CRDC Checklist

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This checklist serves as a guide for users needing to complete the Civil Rights Data Collection (CRDC) process.

Review the Getting Started Guide

Things to do before beginning the data collection process.

Done	Task	Responsible Party
	Review federal CRDC information and resources: • CRDC Resource Center - resources including planning and preparation guides, data tips, CRDC data submission tool documents, etc. • Civil Rights Data Collection (CRDC) - information regarding the current collection requirements and tools • Office of Civil Rights (OCR) CRDC FAQ - Frequently Asked Questions regarding CRDC	
	Ensure **CRDC School of Accountability Field** is set appropriately on Enrollments for students having multiple enrollments with different service types or who are enrolled in a school different from the one for which they need to report for CRDC.	
	Create a User Group with all the tool rights necessary to extract the data needed for CRDC reporting. Add users to group.	

Ad Hoc Prep and Filters

Ad hoc filters can be very useful in extracting the data needed to answer CRDC questions.

Done	Task	Responsible Party
	Find out where your district is capturing information for things like Gifted/Talented, 504 plans, etc. For example, 504 may be indicated on Enrollment, a Program/Flag, in Special Ed, or elsewhere and those fields have different **Ad hoc** field names.	

Done	Task	Responsible Party
	Review **Skip Logic** for questions to determine whether they need to be answered.	
	Create filters for each question for which answers **are not** automatically calculated. Save filters to the CRDC Tool Group that was created for CRDC reporting purposes. Users assigned to the CRDC Tool Group will all be able to see and use filters saved to/shared with this group.	

CRDC Setup Tool (Mapping)

Mapping is done at the district level and pushed to schools. Category mappings pushed to the school will overwrite any mappings already existing at the school level. Users need to review the category mappings for each school after they have been pushed by the district and make changes as appropriate.

Done	Task	Responsible Party
	Set district preferences for Report Options • Count Date and optional Override Date • Enrollment Service Types to Exclude, if any	
	District level - set Categories to Map and Push (overwrites school mappings) • Grade Levels (must be pushed prior to any other category) • Student Enrollment • Courses	
	School Level - review and edit as appropriate • Grade Levels • Student Enrollment • Courses	

Generate Survey Results

Done	Task	Responsible Party
	Results for SCHR: School Characteristics module must be generated at least once for a given school prior to independently generating results for other modules.	

CRDC Maintain Survey Results Tool (Answer Questions)

Done	Task	Responsible Party
	Answer questions (Yes/No/Override)	

Generate CRDC Submission Flat File

Done	Task	Responsible Party
	Generate the CRDC Submission Flat File • All Modules or Specific Modules • All Schools or Specific Schools	
	Review file and respond to/correct errors (may need to consult CRDC Website for guidance on reviewing/submitting/certifying data)	