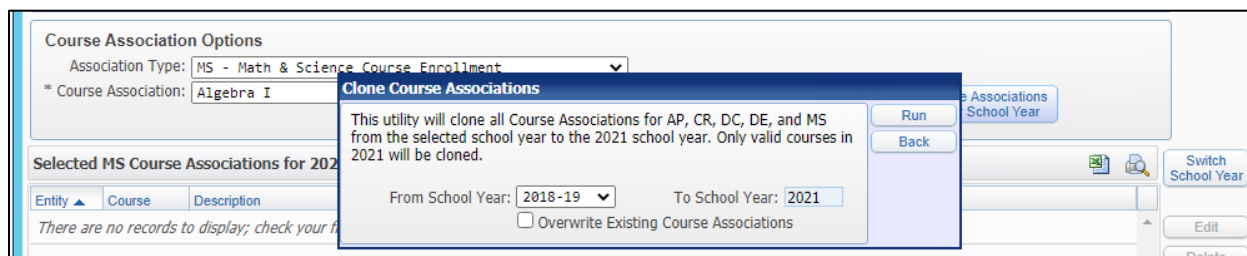
4a. This will bring up the Course Master, showing the courses within the ranges you have set up.

- Select the course that represents the course association type to count for CRDC.
- Once complete, click Select.
- If no courses show, please see the following three troubleshooting steps:
 1. Check to be sure that you have a default school selected on the Entity School Cross Reference list. Verify this by selecting Student Management > Product Setup > Entity > Configuration > Entity Year Configuration. Expand the entity and expand the Entity-School Cross Reference. If there is no default school, click the "No" under Default, and it will change to Yes.
 2. Check to be sure that the district code attached to the school matches the district code in the District Configuration. Verify this on the Web by selecting Student Management > Product Setup > Codes > School Codes. Highlight the school and click the Edit button.
 3. Check to be sure that, within the School Code, there is a Default School selected. Verify this on the Web by selecting Student Management > Office > Product Setup > Codes > School Codes. Expand the school and expand the entity-school cross-reference. Make sure a school is set to "Yes" as the Default.

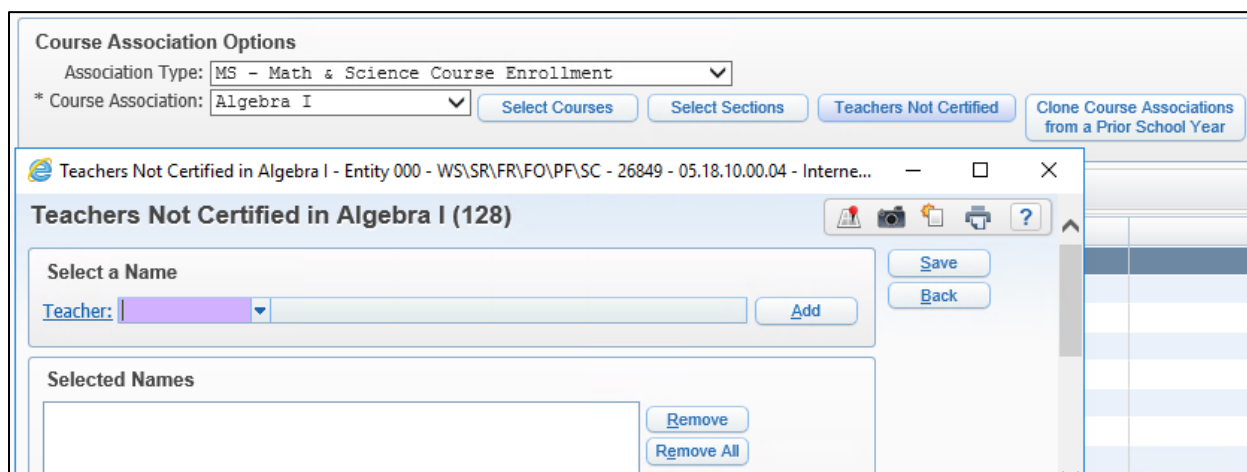
Views: General Filters: *Skyward Default											
Select	Ent	Course	Description	Curriculum	Sts	Length	Dept	Subj	Type	Control Sets	Credits
<input type="checkbox"/>	435	250995	Men's Chorus	250995	A	YE	MUS	O	ELE	YRE	1.000
<input type="checkbox"/>	435	260995	Women's Chorus	260995	A	YE	MUS	O	ELE	YRE	1.000
<input type="checkbox"/>	435	273530	Orchestra 9	273530	A	YN	MUS	MUS		YRN	1.000
<input type="checkbox"/>	435	283530	Orchestra 10-12	283530	A	YN	MUS	MUS		YRN	1.000
<input type="checkbox"/>	435	293530	Orchestra10-12,Honor	293530	A	YN	MUS	MUS		YRN	1.000
<input type="checkbox"/>	435	303081	Math Content Reading	303081	A	YN	MX	M	ELE	YRN	1.000
<input type="checkbox"/>	435	309456	BAS Math	309456	A	YR	SE	SE		YR	1.000
<input checked="" type="checkbox"/>	435	313102	Algebra 1	313102	A	YE	MX	M	COR	YRE	1.000
<input type="checkbox"/>	435	313103	Algebra 2	313103	A	YE	MX	M		YRE	1.000
<input type="checkbox"/>	435	313108	Geometry, [Informal]	313108	A	YE	MX	M		YRE	1.000
<input type="checkbox"/>	435	313124	Algebra3/Trig	313124	A	YE	MX	M		YRE	1.000
<input type="checkbox"/>	435	313126	Precalculus Survey	313126	A	YE	MX	M		YRE	1.000
<input type="checkbox"/>	435	313199	Pre-Thesis Math Science	313199	A	YN	MX		COR	YRN	1.000
<input type="checkbox"/>	435	313296	Experimental Sci Research	313296	A	YE	S	S	ELE	YRE	1.000
<input type="checkbox"/>	435	313620	Intro Comp Prg	313620	A	SE	MX	M	ELE	S1 S2	1.000
<input type="checkbox"/>	435	313625	Computer Program 1	313625	A	SM	MX	M		S1 S2	0.500
<input type="checkbox"/>	435	313631	Object Computer Program	313631	A	SE	MX	M	ELE	S1 S2	1.000
<input type="checkbox"/>	435	313632	Computer Program 2	313632	A	SM	MX	M		S1 S2	0.500
<input type="checkbox"/>	435	313635	AP Computer Science	313635	A	YE	MX	M		YRE	1.000
<input type="checkbox"/>	435	323103	Algebra3/Trig Honors	323103	A	YE	MX	M		YRE	1.000

500 412 records displayed Ent, Course: ABC

- 4b. This will bring up the Clone Course Associations parameters screen.
- Select the school year you wish to clone from.
 - Select if you want to overwrite any current Course associations.
 - Once complete, click Run.
 - After the process is finished running in the print queue, the Course Associations screen will refresh and you will see your Selected Course Associations displayed.



- 4c. This will bring up the Teachers Not Certified selection screen.
- Based on the selected Course Association select the teachers who teach that course who are not certified.
 - Do this for each of the Course Association type as needed.



5. The selected courses are then added to the "Selected MS Course Associations for 2021" table.
- Students enrolled in these courses, on the count date, will be included in CRDC counts for the appropriate tables.
 - Districts will need to select courses for Algebra I and Geometry for students in any grades 7 – 12 and MUG & HUG.
 - Districts will need to select courses for Algebra II, Advanced Math, Calculus, Biology, Chemistry, Physics, and Computer Science for students in any grades 9-12 and HUG.
 - Districts will need to select "Teachers Not Certified" for each of the Course Associations to have certified teachers properly count for the "... Taught by Certified Teachers" tables.

Course Association Options

Association Type: MS - Math & Science Course Enrollment

* Course Association: Algebra II Select Courses Select Sections Teachers Not Certified Clone Course Associations from a Prior School Year

Selected MS Course Associations for 2021

Entity	Course	Description	Curriculum	Sec	Sts	Length	Subj	Type	Course Association
There are no records to display; check your filter settings.									

Switch School Year Edit Delete

6. Repeat these steps for each of the Math and Science Course Association Types offered at your school.

- This table will become quite large depending on your district and the courses offered.

Step 2: Select Advanced Placement Courses to Include

1. At the top of the screen, Enter Course Ranges to Filter by.

- ✓ You can set this area up from the entity level or from 000.
- ✓ The ranges entered will bring up courses from the Course Master.
- ✓ Utilize the ranges to narrow your selection of courses.

Enter Course Ranges to Filter by

Low High

Entity: 435 435

Course Key: ZZZZZZ

Department: ZZZ

Subject: ZZZ

Type: ZZZ

Curriculum: ZZZZZZ

Contains:

Class Control Sets

All Control Sets

Add Remove Remove All

2. In the middle of the screen, select the Course Association Options to associate courses in Skyward to the Advanced Placement Course Enrollment information required for CRDC.

- The Association Type drop-down has multiple Course Associations to select from.
 - Select AP to associate the Advanced Placement (AP) Courses in your Course Master.
- The Course Association drop-down has each of the course associations required for Advanced Placement (AP) Reporting. Select a Course Association Type.
- Click the button to "Select Courses."
- Districts will need to select AP Courses for AP Math, AP Science, AP Other Subjects, and AP Computer Science for students in any grades 9 – 12 & HUG.

Course Association Options

Association Type: AP - Advanced Placement (AP) Course Enrollment

* Course Association: Mathematics Select Courses Clone Course Associations from a Prior School Year

Selected AP Course Associations for 2021

Entity	Course	Description	Curriculum	Sts	Length	Subj	Type	Course Association	Has AP Test
There are no records to display; check your filter settings.									

Switch School Year Edit

3. This will bring up the Course Master showing the courses within the ranges you have set up.

- Select the course that represents the course association type to count for CRDC.
- Once complete, click Select.

Select Courses - Entry 000 - WS\SR\FR\FO\PF\SC - 26849 - 05.12.06.00.04 - Windows Internet Explorer

Select Courses (2310)

Views: General Filters: *Skyward Default

Select	Ent	Course	Description	Curriculum	Sts	Length	Dept	Subj	Type	Control Sets	Credits
<input type="checkbox"/>	435	413255	Ecology	413255	A	YR	S	S	COR	YR	1.000
<input type="checkbox"/>	435	413260	Environmental Scienc	413260	A	YE	S	S		YRE	1.000
<input type="checkbox"/>	435	413295	Experimental Science Research	413295	A	YE	S	S	COR	YRE	1.000
<input type="checkbox"/>	435	423202	Materials Science 2	423202	I	YR	S	S		YR	1.000
<input type="checkbox"/>	435	423204	Global Science 2	423204	I	YR	S	S		YR	1.000
<input type="checkbox"/>	435	423208	Life Science	423208	I	YR	S	S		YR	1.000
<input type="checkbox"/>	435	423210	Biology/Environmental Science	423210	A	SE	S	S	COR	S1 S2	1.000
<input checked="" type="checkbox"/>	435	423217	AP Biology	423217	A	YE	S	S		YRE	1.000
<input type="checkbox"/>	435	423220	Principles of Technology	423220	I	YR	S	S		YR	1.000
<input type="checkbox"/>	435	423221	Chemistry Honors	423221	I	YR	S	S		YR	1.000
<input type="checkbox"/>	435	423225	AP Chemistry	423225	A	YE	S	S		YRE	1.000
<input type="checkbox"/>	435	423231	Physics, General	423231	A	YE	S	S	COR	YRE	1.000
<input type="checkbox"/>	435	423233	AP Physics B	423233	A	YE	S	S		YRE	1.000
<input type="checkbox"/>	435	423234	AP Physics C	423234	A	YE	S	S	COR	YRE	1.000
<input type="checkbox"/>	435	423236	AP Environmental Sci	423236	A	YE	S	S		YRE	1.000
<input type="checkbox"/>	435	423251	Anatomy/Phys Honors	423251	A	YE	S	S		YRE	1.000
<input type="checkbox"/>	435	423260	Environmental Science/ Biology	423260	A	SE	S	S	COR	S1 S2	1.000
<input type="checkbox"/>	435	433251	Genetics	433251	A	SE	S	S		S1 S2	0.500
<input type="checkbox"/>	435	443251	Microbiology	443251	A	SE	S	S		S1 S2	0.500

4. The courses selected are then added to the Selected AP - Advanced Placement Course Associations for 2021 table.

- Students enrolled in these courses on the count date, will be included in CRDC counts for the appropriate tables.

5. Repeat these steps for each of the Advanced Placement Course Association Types offered at your school.

- This table could become quite large depending on your district and the courses offered.

6. Designating AP tests to courses:

- If you import any Advance Placement Test Scores for courses, you can associate the AP test with the AP course in this area.
- Highlight each course that has an AP test and click Edit.
- Click Add to associate an AP test to the AP course highlighted.
- This will be looked at to determine the numbers for the following tables:
 - Student Participation in Advanced Placement (AP) Exams – Students who took AP Exams
 - Student Participation in Advanced Placement (AP) Exams – Students who did not take AP Exams

AP Tests

AP - Test

Code	Test Name	Section	Row	Abbreviation	Edition	Level	Form	Type









Add Edit Remove

Next, click the Test button to bring up the tests that are currently in your system.

AP Test

[Test](#) [<-- Select Test](#)

Navigate to the associated AP Test and click select.

Test Selection (23534)								   	
Views: General		Filters: *Skyward Default		   				Select	
Code	Test Name	Section	Abbreviation	Edition	Level	Form	Type		Back
ACCU	ACCUPLACER	SCORE	ACCUPLACER	ACCP		ROW	User Defined		
ACCU	ACCUPLACER	SCORE	STATE ACCUPLAC	STA	STA	SCR	User Defined		
ACT	ACT	Scores	ACT	Edt1		Row	System Defined		
ACT	ACT	Scores	ACT	Edt1		Row	User Defined		
ACT	ACT	Stu-Admin	ACT	Edt1		Row	System Defined		
ACT	ACT	Stu-Admin	ACT	Edt1		Row	User Defined		
APART	AP ART 2D	AP ART 2D	AP ART 2D				User Defined		

On the AP Test screen, select which column has the scores in it. This is not required to be entered, but Skyward best practice is to enter in the appropriate value.

Test Selection (135)

Test

AP CHEM

Abbreviation: AP CHEMISTRY

Edition:

Level:

Form:

Edition Desc:

Section: AP CHEM

Sec Desc: AP CHEM

* Row/Subject: 01 - AP CHEMISTRY

Score Column: 01 - AP CHEM SCORE

Save

Back

Asterisk (*) denotes a required field

If a student has an AP test record imported with or without a score value, the student will be counted as taking the AP Test if the "Score Column" in the Test Selection setup screen is left blank.

If a student has an AP test record imported without a score value, the student will be counted as not taking the AP Test if the "Score Column" in the Test Selection setup screen has a value entered.

If a student has an AP test record imported with a score value, the student will be counted as taking the AP Test if the "Score Column" in the Test Selection setup screen has a value entered.

Skyward best practice is to enter in the Score Column location, even though it is no longer required to be populated to save the record.

Once complete, click Save.

Repeat this process to associate all AP tests to courses.

Step 3: Select Credit Recovery Courses to Include.

- At the top of the screen, enter Course Ranges to Filter by.
 - ✓ You can set this up for the entity level or from 000.
 - ✓ The ranges entered will bring up courses from the Course Master.
 - ✓ Utilize the ranges to narrow your selection of courses.

Enter Course Ranges to Filter by

Low	High
Entity: <input type="text" value="435"/>	<input type="text" value="435"/>
Course Key: <input type="text"/>	<input type="text" value="ZZZZZZ"/>
Department: <input type="text"/>	<input type="text" value="ZZZ"/>
Subject: <input type="text"/>	<input type="text" value="ZZZ"/>
Type: <input type="text"/>	<input type="text" value="ZZZ"/>
Curriculum: <input type="text"/>	<input type="text" value="ZZZZZZ"/>
Contains: <input type="text"/>	

Class Control Sets

All Control Sets

- In the middle of the screen, select the Course Association Options to associate courses in Skyward to the Credit Recovery Course information required for CRDC.
 - The Association Type drop-down has multiple Course Associations to select from.
 - Select CR to associate the Credit Recovery Courses in your Course Master.
 - The Course Association drop-down has a single course association of "All Subjects."
 - Click the button to "Select Courses to Associate with Selected Course Association" type.
 - Districts will need to select Credit Recovery Courses for students in any grades 9 – 12 & HUG.

Course Association Options

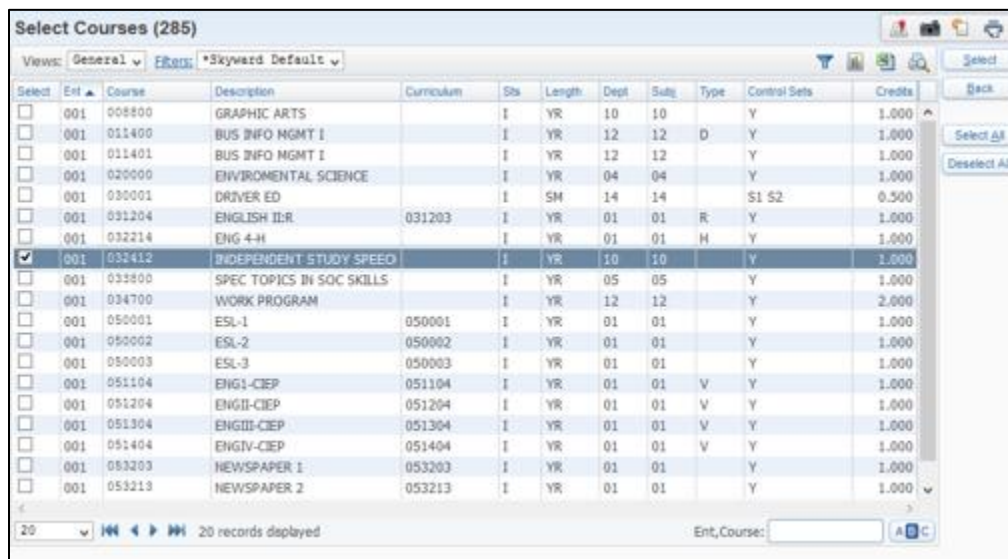
Association Type:

* Course Association:

Selected CR Course Associations for 2021

Entity	Course	Description	Curriculum	Sec	Sts	Length	Subj	Type
There are no records to display; check your filter settings.								

- This will bring up the Course Master showing the courses within the ranges you have setup.
 - Select the course that represents the course association type to count for CRDC.
 - Once complete, click Select.



Select	Ent	Course	Description	Curriculum	Sls	Length	Dept	Subj	Type	Control Sets	Credits
<input type="checkbox"/>	001	008800	GRAPHIC ARTS		I	YR	10	10		Y	1.000
<input type="checkbox"/>	001	011400	BUS INFO MGMT I		I	YR	12	12	D	Y	1.000
<input type="checkbox"/>	001	011401	BUS INFO MGMT I		I	YR	12	12		Y	1.000
<input type="checkbox"/>	001	020000	ENVIRONMENTAL SCIENCE		I	YR	04	04		Y	1.000
<input type="checkbox"/>	001	030001	DRIVER ED		I	SM	14	14		S1 S2	0.500
<input type="checkbox"/>	001	031204	ENGLISH IIR	031203	I	YR	01	01	R	Y	1.000
<input type="checkbox"/>	001	032214	ENG 4-H		I	YR	01	01	H	Y	1.000
<input checked="" type="checkbox"/>	001	032412	INDEPENDENT STUDY SPEED		I	YR	10	10		Y	1.000
<input type="checkbox"/>	001	033800	SPEC TOPICS IN SOC SKILLS		I	YR	05	05		Y	1.000
<input type="checkbox"/>	001	034700	WORK PROGRAM		I	YR	12	12		Y	2.000
<input type="checkbox"/>	001	050001	ESL-1	050001	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	050002	ESL-2	050002	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	050003	ESL-3	050003	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	051104	ENGL-CIEP	051104	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051204	ENGL-CIEP	051204	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051304	ENGL-CIEP	051304	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051404	ENGL-CIEP	051404	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	053203	NEWSPAPER 1	053203	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	053213	NEWSPAPER 2	053213	I	YR	01	01		Y	1.000

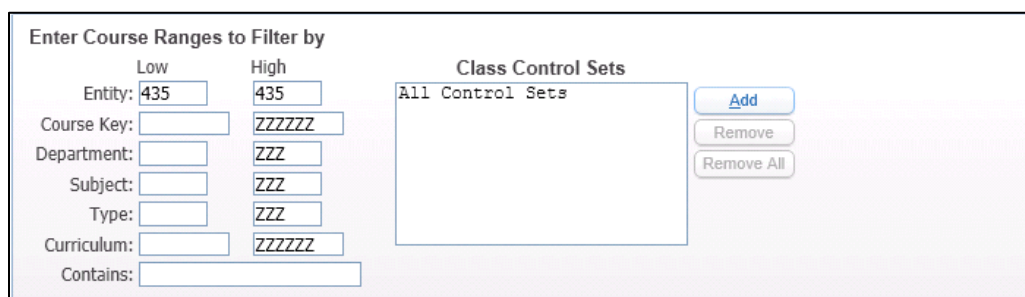
4. The courses selected are then added to the Selected CR Course Associations for 2021 table.

- Students enrolled in these courses during the school year, will be included in CRDC counts for the appropriate tables.

Step 4: Select Dual Enrollment/Credit Courses to Include

1. At the top of the screen, enter Course Ranges to Filter by.

- ✓ You can set this up for the entity level or from 000.
- ✓ The ranges entered will bring up courses from the Course Master.
- ✓ Utilize the ranges to narrow your selection of courses.



2. In the middle of the screen, select the Course Association Options to associate courses in Skyward to the Credit Recovery Course information required for CRDC.

- The Association Type drop-down has multiple Course Associations to select from.
 - Select DC to associate the Dual Enrollment/Credit Courses in your Course Master.
- The Course Association drop-down has a single course association of "All Subjects."
- Click the button to "Select Courses to Associate with Selected Course Association" type.
- Districts will need to select Dual Enrollment/Credit Courses for students in any grades 9 – 12 & HUG.

Course Association Options
 Association Type: DC - Dual Enrollment/Credit Course Enrollment
 * Course Association: All Subjects Select Courses Select Sections Clone Course Associations from a Prior School Year

3. This will bring up the Course Master showing the courses within the ranges you have setup.

- Select the course that represents the course association type to count for CRDC.
- Once complete, click Select.

Select Courses (286)

Views: General Filters: *Skyward Default

Select	Ent	Course	Description	Curriculum	Sta	Length	Dept	Subj	Type	Control Sets	Credits
<input checked="" type="checkbox"/>	001	008000	GRAPHIC ARTS		I	YR	10	10		Y	1.000
<input type="checkbox"/>	001	011400	BUS INFO MGMT I		I	YR	12	12	D	Y	1.000
<input type="checkbox"/>	001	011401	BUS INFO MGMT I		I	YR	12	12		Y	1.000
<input type="checkbox"/>	001	020000	ENVIRONMENTAL SCIENCE		I	YR	04	04		Y	1.000
<input type="checkbox"/>	001	030001	DRIVER ED		I	SM	14	14		S1 S2	0.500
<input type="checkbox"/>	001	031204	ENGLISH IIR	031203	I	YR	01	01	R	Y	1.000
<input type="checkbox"/>	001	032214	ENG 4-H		I	YR	01	01	H	Y	1.000
<input type="checkbox"/>	001	032412	INDEPENDENT STUDY SPEED		I	YR	10	10		Y	1.000
<input type="checkbox"/>	001	033800	SPEC TOPICS IN SOC SKILLS		I	YR	05	05		Y	1.000
<input type="checkbox"/>	001	034700	WORK PROGRAM		I	YR	12	12		Y	2.000
<input type="checkbox"/>	001	050001	ESL-1	050001	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	050002	ESL-2	050002	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	050003	ESL-3	050003	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	051104	ENG I-CIEP	051104	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051204	ENG II-CIEP	051204	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051304	ENG III-CIEP	051304	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051404	ENG IV-CIEP	051404	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	053203	NEWSPAPER 1	053203	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	053213	NEWSPAPER 2	053213	I	YR	01	01		Y	1.000

20 records displayed Ent_Course: ABC

4. The courses selected are then added to the Selected DC Course Associations for 2021 table.

- Students enrolled in these courses on the count date, will be included in CRDC counts for the appropriate tables.

Step 5: Select Distance Education Courses to Include

- At the top of the screen, enter Course Ranges to Filter by.
 - ✓ You can set this up for the entity level or from 000.
 - ✓ The ranges entered will bring up courses from the Course Master.
 - ✓ Utilize the ranges to narrow your selection of courses.

Enter Course Ranges to Filter by

	Low	High
Entity:	<input type="text" value="435"/>	<input type="text" value="435"/>
Course Key:	<input type="text"/>	<input type="text" value="ZZZZZZ"/>
Department:	<input type="text"/>	<input type="text" value="ZZZ"/>
Subject:	<input type="text"/>	<input type="text" value="ZZZ"/>
Type:	<input type="text"/>	<input type="text" value="ZZZ"/>
Curriculum:	<input type="text"/>	<input type="text" value="ZZZZZZ"/>
Contains:	<input type="text"/>	

Class Control Sets

All Control Sets

- In the middle of the screen, select the Course Association Options to associate courses in Skyward to the Credit Recovery Course information required for CRDC.
 - The Association Type drop-down has multiple Course Associations to select from.
 - Select DE to associate the Distance Education Courses in your Course Master.
 - The Course Association drop-down has a single course association of "All Subjects."
 - Click the button to "Select Courses to Associate with Selected Course Association" type.
 - Districts will need to select Distance Education Courses for students in any grades K – 12 & UG.

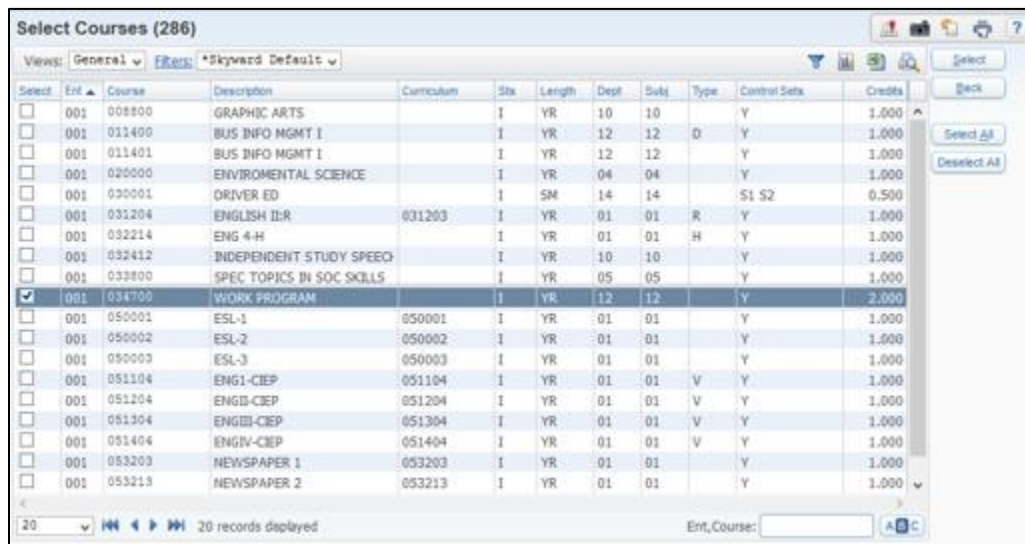
Course Association Options

Association Type:

* Course Association:

3. This will bring up the Course Master showing the courses within the ranges you have setup.

- Select the course that represents the course association type to count for CRDC.
- Once complete, click Select.



Select	Ent	Course	Description	Curriculum	Sta	Length	Dept	Subj	Type	Control Sets	Credits
<input type="checkbox"/>	001	008800	GRAPHIC ARTS		I	YR	10	10		Y	1.000
<input type="checkbox"/>	001	011400	BUS INFO MGMT I		I	YR	12	12	D	Y	1.000
<input type="checkbox"/>	001	011401	BUS INFO MGMT I		I	YR	12	12		Y	1.000
<input type="checkbox"/>	001	020000	ENVIRONMENTAL SCIENCE		I	YR	04	04		Y	1.000
<input type="checkbox"/>	001	030001	DRIVER ED		I	SM	14	14		S1 S2	0.500
<input type="checkbox"/>	001	031204	ENGLISH IIR	031203	I	YR	01	01	R	Y	1.000
<input type="checkbox"/>	001	032214	ENG 4-H		I	YR	01	01	H	Y	1.000
<input type="checkbox"/>	001	032412	INDEPENDENT STUDY SPEED		I	YR	10	10		Y	1.000
<input type="checkbox"/>	001	033800	SPEC TOPICS IN SOC SKILLS		I	YR	05	05		Y	1.000
<input checked="" type="checkbox"/>	001	034700	WORK PROGRAM		I	YR	12	12		Y	2.000
<input type="checkbox"/>	001	050001	ESL-1	050001	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	050002	ESL-2	050002	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	050003	ESL-3	050003	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	051104	ENGL-CIEP	051104	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051204	ENGIS-CIEP	051204	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051304	ENGIS-CIEP	051304	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051404	ENGIV-CIEP	051404	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	053203	NEWSPAPER 1	053203	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	053213	NEWSPAPER 2	053213	I	YR	01	01		Y	1.000

4. The courses selected are then added to the Selected DE Course Associations for 2021 table.

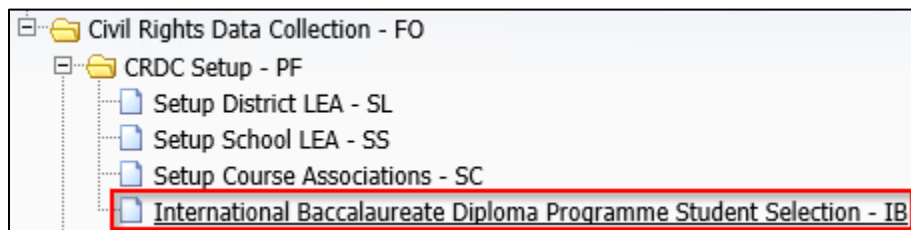
- Students enrolled in these courses during the school year, will be included in CRDC counts for the appropriate tables.

International Baccalaureate Programme Student Selection

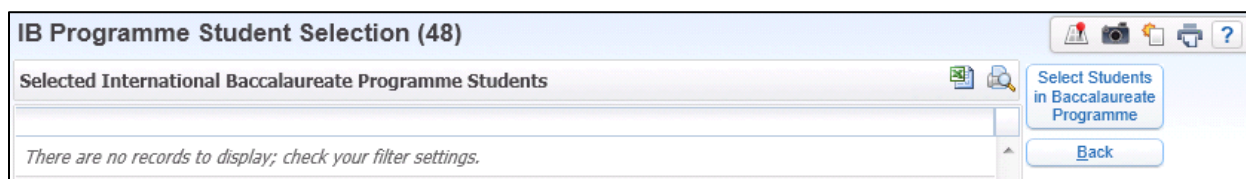
In this area, you will be able to select individual students to count as being enrolled in the International Baccalaureate (IB) Diploma Program.

- This information is extracted in the APIB module in the School Form.

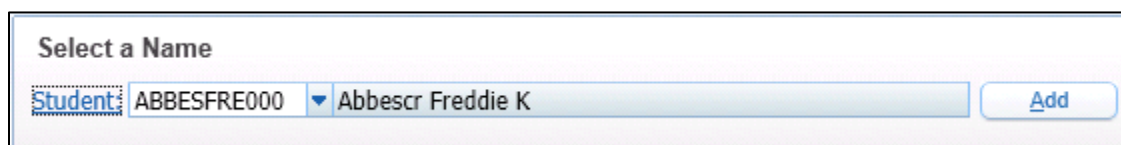
Click International Baccalaureate Programme Student Selection.



Next, you will select the students to include by clicking the Select Students in Baccalaureate Programme button.

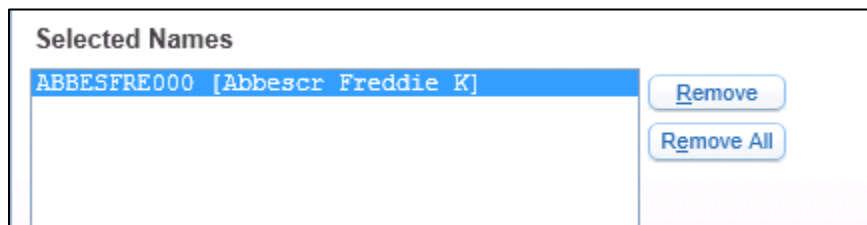


Add students by clicking the Student link and searching by name for the students to add.







Once a student is found, then click the Add button, which will add the student to the table.

- To maintain this list, you can highlight a selected name, and click Remove or use the Remove All button to remove all names in the table.



Once all the students have been added, click the Save button.

International Baccalaureate Student Selections (49)

Select a Name

Student:

Add

Selected Names





ABBESFRE000 [Abbescr Freddie K]	Remove
	Remove All

Save

Back

All students to be included will be displayed on the main screen. Click Back.

IB Diploma Programme Student Selection (250)

Selected International Baccalaureate Diploma Programme Students

Last Name ▲	First	Middle	Grade	Grad Year	Age	Gender	Local Race	Ethnicity
AbbasiscrV	Byron	R	10	2021	15	M	5	N

Select Students in Baccalaureate Programme

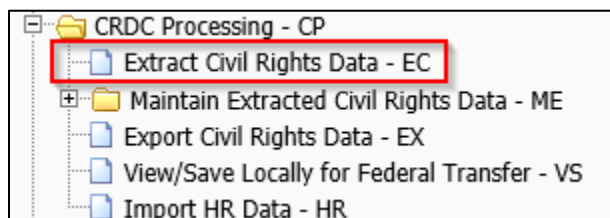
Back

Extract

Extract Civil Rights Data

Within this area, users will be extracting data for modules in both LEA and School forms.

- All CRDC Setup areas must be completed prior to Extracting data.



1. Click to Add a new template.
 - In the Template Settings, enter a Template Description.
2. In the Selection Ranges, select the School Year of 2021.
 - You may run this extract from 000 or from a specific entity.
 - For districts that have multiple schools in separate entities using the same LEAID you will need to extract from the 000 entity only to be sure to pull all schools.
 - "Report Students Enrolled as of" field – Use this field to enter your Count Date.
 - The count date needs to be October 1 (or the closest school day to October 1).
 - "Report Students as IDEA if Special Ed as of" field – Enter your IDEA child count date.
 - Select "Report Only (No data will be updated) to run the extract process to receive a report only. No data will be updated in the Maintain if this option is selected.

Extract Civil Rights Data - Entity 101 - WS\SR\FR\FO\CP\EC - 33615 - 05.21.10.00.05 - Google

Not secure | skydevapp04:94/scripts11/cgiip.exe/WService=44001web/sfedredit057.w?isPopup=

Extract Civil Rights Data (407)

Template Settings

* Template Description:

☐ Share with other users in entity 101

☐ Print Greenbar

Save

Save and Print

Back

Selection Ranges

School Year:

	Low	High
Entity:	<input type="text" value="101"/>	<input type="text" value="101"/>
Student Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Grade/Grad Yr:	<input type="text" value="9999"/>	<input type="text" value="0000"/>
Report Students Enrolled as of:	<input type="text" value="10/01/2020"/>	<input type="text" value="Thursday"/>
Report Students as IDEA if Special Ed as of:	<input type="text" value="10/01/2020"/>	<input type="text" value="Thursday"/>
<input checked="" type="checkbox"/> Select All Schools	<input type="button" value="Schools"/>	
<input checked="" type="checkbox"/> Select All Calendars	<input type="button" value="Calendars"/>	
<input type="checkbox"/> Report Only (No data will be updated)		

- In the Extract Options area, select which modules you want to include.
 - Each time the extract is ran, the data within those modules will be updated in the Maintain.
 - If you manually enter data into the CRDC maintain and re-extract for that specific module, the manually-entered data will be overwritten.

Extract Options

Select each of the sections that you would like to have extracted.

☒ LEA: SSPR, CRCO, HIBD, DSED, HSEE
 Options

☒ SCH: School Characteristics (SCHR, ATHL, INET)
 Options

☒ SCH: Student/Program Enrollment (PSCH, ENRL, PENR)
 Options

☒ SCH: Courses & Classes (COUR)
 Options

☒ SCH: AP & IB Enrollment (APIB)
 Options

☒ SCH: SAT/ACT & AP Exams (EXAM)
 Options

☒ SCH: Retention of Students (RETN)
 Options

☒ SCH: PK Discipline of Students (DISC)
 Options

☒ SCH: K-12 Discipline of Students (DISC, ARRS)
 Options

☒ SCH: Offenses - Number of Incidents (OFFN)
 Options

☒ SCH: Harassment or Bullying (HIBS)
 Options

☒ SCH: Restraint & Seclusion (RSTR)
 Options

☒ SCH: Justice Facilities (JUST)
 Options

- 4a) The options button for LEA: SSPR, CRCO, HIBD, DSED, and HSEE will allow you to select any Non-LEA Schools.
- The schools selected in here will be looked at to count students enrolled at the schools for SSPR: Count of Students.

Extract Options

Select each of the sections that

☒ LEA: SSPR, CRCO, HIBD, DSED, HSEE

Options

Back

☒ SCH: School Characteristics

☒ Print LEA Detail

☒ SCH: Student/Program Enrollment

Non-LEA Schools

☒ SCH: Courses & Classes (COUR)

☒ SCH: AP & IB Enrollment (APIB)

☒ SCH: SAT/ACT & AP Exams (EXAM)

☒ SCH: Retention of Students (RETN)

☒ SCH: PK Discipline of Students (DISC)

☒ SCH: K-12 Discipline of Students (DISC, ARRS)

☒ SCH: Offenses - Number of Incidents (OFFN)

☒ SCH: Harassment or Bullying (HIBS)

School Selection - Entity 000 - WS\SR\FR\FO\CP\EC - 33615 - 05.18.10.0...

School Selection (174)

Include	School	Schl Nbr	School Name
<input checked="" type="checkbox"/>	000		School (000)
<input type="checkbox"/>	100	6375	School (100)
<input type="checkbox"/>	110	6381	School (110)
<input type="checkbox"/>	120	6385	School (120)
<input type="checkbox"/>	130	6387	School (130)
<input type="checkbox"/>	140	6393	School (140)
<input checked="" type="checkbox"/>	257	C257	School (257)
<input type="checkbox"/>	300	6373	School (300)

Save

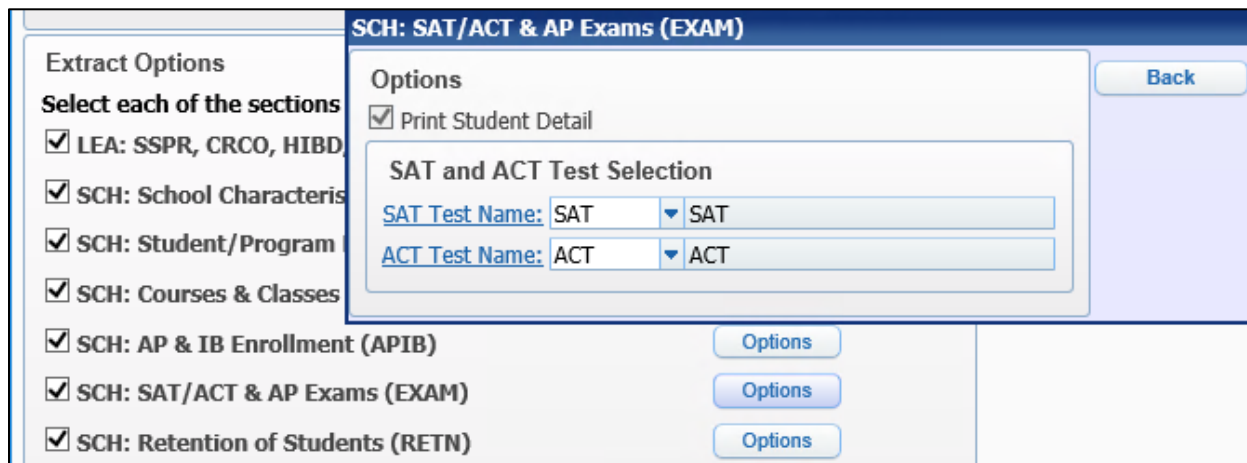
Back

Select All 18 Records

Deselect All 18 Records

- 4b) The Options button for SCH: SAT/ACT & AP Exams (EXAM) will allow the system to count the number of students who took the ACT or SAT test. Users must have the SAT and ACT Test Scores Imported and assigned to Students.

- Select if you want Student Details to print.



SCH: SAT/ACT & AP Exams (EXAM)

Extract Options
Select each of the sections

- ☒ LEA: SSPR, CRCO, HIBD
- ☒ SCH: School Characteris
- ☒ SCH: Student/Program
- ☒ SCH: Courses & Classes
- ☒ SCH: AP & IB Enrollment (APIB)
- ☒ SCH: SAT/ACT & AP Exams (EXAM)
- ☒ SCH: Retention of Students (RETN)

Options

☒ Print Student Detail

SAT and ACT Test Selection

SAT Test Name: SAT ▼ SAT

ACT Test Name: ACT ▼ ACT

Options Options Options

Back

1. Select the SAT Test Name link.
2. Select the test that represents the SAT test.
 - This is the table of tests that have been set up in your system.
 - The CRDC extract will pull students who have the selected test assigned to them at any time through the 2020-21 school year.

Test Name Codes (75)

Views: General Filters: *Skyward Default

Code	Short Description	Long Description	Disp via EA	Upd via EA	Disp in FA
ACT	ACT	ACT	Y		Y
AYPEA	TN AYPE A1	TN AYPE Algebra I (A1)	Y		Y
AYPEE	TN AYPE E2	TN AYPE English II (E2)	Y		Y
EOC	EOC	EOC	Y		Y
EXPLR	ACT-Explore Tes	ACT-Explore Test	Y		Y
PLAN	ACT-Plan Test	ACT-Plan Test	Y		Y
SAT	SAT	SAT	Y		Y
TCAP	TCAP	TCAP	Y		Y
TNA1	TN EOC Algebra	TN EOC Algebra I (A1)	Y		Y
TNA2	TN EOC A2	TN EOC Algebra II (A2)	Y		Y
TRN	TRAINING	TRAINING	Y		Y

Select Add Edit Delete Back

- 4c) The Options button for SCH: Retention of Students (RETN):
 - Select if you want student details to print.
 - The system automatically defaults to pull students as retained in the 2020-21 School Year based on the retained flag set to yes on the student's Entry-Withdrawal tab. Retention data is extracted based on the student's entry/withdrawal record as of the end of the Calendar. However, users can also enter a minimum number of credits needed to be earned per grade level (9-12) to determine if a student was retained as of the end of the student's Calendar. If you do not want to use this option, leave the credits set to 0.000.
 - If you choose to use the Minimum Credits option for Grades 9-12, you also can enter in a Retention Days value. Entering in a value in this screen is indicating a number of days prior to the end of a student's Calendar to use as the count date. If a student is not enrolled as of the Retention count date, then the student will not report in the

retention counts. This count date only applies to students being retained due to not earning the minimum number of credits.

Extract Options

Select each of the sections that you would like to have extracted.

- ☒ LEA: SSPR, CRCO, HIBD, DSED, HSE
- ☒ SCH: School Characteristics (SCHR)
- ☒ SCH: Student/Program Enrollment
- ☒ SCH: Courses & Classes (COUR)
- ☒ SCH: AP & IB Enrollment (APIB)
- ☒ SCH: SAT/ACT & AP Exams (EXAM)
- ☒ SCH: Retention of Students (RETN)
- ☒ SCH: PK Discipline of Students (DISC)
- ☒ SCH: K-12 Discipline of Students (ARRS)
- ☒ SCH: Offenses - Number of Incident
- ☒ SCH: Harassment or Bullying (HIBS)
- ☒ SCH: Restraint & Seclusion (RSTR)
- ☒ SCH: Justice Facilities (JUST)

SCH: Retention of Students (RETN)

Options

☒ Print Student Detail

Students with a withdrawal record marked retained will be retained. If you also want to base retention on number of earned credits, enter info below.

Minimum Credits in Grades 9-12

Minimum Credits for 9th Grade:

Minimum Credits for 10th Grade:

Minimum Credits for 11th Grade:

Minimum Credits for 12th Grade:

Retention Days:

Back

4d) The Options button for SCH: Discipline of Students (DISC, ARRS):

- Select if you want student details to print.

SCH: K-12 Discipline of Students (DISC, ARRS)

Options

☒ Print Student Detail

Category Options

A. Corporal Punishment Action Codes Actions

B. In School Suspension Count Option

☐ Use Action Codes Actions

☐ Use Suspension Type on Action Record Types

☐ Use Suspension Type on Susp/Exp Record Types

C. Out of School Suspension Count Option

☐ Use Action Codes Actions

☐ Use Suspension Type on Action Record Types

☐ Use Suspension Type on Susp/Exp Record Types

Expulsions with or without Educational Services

D. Expulsions with Educational Services

☐ Use Action Codes Actions

☐ Use Suspension Type on Action Record Types

☐ Use Suspension Type on Susp/Exp Record Types

E. Expulsions without Educational Services

☐ Use Action Codes Actions

☐ Use Suspension Type on Action Record Types

☐ Use Suspension Type on Susp/Exp Record Types

F. Expulsions Under Zero-Tolerance Policies Action Codes Actions

G. Referral to Law Enforcement Action Codes Actions

H. School Related Arrest Action Codes Actions

I. Transfer to Alt. School due to Expulsion

☐ Use Action Codes Actions

☐ Use Suspension Type on Action Record Types

☐ Use Suspension Type on Susp/Exp Record Types

Back

- **A. Corporal Punishment Action Codes**
 - Select the Action Codes that represents Corporal Punishment Action Codes.
 - If you do not track Corporal Punishment in the system, then you will need to acquire the totals from outside sources and manually enter them into the Maintain area.

<input checked="" type="checkbox"/>	98	SWATS
<input type="checkbox"/>	99	OTHER

- **B. In School Suspension Count Option**

- Users can choose how to count the totals for In School Suspensions.

B. In School Suspension Count Option

☒ Use Action Codes
 ☐ Use Suspension Type on Action Record

- 1 – Using Action Codes – Click the Action Code button and select the Action codes that represent In School Suspension.
- 2 – Using the Suspension Type of the Action Record – Click the Types button and select the In School Suspension Type Codes that represent In School Suspensions.

- **C. Out of School Suspension Count Options**

- Users can choose how to count the totals for Out of School Suspensions.

C. Out of School Suspension Count Option

☒ Use Action Codes
 ☐ Use Suspension Type on Action Record

- 1 – Using Action Codes – Click the Action Code button and select the Action codes that represent Out of School Suspension.
- 2 – Using the Suspension Type of the Action Record – Click the Types button and select the Out of School Suspension Type Codes that represent Out of School Suspensions.

- **D. Expulsions with Educational Services**

- Users can choose how to count the totals for Expulsion with Education Services.

Expulsions with or without Educational Services

D. Expulsions with Educational Services

☒ Use Action Codes
 ☐ Use Suspension Type on Action Record

- 1- Using Action Codes - Click the Actions button and select the Action codes that represent Expulsions with Educational services.
- 2- Using the Suspension Type on the Action Record - Click the Types button and select the Codes that represent Expulsion with Educational Services.

- **E. Expulsions without Educational Services**

- Users can choose how to count the totals for Expulsion without Education Services.

E. Expulsions without Educational Services

☒ Use Action Codes
 Actions

☐ Use Suspension Type on Action Record
 Types

- 1- Using Action Codes - Click the Actions button and select the Action codes that represent Expulsions without Educational services.
- 2- Using the Suspension Type on the Action Record - Click the Types button and select the Codes that represent Expulsion without Educational Services.

- **F. Expulsions Under Zero-Tolerance Policies Action Codes**

- Select the Action Codes that Expulsions Under Zero-Tolerance Policies.

F. Expulsions Under Zero-Tolerance Policies Action Codes Actions

<input type="checkbox"/>	SPA	Spanking
<input type="checkbox"/>	W	Warning
<input type="checkbox"/>	X	Expelled
<input checked="" type="checkbox"/>	ZT	Zero Tolerance - Expelled

- If you do not specifically have an action code set up in your system that represents Expelled due to Zero-Tolerance you will need to gather this data from outside sources and enter the totals into the Maintain area.
- Note: Data that is entered into the Maintain area manually will be overwritten if that selected module is re-extracted in the extract template.

- **G. Referral to Law Enforcement Action Codes**

- Select the Action Codes that represents Referral to law Enforcement.

G. Referral to Law Enforcement Action Codes Actions

<input checked="" type="checkbox"/>	13	JUVINILE JUSTICE COURT ORDER
-------------------------------------	----	------------------------------

- If you do not specifically have an action code set up in your system that represents Referral to Law Enforcement, you will need to gather this data from outside sources and enter the totals into the Maintain area.
- Note: Data that is entered into the Maintain area manually will be overwritten if that selected Module is re-extracted in the extract template.

- **H. School Related Arrest Action Codes**

- Select the Action Codes that represents School Related Arrest.

H. School Related Arrest Action Codes
Actions

<input type="checkbox"/>	SPA	Spanking
<input checked="" type="checkbox"/>	SR	School Arrest

- If you do not specifically have an action code set up in your system that represents School Related Arrest, you will need to gather this data from outside sources and enter the totals into the Maintain area.
- Note: Data that is entered into the Maintain area manually will be overwritten if that selected Module is re-extracted in the extract template.

- **I. Transfer to Alt. School due to Expulsion**

- Users can choose one of 2 options on how to count the totals for Transfer to Alternative School due to Expulsion.

I. Transfer to Alt. School due to OSS
Actions

☒ Use Action Codes

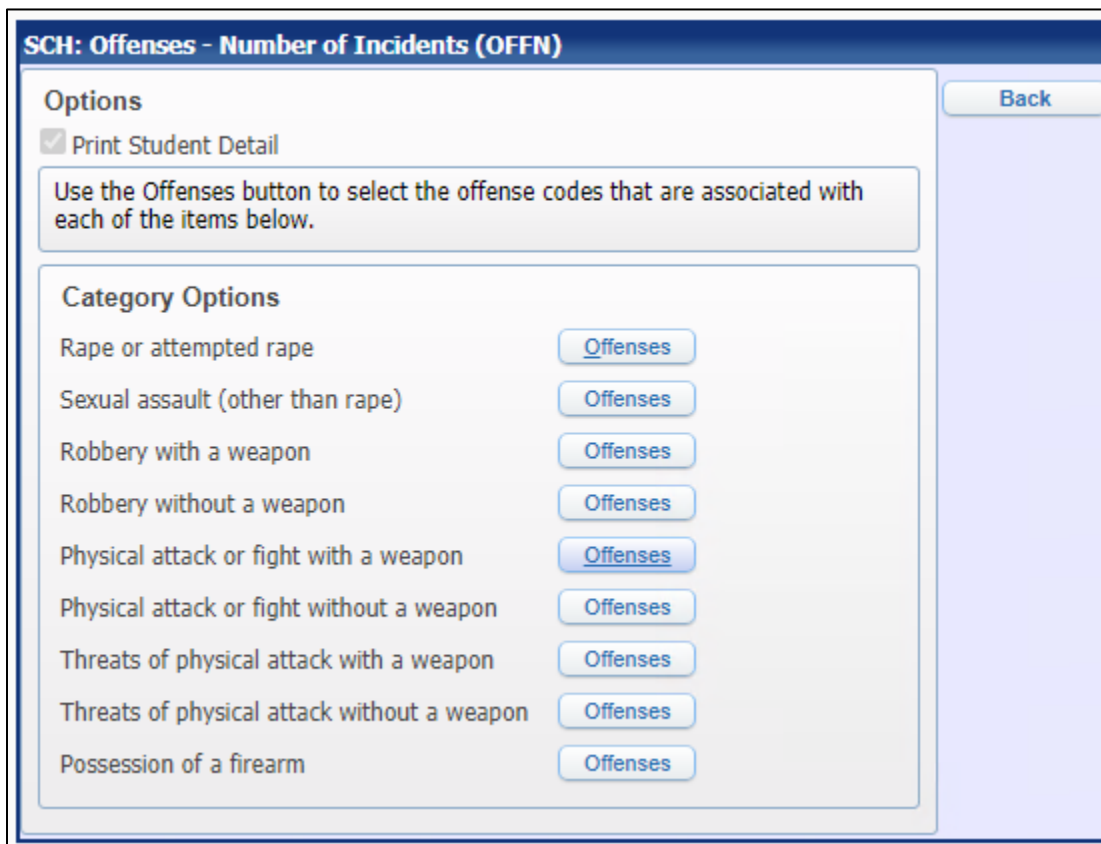
☐ Use Suspension Type on Action Record

Types

- 1- Using Action Codes - Click the Actions button and select the Action codes that represent Transfer to Alternative School due to Expulsion.
- 2- Using the Suspension Type on the Action Record - Click the Types button and select the Codes that represent Transfer to Alternative School due to Expulsion.

4f) The Options button for SCH: Offenses – Number of Incidents (OFFN):

- Select if you want student details to print.
- Users must setup the corresponding Offense code for each Category Option.



SCH: Offenses - Number of Incidents (OFFN)

Options

☒ Print Student Detail

Use the Offenses button to select the offense codes that are associated with each of the items below.

Category Options

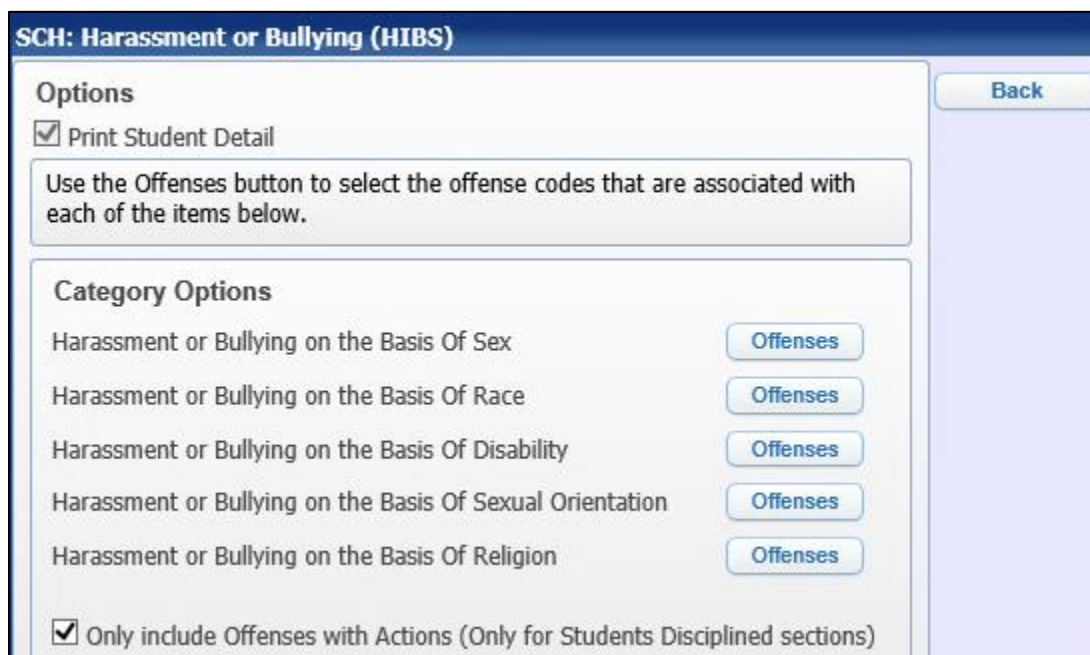
Rape or attempted rape	Offenses
Sexual assault (other than rape)	Offenses
Robbery with a weapon	Offenses
Robbery without a weapon	Offenses
Physical attack or fight with a weapon	Offenses
Physical attack or fight without a weapon	Offenses
Threats of physical attack with a weapon	Offenses
Threats of physical attack without a weapon	Offenses
Possession of a firearm	Offenses

[Back](#)

- If you do not specifically have an Offense code setup in your system that represents any of these Category Options, you will need to gather that data from outside sources and enter the totals into the Maintain area.
 - Note: Data that is entered into the Maintain area manually will be overwritten if that selected Module is re-extracted in the extract template.

4g) The Options button for SCH: Harassment or Bullying (HIBS):

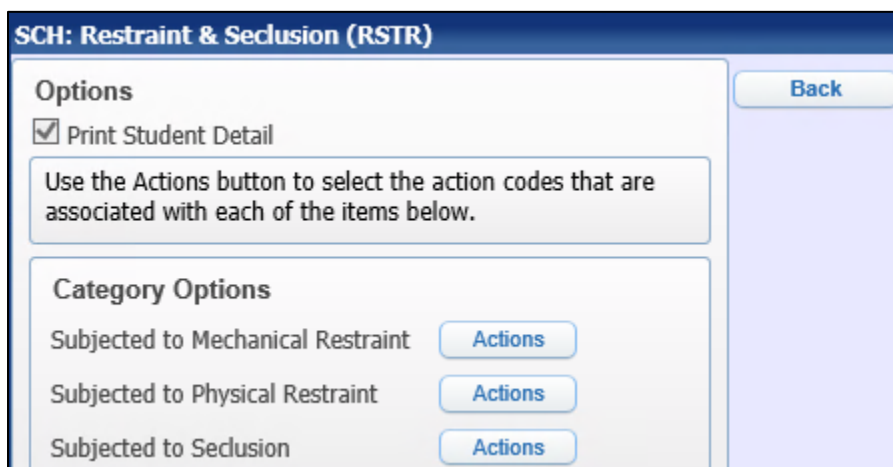
- Select if you want student details to print.
- Users must setup the corresponding Offense code for each Category Option of Harassment or Bullying on the Basis of Sex, Race, Disability, Sexual Orientation, and Religion.



- If you do not specifically have an Offense code setup in your system that represents any of these Category Options, you will need to gather that data from outside sources and enter the totals into the Maintain area.
 - Note: Data that is entered into the Maintain area manually will be overwritten if that selected module is re-extracted in the extract template.
- At the bottom of the screen, select to “Only Include Offenses with Actions (Only for Students Disciplined sections).”
 - If this option is selected, the system will only count students as Students Disciplined for Harassment or Bullying if the student has an offense for bullying based on Gender, Race, Disability, Sexual Orientation, or Religion that has an action assigned.
 - If this option is not selected, any student with an offense assigned for Bullying on the basis of Gender, Race, Disability, Sexual Orientation, or Relation will be counted regardless if there is an Action attached to the Offense.

4h) The Options button for SCH: Restraint & Seclusion (RSTR):

- Select if you want student details to print.
- Users must setup the corresponding Action code for each Category Option Subjected to Mechanical Restraint, Subjected to Physical Restraint, and Subjected to Seclusion.



- If you do not specifically have an Action code setup in your system that represents any of these Category Options, you will need to gather that data from outside sources and enter the totals into the Maintain area.
 - Note: Data that is entered into the Maintain area manually will be overwritten if that selected Module is re-extracted in the extract template.
5. The Options button for the following modules will allow you to print student details (print the students who are included in the extracted data).
- SCH: School Characteristics (SCHR, ATHL, INET)
 - SCH: Student/Program Enrollment (PSCH, ENRL, PENR)
 - SCH: Courses & Classes (COUR)
 - SCH: AP & IB Enrollment (APIB)
 - SCH: Justice Facilities (JUST)
 - It is recommended to select to print student details to verify the students that are pulling.

When you have completed the setup of your template, click Save and Print.

When the process has completed, the Extract Civil Rights Data Report will print.

- Review the report to ensure that the data that printed is accurate and complete.
- The Report is designed to show the Element Name in the right-hand column that corresponds to the Header row in the LEA and School Form FFS.
- For information on how data is extracted for each table, see the Data Elements Document.

Example Extract Report screen

1stfed23.p 05-4
05.18.10.00.04

INDIANA SKYWARD SCHOOLS
EXTRACT CIVIL RIGHTS DATA (LEA#1807140)

11/11/18
9:44 AM

Page:8

LEA SSPR: Students, Schools, & Programs
District LEAID: 1807140

LEA SSPR-1: Count of Students

<u>Question/Total</u>	<u>Answer</u>	<u>Element Name</u>
Overall student enrollment for the LEA	4457	LEA_ENR

LEA SSPR-2: Count of Students Served in Non-LEA Facilities

<u>Question/Total</u>	<u>Answer</u>	<u>Element Name</u>
Students served in Non-LEA facilities	0	LEA_ENR_NONLEAFAC

LEA SSPR-3: Count of Schools

<u>Question/Total</u>	<u>Answer</u>	<u>Element Name</u>
Public schools in the LEA	7	LEA_SCHOOLS

LEA SSPR-4: Early Childhood Program Indicator

<u>Question/Total</u>	<u>Answer</u>	<u>Element Name</u>
LEA providing EC services to children birth-2?	Yes	LEA_ECE_IND

LEA SSPR-5: Early Childhood Program for Non-IDEA Children

<u>Question/Total</u>	<u>Answer</u>	<u>Element Name</u>
LEA providing EC services to non-IDEA children birth-2?	Yes	LEA_ECE_NONIDEA

LEA SSPR-6: Preschool Program Provided by the LEA Indicator

<u>Question/Total</u>	<u>Answer</u>	<u>Element Name</u>
LEA providing one or more preschool services to children 3-5?	Yes	LEA_PS_IND

Data Element items that are not tracked/extracted within Skyward:

- DIND-1: Directional Indicator – Instruction Type
- DIND-2: Directional Indicator – Virtual Instruction
- OFFN-5: Offenses - Number of Incidents Committed by School Staff
- OFFN-6: Offenses - Allegations Against School Staff (Resignation or Retirement)
- OFFN-7: Offenses - Allegations Against School Staff (Determined Responsible)
- OFFN-8: Offenses - Allegations Against School Staff (Determined Not Responsible)
- OFFN-9: Offenses - Allegations Against School Staff (Determination Pending)
- OFFN-10: Offenses - Allegations Against School Staff (Duty Reassignment)
- HSEE-2: High School Equivalency Exam Preparation Program Student Participation
- COUR-13: Single-Sex Academic Classes Detail
- ATHL-2: Single-Sex Interscholastic Athletic Sports, Teams and Participants

Users will need to manually gather these numbers and then enter them in the Maintain area, which is discussed in the next section.

Important Note for Human Resources users:

Users who utilize Skyward’s HR software can import modules:

STAF: School & School Support Staff

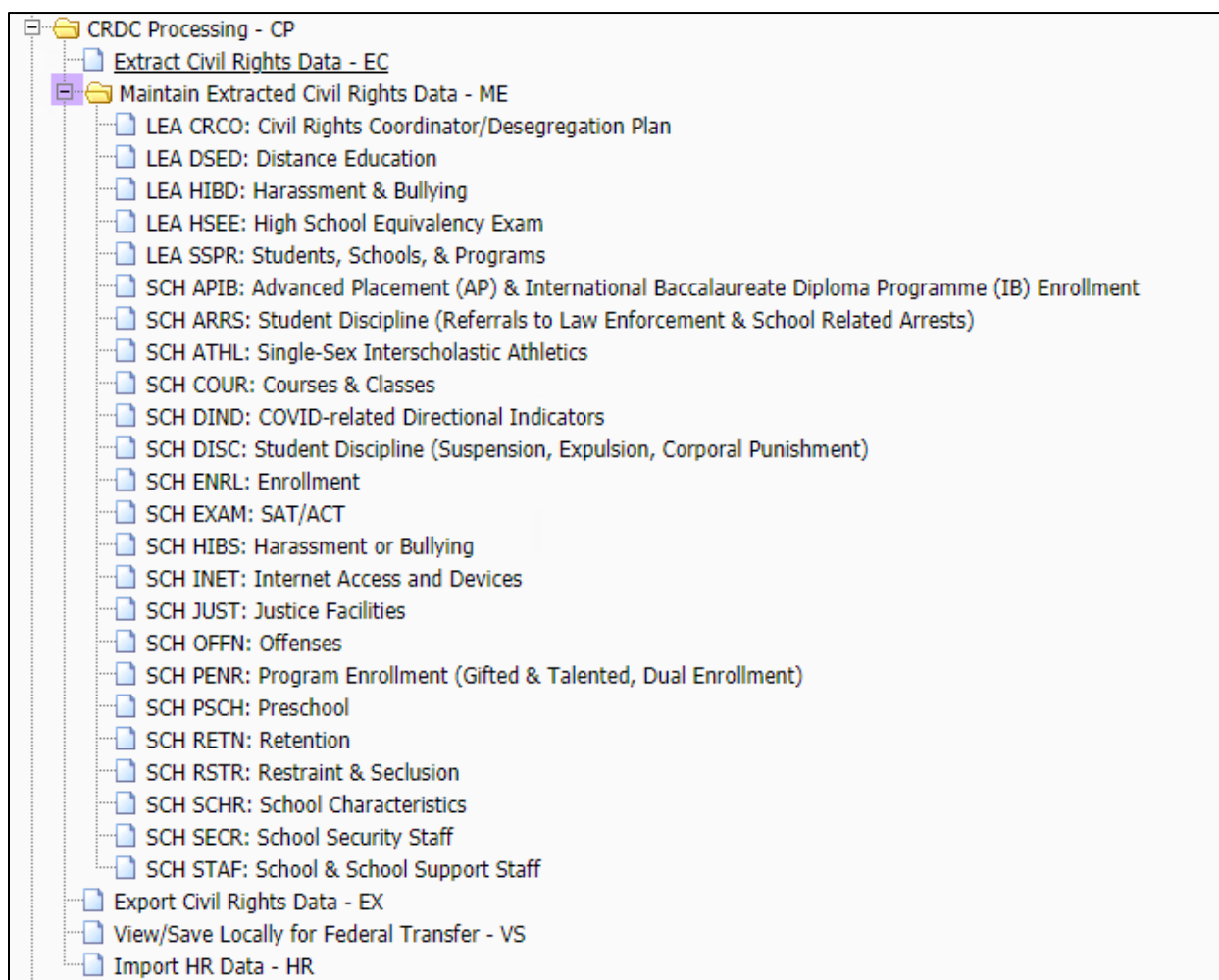
SECR: School Security Staff

Maintain Extracted Civil Rights Data

Within the Maintain area, users can:

- Verify the totals that were extracted for each school.
- Edit any numbers that need to be updated.
- Add totals for data elements that were not extracted.
- Add totals for data elements that are not tracked within Skyward.

Select Maintain Extracted Civil Rights Data.



When you select and expand the “Maintain Extracted Civil Rights Data” menu, you can then select a specific module within the Maintain to enter.

Use the Switch School button to switch from one school to the next.

Maintain Extracted Civil Rights Data (10,169)

Year: 2021 * School LEAID: 482178002200 School (041) School Back

LEA HSEE: High School Equivalency Exam

LEA HSEE-1: High School Equivalency Exam Preparation Program Indicator
Does the LEA provide one or more high school equivalency exam preparation programs for students ages 16-19? ☐ Yes ☒ No LEA_HSE_IND Edit

LEA HSEE-2: High School Equivalency Exam Preparation Program Student Participation

Number of Hispanic Male Students:	0	LEA_HSEPART_HI_M
Number of Hispanic Female Students:	0	LEA_HSEPART_HI_F
Number of American Indian/Alaska Native Male Students:	0	LEA_HSEPART_AM_M
Number of American Indian/Alaska Native Female Students:	0	LEA_HSEPART_AM_F
Number of Asian Male Students:	0	LEA_HSEPART_AS_M
Number of Asian Female Students:	0	LEA_HSEPART_AS_F
Number of Native Hawaiian/Pacific Islander Male Students:	0	LEA_HSEPART_HP_M
Number of Native Hawaiian/Pacific Islander Female Students:	0	LEA_HSEPART_HP_F
Number of Black Male Students:	0	LEA_HSEPART_BL_M
Number of Black Female Students:	0	LEA_HSEPART_BL_F
Number of White Male Students:	0	LEA_HSEPART_WH_M
Number of White Female Students:	0	LEA_HSEPART_WH_F
Number of Two or More Races Male Students:	0	LEA_HSEPART_TR_M
Number of Two or More Races Female Students:	0	LEA_HSEPART_TR_F
Number of LEP Male Students:	0	LEA_HSEPART_LEP_M
Number of LEP Female Students:	0	LEA_HSEPART_LEP_F
Number of IDEA Male Students:	0	LEA_HSEPART_IDEA_M
Number of IDEA Female Students:	0	LEA_HSEPART_IDEA_F

Asterisk (*) denotes a required field

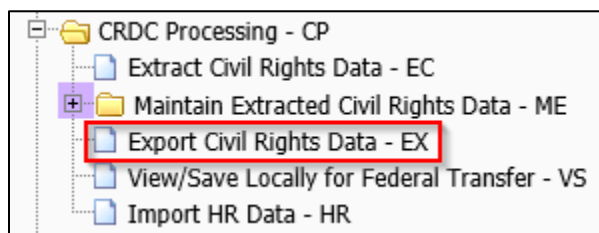
- On the left-hand side of the screen, you will see tabs. Each tab represents the associated CRDC module for the LEA and School Forms. Some modules are able to be expanded to display Totals and Details sub tabs.
 - Details tab information displayed in the Maintain are not exported and included in the CRDC FFS Export file. This information displays in the Maintain only to assist with data verification.
 - The Details tab for many sections is shared between different tabs/sections. Users can use the browse filters to narrow down and display only students that apply to a corresponding section.
- The information that was extracted in the Extract process is housed in the Maintain area.
 - Each time another Extract Process is run, the Maintain table is updated with new totals that are within range. This will wipe out any edited or added data that was previously entered.
 - If you run CRDC from 000 for a specific range of entities, it will not wipe out data that is being pulled from other entities. For example, if you are extracting from 000 for entities 100-122, then it will only pull data that is attached to those entities and it will not override the Maintain for others who may be extracting from 000 for entities 200 - 250.
 - Any data that was added or edited in the Maintain will be wiped out and cleared if another extract is run that includes the ranges that were edited.
- If you want to edit a total, select the Edit button.
 - For modules such as SCH COUR-13. Single-Sex Academic Classes Detail, which is not extracted out of Skyward, you will need to manually enter the totals.
 - If your district uses Skyward's Human Resources software, then for modules STAF: School & School Support Staff, and SECR: School Security Staff:

- These totals can be imported into the Student side from the HR side. The import will put the totals extracted into the Maintain area for you. See the section on Importing HR Data.
 - If your district does not own the HR software, you will need to gather these numbers from outside sources and manually enter them into the Maintain.
- Once complete, click Save.
- Users may also want to edit a total and manually enter information if your district chooses not to track certain data that is reported in the CRDC collection in the system.

Export Civil Rights Data

This process creates two separate export files for districts choosing to submit CRDC via FFS files. Users can also create a Report Only of data from the Maintain for Data Verification purposes.

- Skyward recommends for users to only create the export files when they are ready for final submission.



- Enter the School Year: 2021.
- **Export Options:**
 - **Print Report Only (No file will be created)** – Running the Export CRDC Data template with this option checked will create a report of CRDC data in the Maintain. It is useful to run with this option checked to print an entire CRDC Report for all Schools. Users who are choosing to manually enter their CRDC data on the Advanced website can also use this report as a guide to enter the totals.
 - **Export 'NS-Not Submitted' for any blank values** – It is only appropriate to check this box if you previously uploaded an export file containing values that were not correct. If you check this box, any fields that now contain a blank value in the Maintain will be exported with an NS value, that when uploaded into the federal site will delete any previously uploaded value. An NS value will be sent for all fields with a blank, which you may also want to select if the field is not a reportable field for the school.
 - **Export 'NS-Not Submitted' for all values** – It is only appropriate to check this box if you previously uploaded an export file containing values that were incorrect. If you check this box, the system will send an NS for all values regardless of what is in the maintain. **Use CAUTION when selecting this option.**
- Select the Export Files you want to create.
- Selecting any "LEA" CRDC Sections will create an LEA Form File/Report.
- Selecting any "SCH" CRDC Sections will create a School Form File/Report.
- When complete, click Save and Print.

⚠ Not secure | skydevapp04:94/scripts11/cgiip.exe/WService=44001web/sfedredit056.w?isPopup=true

Export CRDC Data (5,119)

Template Settings

* Template Description:

☐ Share with other users in entity 101

☐ Print Greenbar

Selection Ranges

School Year:

Export Options

☐ Print Report Only (No file will be created)

☐ Print Student Details

☐ Export 'NS-Not Submitted' for any blank values

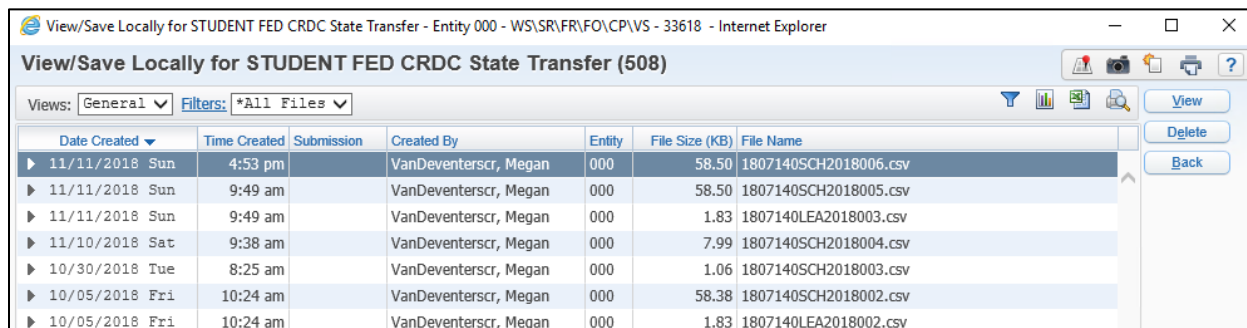
☐ Export 'NS-Not Submitted' for all values

CRDC Sections

- ☒ LEA CRCO: Civil Rights Coordinator/Desegregation Plan
- ☒ LEA DSED: Distance Education
- ☒ LEA HIBD: Harassment & Bullying
- ☒ LEA HSEE: High School Equivalency Exam
- ☒ LEA SSPR: Students, Schools, & Programs
- ☒ SCH APIB: Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment
- ☒ SCH ARRS: Student Discipline (Referrals to Law Enforcement & School Related Arrests)
- ☒ SCH ATHL: Single-Sex Interscholastic Athletics
- ☒ SCH COUR: Courses & Classes
- ☒ SCH DIND: COVID-related Directional Indicators
- ☒ SCH DISC: Student Discipline (Suspension, Expulsion, Corporal Punishment)
- ☒ SCH ENRL: Enrollment
- ☒ SCH EXAM: SAT/ACT
- ☒ SCH HIBS: Harassment or Bullying
- ☒ SCH INET: Internet Access and Devices
- ☒ SCH JUST: Justice Facilities
- ☒ SCH OFFN: Offenses
- ☒ SCH PENR: Program Enrollment (Gifted & Talented, Dual Enrollment)
- ☒ SCH PSCH: Preschool
- ☒ SCH RETN: Retention
- ☒ SCH RSTR: Restraint & Seclusion
- ☒ SCH SCHR: School Characteristics
- ☒ SCH SECR: School Security Staff
- ☒ SCH STAF: School & School Support Staff

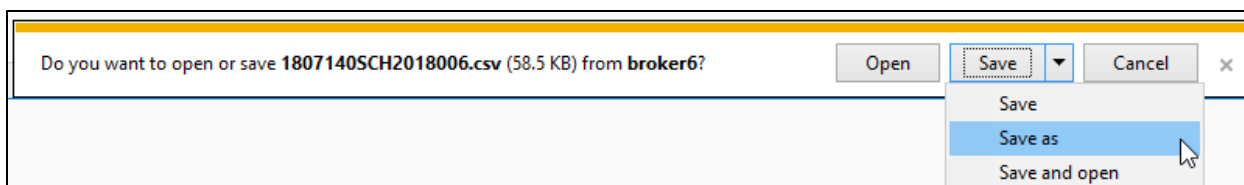
View/Save Locally for Federal Transfer

In this area, users save the export (FFS) files to their computer for submission to the CRDC Website.



Date Created	Time Created	Submission	Created By	Entity	File Size (KB)	File Name
11/11/2018 Sun	4:53 pm		VanDeventerscr, Megan	000	58.50	1807140SCH2018006.csv
11/11/2018 Sun	9:49 am		VanDeventerscr, Megan	000	58.50	1807140SCH2018005.csv
11/11/2018 Sun	9:49 am		VanDeventerscr, Megan	000	1.83	1807140LEA2018003.csv
11/10/2018 Sat	9:38 am		VanDeventerscr, Megan	000	7.99	1807140SCH2018004.csv
10/30/2018 Tue	8:25 am		VanDeventerscr, Megan	000	1.06	1807140SCH2018003.csv
10/05/2018 Fri	10:24 am		VanDeventerscr, Megan	000	58.38	1807140SCH2018002.csv
10/05/2018 Fri	10:24 am		VanDeventerscr, Megan	000	1.83	1807140LEA2018002.csv

- Highlight the file you want to save and click View.
- Select Save or Save As and save the file to a location on your computer.



- This file is created according to the CRDC standards that are posted.
- In total, users will submit two separate files to the CRDC website (LEA Form and School Form).

Import HR Data

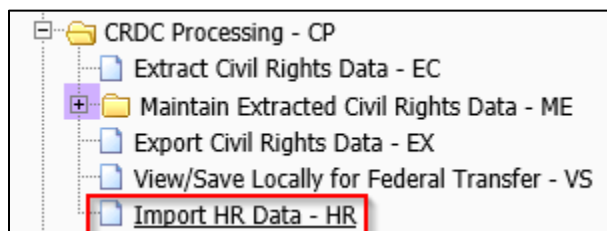
*This option is only available when in a non-combined database.

This import option allows districts who use Skyward's Human Resources software to import totals for the following modules in the School Form file:

STAF: School & School Support Staff

SECR: School Security Staff

*This step should be completed prior to Exporting Civil Rights Data to create the LEA and School Form Files. Without this data imported and/or manually entered, the data will not be included in the files.



1. Click to Add a new template and enter the Description.
2. Within the Import Options area, select the Browse button and navigate to where the HR import file is stored on your computer.

- Review the following documents on creating the HR file out of the HR side:

[Extract Civil Rights Data](#)

[Maintain Extracted Civil Rights Data](#)

[Export Civil Rights Data](#)

[View/Save Locally for Federal Transfer](#)

3. Select the School Year: 2021.
4. Checkbox "Delete all section data for LEAs in file prior to importing"
 - If this checkbox is selected, the import process will delete all data for the selected CRDC sections from the Maintain prior to importing this file.
 - If you have already entered any data manually into the selected CRDC section for the specified School LEAID prior to importing and you do not want to overwrite that information, this should remain unchecked.
4. Checkbox "Report Only"
 - If this checkbox is selected, the process will run to print a report of information that will be updated in the Maintain from the import process without updating any information in the Maintain.
 - You may want to run the process with this checkbox selected for verification purposes.
5. CRDC Sections selections.
 - Select the CRDC modules you want to import.
7. Click Save and Print.
8. Once complete, the screen will update, letting you know that a Federal OCR Civil Rights file has been imported.

Import Civil Rights Data - Entity 101 - WS\SR\FR\FO\CP\HR - 33619 - 05.21.10.00.05 - Google Chrome

Not secure | skydevapp04:94/scripts11/cgiip.exe/WService=44001web/sfedredit058.w

Import Civil Rights Data (5,117)

Template Settings

* Template Description:

☐ Share with other users in entity 101

☐ Print Greenbar

Save

Save and Print

Back

Import Options

No file chosen

Import File:

Import Info:

* School Year: ▼

☒ Delete all section data for LEAs in file prior to importing

☐ Report Only

CRDC Sections

☒ SCH SECR: School Security Staff

☒ SCH STAF: School & School Support Staff

Asterisk (*) denotes a required field

Navigate back into the Maintain area to verify that your totals are showing for the imported modules.

These totals will now be included in your FFS/Export file.

Extract Civil Rights HR Data

*This option is only available when in a combined database. Users do not have to extract on the student side and can still extract from the HR side. This option allows you to extract data from the student side.

*This step should be completed prior to Exporting Civil Rights Data to create the LEA and School Form Files. Without this data imported and/or manually entered, the data will not be included in the files.

Revision History

Version	Date	Changes
05.21.10.00.05	11/11/2021	Update entire document to reflect 20-21 collection updates
05.19.02.00.05	04/05/2019	Added notes about CRDC Maintain and overwriting data
05.19.02.00.04	03/22/2019	Updates to RETN extract options
05.18.10.00.04	11/08/2018	Updates for 17/18 School year Collection