

# CRDC FAQ's

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This category contains answers to frequently asked questions about the CRDC process in Campus.

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## Why can I see the 21-22 CRDC tools and not the 23-24 CRDC tools?

Version 23-24 is available in [Campus.2443](#). Please verify that you are using Campus.2443 or newer.

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## Why am I getting an error on school numbers in my flat file?

Upon submission of the CRDC flat file to the Office of Civil Rights, some districts may receive an error message "LEA IDs should be 7 characters, school IDs should be **12 characters**. Please correct the form IDs."

Campus calculates the SCH\_ID by using the NCES District ID (Sys Admin > Resources > District Info > NCES District ID) and the School NCES Number (Sys Admin > Resources > School > School Info > School NCES Number).

If these fields are not filled in, the tool uses the State School Number.

The error is received because the number submitted is not 12 characters long as required. Make sure the NCES ID and School NCES Number are entered in Campus so that the correct 12 characters are submitted rather than the State School Number.

In summary:

- SCH\_ID (12 digits) = NCES District ID (5 digits) plus the School NCES Number (7 digits)
- If these fields are blank, the tool uses the State School Number.
- Errors can occur if some schools don't have an NCES School Number entered on the School Information page

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## Why am I getting no results when I generate results?

Here are some possibilities:

- You must update to Campus.2443 to have the 23-24 CRDC setup available.
- Check your Snapshot Date to verify the correct date/year is being used.
- The count date should be an instructional day that is or is closest to Oct 1st of the reporting year.
- Mappings may not have been updated or pushed.

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## Why am I missing some 504 plan students?

Here are some possibilities:

- If you are using flags to indicate which students are 504 plan students, check the start date on the flag to verify it does not occur AFTER the Snapshot Date.
- Students can't be included as both IDEA and 504. IDEA students are not included in the 504 count.

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## Why are some students missing from some of my course mappings?

Here are some possibilities:

- Verify that the students did not drop from the course prior to the course ending. Students with an end date that occurs prior to the end date of the course will not be included.
- Check that you are using the correct count date.

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## Can we exclude students in schools created for tracking purposes only from CRDC reporting?

At this time, schools can't be excluded/hidden from the School Preferences list. However, the schools will not report in the CRDC flat file if no results are generated for them and if they are not selected to be included when the flat file is generated.

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## Can I hide some schools from the school

## Can I hide some schools from the school preferences list?

Currently there is no setting to exclude schools with active calendars in CRDC.

## How do I get information that can't be imported into CRDC and needs to be manually calculated?

Depending on the data and how your district is tracking it, you may be able to get data that needs to be manually calculated (for example, discipline information) by:

- Creating an Ad hoc filter (see related CRDC Ad hoc articles)
- Using internal Campus reports
- Using the data generated for related state reporting extracts (varies by state)

## How do I get data to pull for a certain point in time in Ad hoc?

That depends on what kind of data you are trying to extract.

Here are examples of fields you might include in a filter:

- startDate <= specific date
- endDate >= specific date
- endDate = NULL
- Logical Expression: 1 and (2 or 3)

OR

- endYear = 2023 (adjust the year as necessary for your needs)

## How do we pull students for CRDC that we identify using flags (EL, IDEA, 504, etc.)?

Create Ad hoc filters that include the fields you use to identify those students.

## How can I see how we answered CRDC questions last year?

Campus does not retain the previous CRDC reporting version. The only way to view answers from past submissions would be if your location still has a copy of the flat file that was submitted to OCR.

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