

Civil Rights Reporting in DASL

December, 2021

1. Documentation/Resources

- a) <https://crdc.communities.ed.gov/#program>
 - LEA
<https://crdc.communities.ed.gov/services/PDCService.svc/GetPDCDocumentFile?fileId=41081>
 - School Level
<https://crdc.communities.ed.gov/services/PDCService.svc/GetPDCDocumentFile?fileId=42019>
- b) DASL- ? Icon- Product Guides- [Civil Rights Data Collection Guide](#)
 - Review the Student Calculations & Ethnicity Determination

2. Collection 2020-2021 School Year

- a) CRDC Updates <https://crdc.communities.ed.gov/#communities/pdc/documents/16887>
- b) **SWITCH to the 20/21 school year in DASL!!!**
- c) Can be at District or Building Level

3. HQT- When determining which teachers meet the criteria set forth for each of these fields, districts *will need to add a Highly Qualified Teacher record* with a selection other than I or N for the courses with certified teachers that meet the requirements.

- a) Run the Add Missing in Teacher History [EMIS > Maintenance > Teacher History Maintenance](#)
- b) Run the Highly Qualified Teacher Report for your buildings that would have Grades 7-8 Algebra I and your High School [SIS > School > Highly Qualified Teacher Report](#)
- c) Review the report to see which teachers are attached to the courses below
 - COUR-1b *Algebra I classes grades 7 or 8* taught by teachers certified in mathematics
 - COUR-9 Classes for *grades 9-12* taught by teachers certified in *mathematics*
 - COUR-14 Classes for *grades 9-12* taught by teachers certified in *science*
 - COUR-16 Classes for *grades 9-12* taught by teachers certified in *computer science*
- d) Review the report to verify/add HQT values for those teachers
- e) Enter the information in Highly Qualified Teacher Update screen [Management > School Administration > Scheduling Administration > Highly Qualified Teacher Update](#)
- f) Run the [SIS > School > Highly Qualified Teacher Report](#) again to verify

4. Manual Civil Rights Data Entry: [SIS > School > Civil Rights Reporting \(CRDC\) > Manual Civil Rights Data Entry](#)

Note: The Manual Civil Rights Data Entry is not school year specific, so when you first go to the screen, it will show the data from the last submission, which was in 17/18. When beginning data entry for 20/21, districts should either update existing totals or change values to blank for elements they don't have the data to update for the 20/21 school year.

-The values should not be changed to zero as this is a valid value to report if totals are not available. Blank will ensure that the associated attribute will not be reported until a valid value is entered.

-Do not fill in for inactive buildings or new online buildings

a) NCES school ID <http://nces.ed.gov/globallocator/>

NOTE: Not all tables list below. Only those in which we can provide an alternative to finding the data for the questions

If an Analytics Hub report is used, make sure you change the school year back to 20-21

b) Civil Rights

STAF-1 : Teachers - FTE Count and Certification	Data Collector-FY21 Stf/Crse Preview CK-record- Postions 230, 208, 212, 225-continous 4 or more weeks. Type of appointment-1 Certified
STAF-2 : School Counselors Number FTE	Data Collector-FY21 Stf/Crse Preview CK-record Position 202
STAF-3 : Support Services Staff Number FTE	Data Collector-FY21 Stf/Crse Preview CK-record Position - Nurses-320, Psychologist- 318, Social Worker 323
SECR-1 : Security Staff	Data Collector-FY21 Stf/Crse Preview CK-record Position 910 Law enforcement Position 905 Security Guard
Calculating Staff FTE: https://crdc.communities.ed.gov/#communities/pdc/documents/17736	
Corporal punishment refers to paddling, spanking, or other forms of physical punishment imposed on a child. The below helpful report will only work if the district tracks Corporal Punishment in DASL via an Action Code, Policy Code, etc.	
DISC-3 : Corporal Punishment Indicator	Local-Analytics Hub-Discipline-Discipline_Detail_w_Extras-NEOnet
DISC-4 : Preschool Corporal Punishment	Local-Analytics Hub-Discipline-Discipline_Detail_w_Extras-NEOnet
DISC-5 : Preschool Instances of Corporal Punishment	Local-Analytics Hub-Discipline-Discipline_Detail_w_Extras-NEOnet
DISC-6 : Instances of Corporal Punishment	Local-Analytics Hub-Discipline-Discipline_Detail_w_Extras-NEOnet
DISC-7 : Discipline of Students without Disabilities	Report Portal –Discipline Occurrences-School Level – School Overview or Local-Analytics Hub-Discipline-Discipline_Detail_w_Extras-NEOnet
DISC-9 : Discipline of Students with Disabilities	Report Portal –Discipline Occurrences-School Level – School Overview or Local-Analytics Hub-Discipline-Discipline Actions for Special Education

ARRS : Student Discipline Referrals to Law Enforcement & School-Related Arrests (without disabilities)	Report Portal-Discipline Occurrences School Level-School Overview or Local-Analytics Hub-Discipline-Discipline_Detail_w_Extras-NEOnet
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OFFN-1 : Offenses - Number of Instances	Local-Analytics Hub-Discipline-Discipline_Detail_w_Extras-NEOnet
OFFN-2 : Offenses - Firearm Use	Local-Analytics Hub-Discipline-Discipline_Detail_w_Extras-NEOnet
HIBS-1 : Allegations of Harassment or Bullying	Local-Analytics Hub-Discipline-Discipline_Detail_w_Extras-NEOnet
HIBS-2 : Students Reported as Harassed or Bullied	Local-Analytics Hub-Discipline-Discipline_Detail_w_Extras-NEOnet
HIBS-3 : Students Disciplined for Harassment or Bullying	Local-Analytics Hub-Discipline-Discipline_Detail_w_Extras-NEOnet

5. Generating Civil Rights Report [SIS](#) > [School](#) > [Civil Rights Reporting \(CRDC\)](#) > [Civil Rights Report \(CRR\)](#)

- a) Parameter Selections
 - Buildings
Note Inactive buildings and Online schools appear so be careful what you select
 - If school is using block scheduling, check the 'Is Block Scheduling used on Master Schedule' checkbox for the appropriate building(s) and specify the first block effective date and second block effective date when running the report
 - The default effective date to use when running the report is 10/1/2020
- b) Submit .pdf to review
- c) Submit .pdf & .csv for the import file

6. Adjust file before importing

Defect DISC-12 School Days missed due to Out of School suspension not populating the spreadsheet Columns ATA through ATT

7. **Import your file to CRDC-** <https://www.youtube.com/watch?v=bk5oEVpAEKk>
8. **Reviewing errors-** <https://www.youtube.com/watch?v=FM0t3MJqUbQ>

Lessons learned- Next year will be another collection year. Is there any data you can address with your staff this year to make data better for next year?