# Maintain CRDC Survey Results

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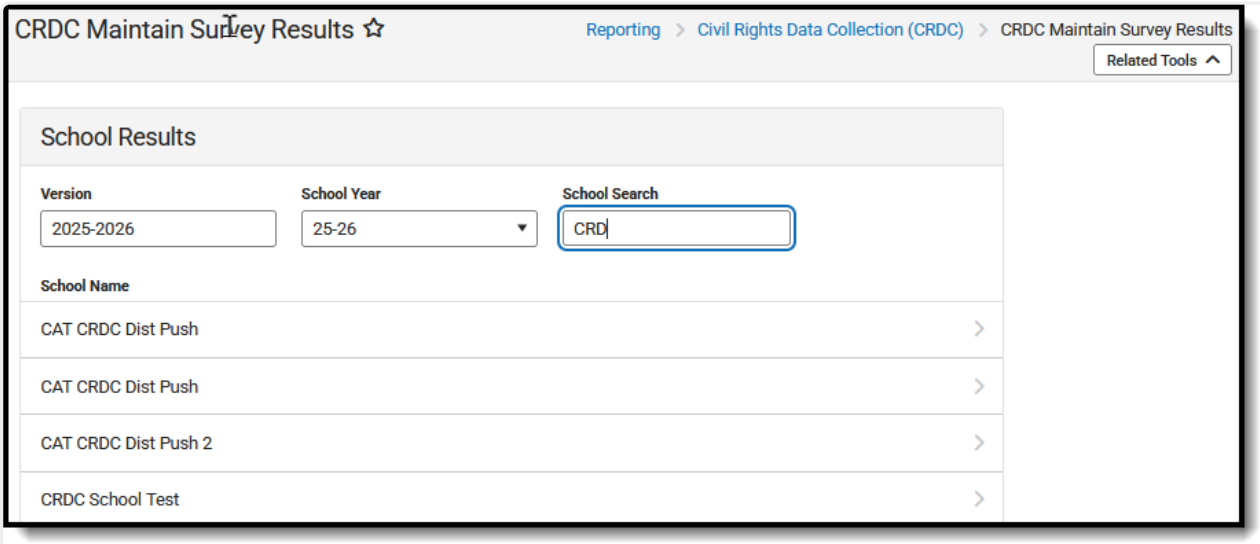
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## CRDC workflow

Follow these links to access articles addressing each step of the CRDC Submission process.

| | |
|---|---|
| **Step 1:** Review getting started guide<br>**Step 2:** Create Ad hoc filters<br>**Step 3:** Complete mapping (CRDC Setup tool) | **Step 4:** Generate Survey Results<br>**Step 5: Answer questions (CRDC Maintain Survey Results tool)**<br>**Step 6:** Generate CRDC Submission Flat File |

The Civil Rights Data Collection (CRDC) Setup tool allows districts to generate survey results based on the CRDC Category Mappings for the current reporting period (2025-2026).




*Select a school to view and/or edit survey results.*

## CRDC Maintain Survey Results

This section describes how to view, edit, and export CRDC Results.

### Select a version, school year and school

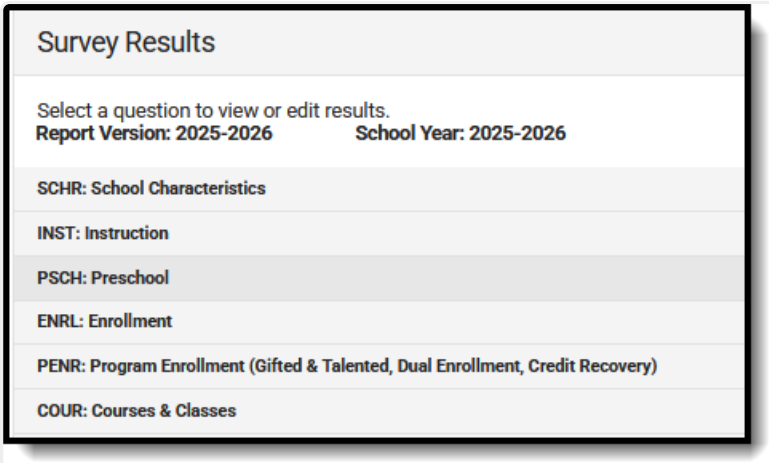
1. The current **Version** is the only one available.
2. Select the **School Year** in which to view and/or edit survey results. The **School Search** field can be used to find a school, if necessary.

3. Select the **School Name** in which to view and/or edit survey results.

## School Results Editor

| Field | Definition |
|---|---|
| **Version** | Displays the current CRDC version. |
| **School Year** | Allows the user to select the school year in which to view/edit Survey Results. |
| **School Search** | Allows the user to search for a school. |
| **School Name** | Allows the user to select the school in which to view the survey results for the selected School Year. Schools in which the user has tool rights to and have at least one active calendar display.<br>**Note:** If a mapping for a school has changed, the 'Mapping Changed' message appears next to the school. |

## Select the module in which to view/edit survey results




*Select a module for which to view survey results.*

1. Select the **module** in which to view/edit survey results. The results are shown by module with each question listed below each module.

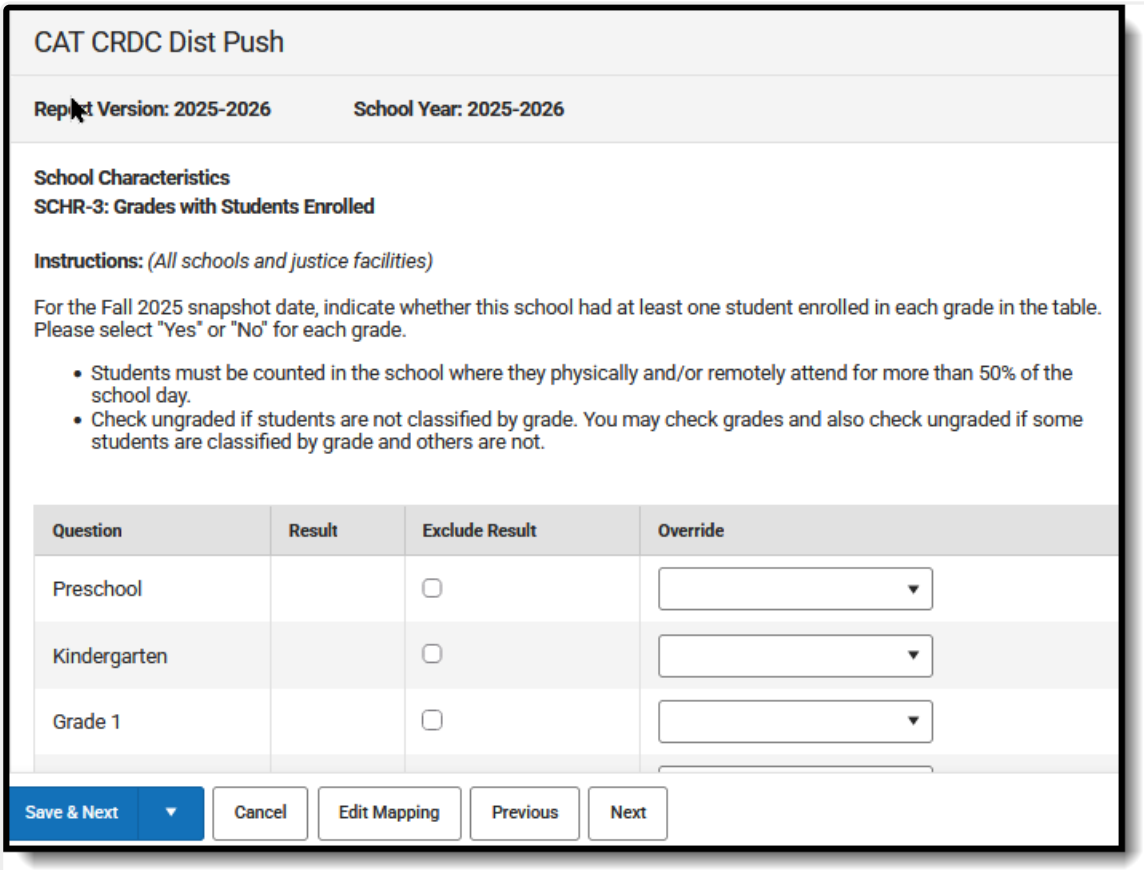
**Note:** Results for the SCHR: School Characteristics module must be generated at least once for a given school prior to independently generating results for other modules.

2. If results have been modified, the **Refresh button** can be used to update the results.

3. Select the appropriate **question** to view/edit results.

## View, edit, or export Survey Results

Users with the appropriate tool rights are allowed to view, edit, and/or export survey results for the selected question.




*View, edit or export survey results.*

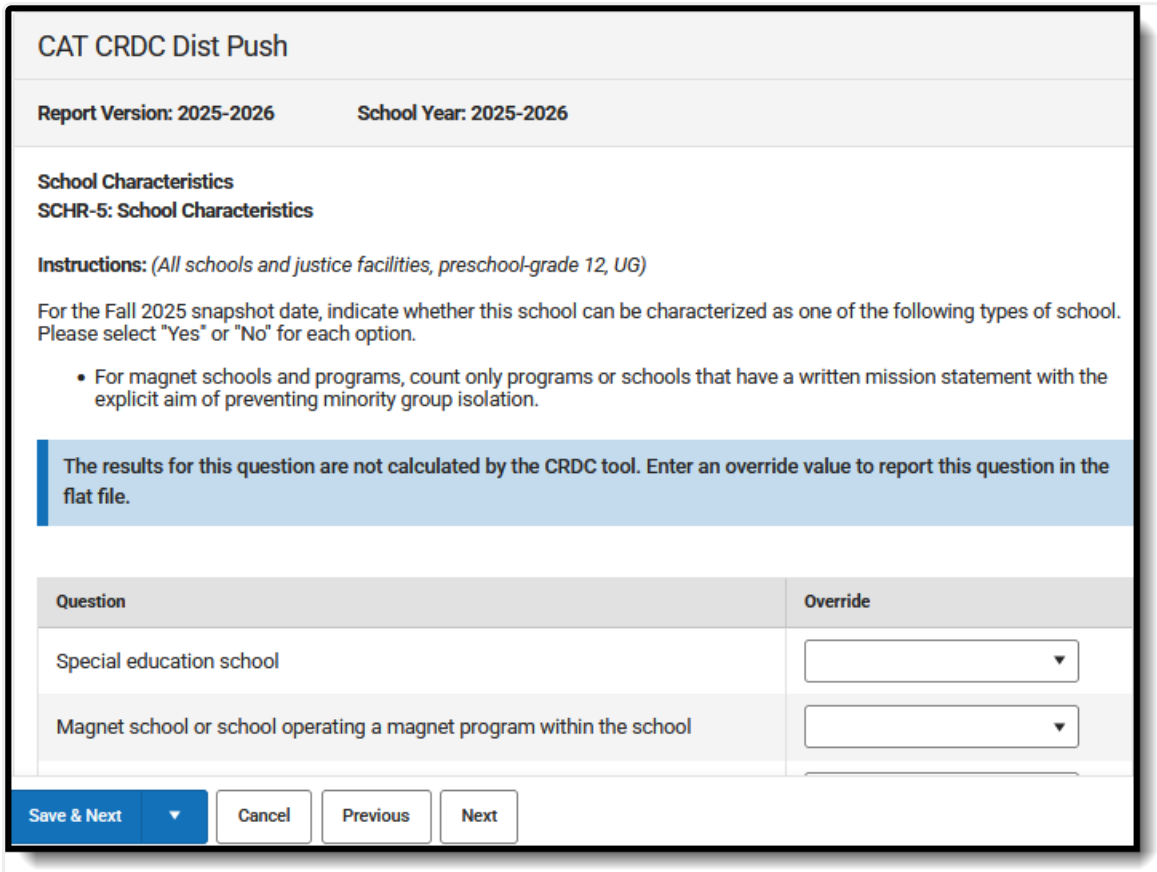
## View Survey Results Editor

| Field | Definition |
|---|---|
| **Result** | Allows the user to view the survey results for questions. If results have previously been modified, the date and time the mapping was last modified displays. Clicking the link in the Results column displays the results in a side panel on the screen. The results can be exported by clicking the Export button, if desired. |
| **Exclude Result** | Allows the user to exclude the survey result from the flat file. |
| **Override** | Allows the user to override the results for the selected question. |

| Field | Definition |
| --- | --- |
| **Comments** | Allows the user to enter comments regarding the survey results. |
| **Save** | Saves the changes made by the user. |
| **Save & Next** | Saves the changes made by the user and advances to the next question. |
| **Cancel** | Changes are not saved. |
| **Edit Mapping** | Allows the user to edit the category mapping. Modifying category mappings may result in changes to survey results. |
| **Previous** | Advances the user to the survey results for the previous question. |
| **Next** | Advances user to the survey results for the next question. |

## If results for a question are not calculated by the CRDC tool

Users are able to select a value from the Override column in order to report results for a question, if desired.

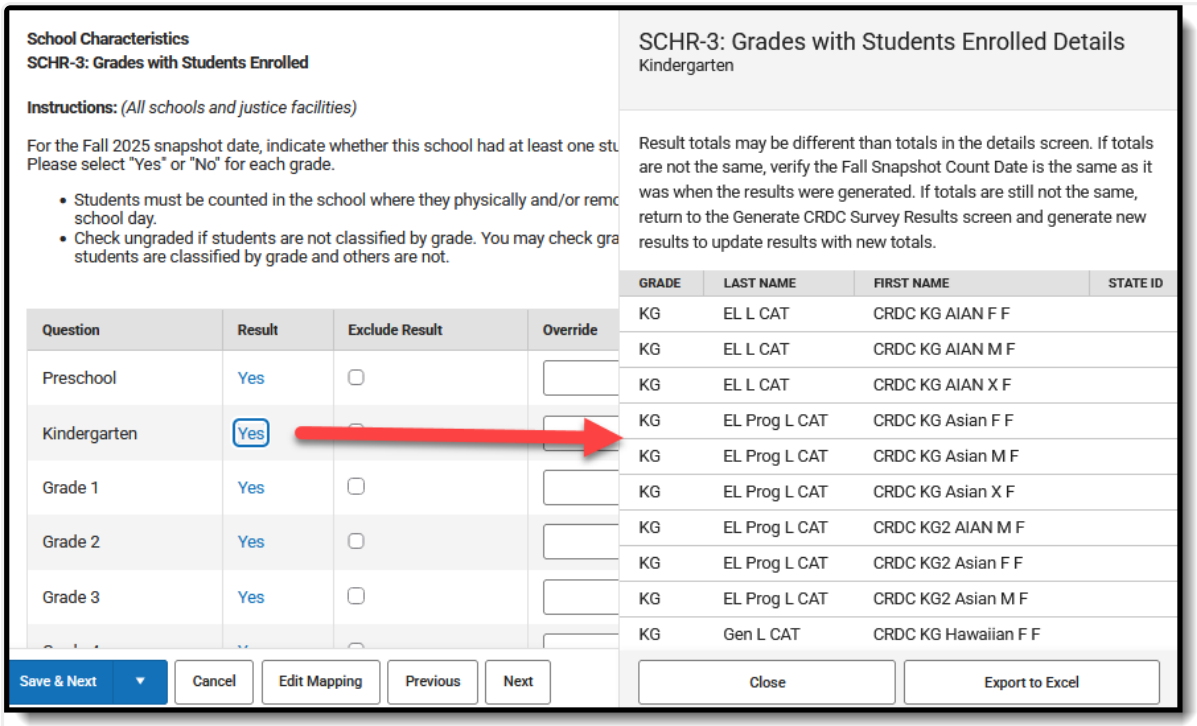



*It is possible to override results for questions not calculated by the CRDC tool.*

## View and export Survey Results

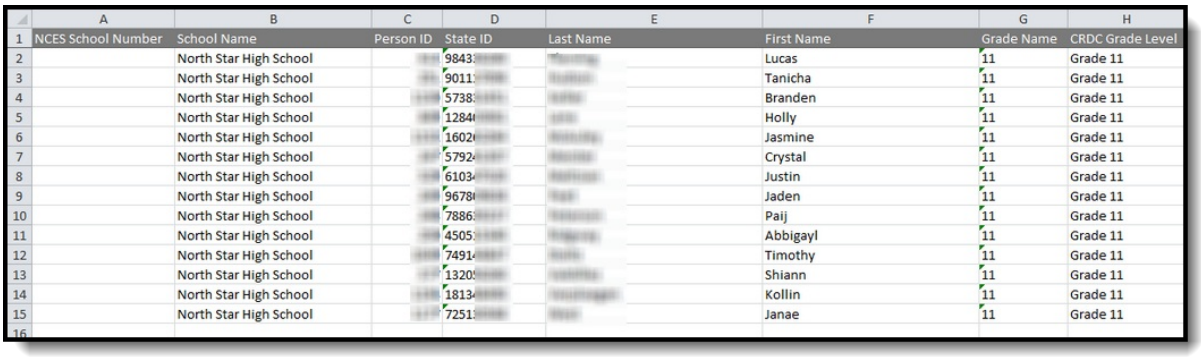
1. Select the link in the Results column to view the results for the selected question. A side panel displays on the screen which allows the user to view the survey results. The **Override column** can be used to override the results for the selected question. The **Exclude Result checkbox** can be used to exclude the results from reporting in the flat file.

   If results totals are different than the totals on the Details screen, return to the Generate CRDC Survey Results screen to generate new results and update the totals.




*Select the link in the results column to view results for the selected question.*

2. If desired, **Export** the results. The results are displayed in an Excel file.

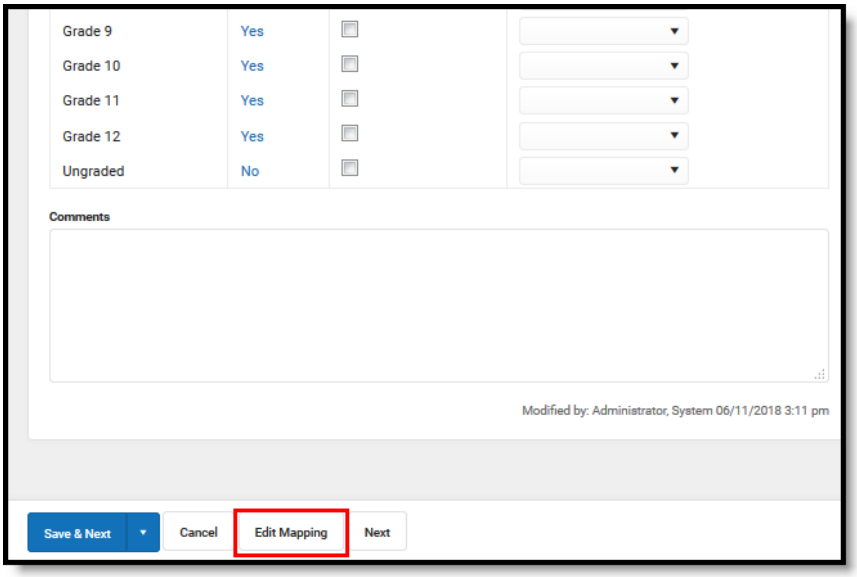


| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | NCES School Number | School Name | Person ID | State ID | Last Name | First Name | Grade Name | CRDC Grade Level |
| 2 | | North Star High School | | 9843 | | Lucas | 11 | Grade 11 |
| 3 | | North Star High School | | 9011 | | Tanicha | 11 | Grade 11 |
| 4 | | North Star High School | | 5738 | | Branden | 11 | Grade 11 |
| 5 | | North Star High School | | 1284 | | Holly | 11 | Grade 11 |
| 6 | | North Star High School | | 1602 | | Jasmine | 11 | Grade 11 |
| 7 | | North Star High School | | 5792 | | Crystal | 11 | Grade 11 |
| 8 | | North Star High School | | 6103 | | Justin | 11 | Grade 11 |
| 9 | | North Star High School | | 9678 | | Jaden | 11 | Grade 11 |
| 10 | | North Star High School | | 7886 | | Paij | 11 | Grade 11 |
| 11 | | North Star High School | | 4505 | | Abbigayl | 11 | Grade 11 |
| 12 | | North Star High School | | 7491 | | Timothy | 11 | Grade 11 |
| 13 | | North Star High School | | 1320 | | Shiann | 11 | Grade 11 |
| 14 | | North Star High School | | 1813 | | Kollin | 11 | Grade 11 |
| 15 | | North Star High School | | 7251 | | Janae | 11 | Grade 11 |
| 16 | | | | | | | | |

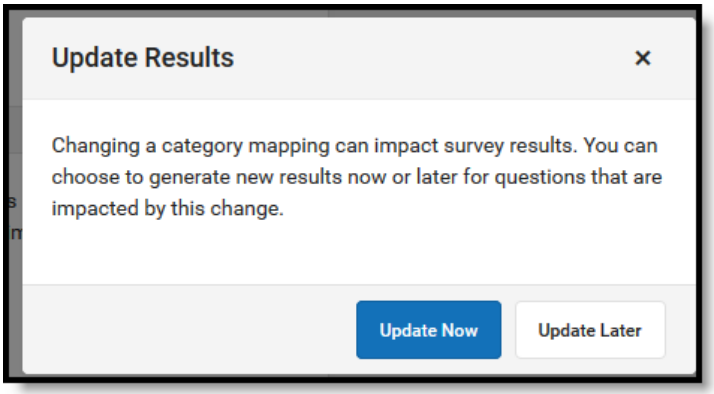
3. Click **Close.**

## Edit Category Mappings

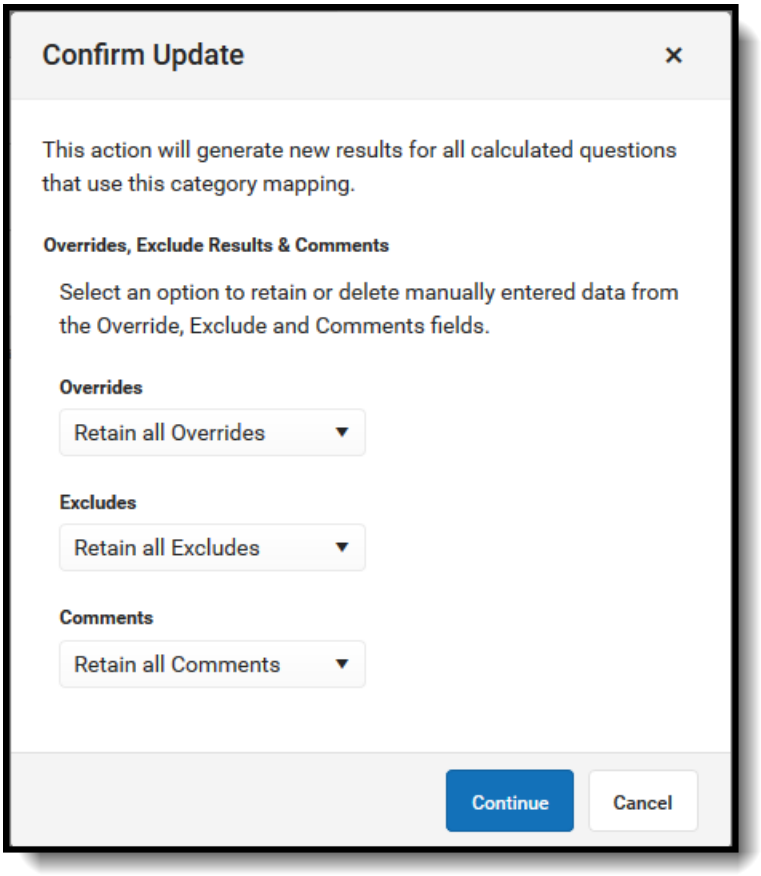
1. Select the **School Year** in which to view and/or edit survey results. The **School Search** field can be used to find a school, if necessary.
2. Select the **School Name** in which to view and/or edit survey results.
3. Select the **module** in which to view/edit survey results. The results are shown by module with each question listed below each module.
4. Select the appropriate **question** to view/edit results.
5. Click **Edit Mapping.**




6. Select the **mapping** that is being modified.
7. Make the necessary changes to the mapping.
8. Click **Save.**
9. A message displays indicating that changing a category mapping may impact survey results. Users can choose to update the mappings now or later. Selecting **Update Later** directs the user back to the Question Detail screen. Selecting **Update Now** directs the user to a new pop-up message.




10. After clicking **Update Now**, a message indicating that results for all questions that use the selected category mapping will be updated. Users can elect to retain or delete all manually entered data from the Overrides, Excludes, and Comments fields.




11. Click **Continue.** A Mappings Changed icon displays on the Question Detail screen indicating Category Mappings have changed.
12. Navigate back to the Select a question to view or edit results screen and click **Refresh** to update the results for the question.

# Question Results Logic

## Shared Logic Questions

### Fall Snapshot Student Enrollment/Grade Level Logic

| Logic |
| --- |
| All enrollment logic must be met in order to be reported in the Fall Snapshot logic. |
| Students will report in the School in which they are enrolled:<br>• The student's enrollment must overlap the Fall Snapshot Count Date if reporting in a category not in IDEA.<br>• The student's enrollment must overlap the Fall Snapshot IDEA Count date if populated, else the Fall Snapshot Count Date if reporting in an IDEA category.<br>• The students Enrollment Service Type must not be selected in the Exclude Enrollment Service Types field in the Report Options to report for the school that is being generated. |

| Logic |
| --- |
| Consider the following logic for the CRDC School of Accountability field:<br>• If the CRDC School of Accountability field is NULL or = to the School of Enrollment the student will report in that school.<br>• If the CRDC School of Accountability school is not = to the enrolled school, the student will report in the CRDC School of Accountability school. |
| Use the CRDC Grade level mapping to determine which grade level a student should report:<br>• If the student has more than 1 enrollment in the reporting school and the grade levels are different, report the grade level from the primary enrollment.<br>• If no primary enrollment or service types are the same, report from the enrollment with the earliest start date or enrollment id.<br>• Do not count a student if their enrollment Grade Level is not mapped to a CRDC Grade Level.<br>• If the student has a primary enrollment not mapped to a CRDC Grade Level and has a secondary enrollment that is mapped to a CRDC grade level, report the student in the secondary enrollment. |

### Regular School Year Enrollment/Grade Level Logic

| Logic |
| --- |
| All enrollment logic must be met in order to be reported in the Regular School Year logic.<br>• Students will report in the School in which they are enrolled.<br>• The students enrollment must occur in the reporting school year.<br>• Do not include students that are in calendars marked as Summer School<br>• The students Enrollment Service Type must be selected in the Report Options in order to report for the school that is being reported |
| Consider the following logic for the CRDC School of Accountability field:<br>• If the CRDC School of Accountability field is NULL or = to the School of Enrollment the student will report in that school.<br>• If the CRDC School of Accountability school is not = to the enrolled school, the student will report in the CRDC School of Accountability school. |
| Do not count a student if their enrollment Grade Level is not mapped to a CRDC Grade Level. |

### Fall Snapshot & Regular School Year IDEA/504/EL/EL Students Enrolled in EL Programs Logic

| Logic |
| --- |
| Count distinct students saved in each category mapping for the school being reported. |

## Student Race/Ethnicity Logic

| Logic |
| --- |
| Count students in the following race categories based on values selected in Race/Ethnicity on Demographics tab. |
| Students can only report in 1 of the Race/Ethnicity categories listed below:<br>• Hispanic or Latino of any race: will report when the "Is the individual Hispanic/Latino?" question is set to Yes.<br>• American Indian or Alaska Native: will report when the "Is the individual Hispanic/Latino?" question is set to No and only the American Indian or Alaska Native checkbox is checked.<br>• Asian: will report when the "Is the individual Hispanic/Latino?" question is set to No and only the Asian checkbox is checked.<br>• Native Hawaiian or Other Pacific Islander: will report when the "Is the individual Hispanic/Latino?" question is set to No and only the Native Hawaiian or Other Pacific Islander checkbox is checked.<br>• Black or African American: will report when the "Is the individual Hispanic/Latino?" question is set to No and only the Black or African American checkbox is checked.<br>• White: will report when the "Is the individual Hispanic/Latino?" question is set to No and only the White checkbox is checked.<br>• Two or more races: will report when the "Is the individual Hispanic/Latino?" question is set to No and more than 1 race is checked<br>• Use the pescLabel column in the RaceEthnicity table to determine which race/ethnicity the student belongs to<br>• If the student has two or more races that are mapped to the same pescLabel, do not report the student as two or more races. |
| Do not count a student if their Race/Ethnicity is NULL. |
| If reporting results for Fall Snapshot, use the identity record that overlaps the report count date.:<br>• If an identity record cannot be found that overlaps the count date, use the earliest identity record. |
| If reporting results for Regular School Year, use the identity record that overlaps the last instructional day of the reporting year.<br>• Do not use calendars marked as Summer School to determine the last instructional day. |

## Gender Logic

| Logic |
| --- |
| • Legal Gender = M, report legal gender<br>• Legal Gender = F, report legal gender<br>• Legal Gender = N/other/Null, check Census Gender<br>• Census Gender = M, report census gender<br>• Census Gender = F, report census gender<br>• Census Gender = N/other/Null triggers validation warning, manual override required |
| Use the following date logic to determine which identity record to use:<br>• If reporting results for Fall Snapshot, use the identity record that overlaps the report count date.<br>• If reporting results for Regular School Year, use the identity record that overlaps the last instructional day of the reporting year.<br>• If an identity record cannot be found that overlaps the count date or last instructional day, use the earliest identity record.<br>• Do not use calendars marked as Summer School to determine the last instructional day. |

### Course Count Logic

| Logic |
| --- |
| The total number of courses offered by a school is determined by how many sections of the course are offered in which there are students enrolled.  Count the total number of classes with the following criteria: |
| Use the Selected Courses in the Category Mapping(s) used for a question to determine which courses should be considered in the count. |
| Sum the total number of sections for each course that have a section schedule placement that overlaps with the Count Date that is entered on the Course Category Mapping.<br>• If a section has multiple section schedule placements and more than 1 overlap a Count Date, only count the section as 1 instance. |
| If the same course is used in multiple mappings that are used for a question, they will be counted multiple times. |
| If Advanced options are used in a category mapping, do not count any section that is marked as excluded. |
| There must be at least 1 student scheduled into the section on the Schedule Type Count Date to be counted. |

### Student Roster Count Logic for Courses

| Logic |
| --- |
| For Regular School Year, Count a student as enrolled in a course when their enrollment and roster both overlap the last term end date in a section . |
| For Fall Snapshot, Count a student as enrolled in a course when their enrollment and roster both overlap the fall snapshot count date. |
| If the student has more than 1 enrollment that overlap the term end date, use the Primary enrollment.<br>• If the enrollment start dates are the same, use the highest enrollment ID.<br>• If the enrollment start dates are not the same, use the enrollment with the most recent start date. |
| Refer to Fall Snapshot Enrollment or Regular School Year Enrollment logic based on the time frame of the question. |
| Only count the student 1 time per course category. |
| Only include Courses with a section placement that overlap at least 1 of the Schedule Type Count Dates |
| If Advanced options are used in a category mapping, do not count any section that is marked as excluded. |

### School Form General Instructions

| Logic |
| --- |
| For Fall Snapshot questions, report data based on October 1 (or the closest school day to October 1), unless otherwise noted. |
| For Regular School Year questions, count should be cumulative based on the entire regular school year. |
| Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns). |
| Students counted in the race/ethnicity category may also be counted in the Students with Disabilities (IDEA), Students with Disabilities (Section 504 only), and Students who are English Learners (EL) categories. For example, the following may occur:<br>• *A Hispanic/Latino student with a disability served under IDEA and who is EL will be counted three times in some tables, once under race/ethnicity, once under Students with Disabilities (IDEA), and once under Students who are EL.*<br>• *A student with a disability served under section 504 and who is EL will be counted in both the Students with Disabilities (Section 504 only) category and the Students who are EL category.* |

| Logic |
| --- |
| If the question does not apply to a school the question will report "NULL". If a question does apply to a school but there are not results for a data element, a value must report ("0", No, etc). |
| Student enrollment counts by course are unduplicated counts unless noted otherwise (i.e. a student is counted only once in Algebra I even if they take more than 1 course in that category). |

## Module Questions Logic (For Questions Calculated in Campus):

Consult the information on the official CRDC Resource Center website if you need information about instructions, skip logic or other CRDC topics.

Campus calculates the answers for the following questions via mappings you'll use the CRDC Setup Tool to create. Alternatively, you may choose to create Ad hoc filters to answer these questions. See the CRDC Questions Calculated in Campus article for more information.

- 1. SCHR: School Characteristics (**ONLY** for SCHR-3: Grades with Students Enrolled)
- 3. PSCH: Preschool (**NOT** for PSCH-2a, 2b, 2c, 2d)
- 5. ENRL: Enrollment
- 7. COUR: Courses & Classes
- 9. EXAM: SAT/ACT
- 12. RETN: Retention

# Tool Rights

In order to use the Maintain Survey Results tool, users must have rights to the tool within their own district.

**Read** - View survey results.
**Write**- Generate and edit survey results.
**Add**- Generate and edit survey results.
**Delete** - Generate and Edit Survey Results.

For more information about Tool Rights and how they function, see the Tool Rights article.