

CRDC CHECKLIST

September 2012

CRDC Website

<http://www.crdc.ed.gov/security/home.aspx>

MISD Website

www.misd.net/powerschool > State Reporting > CRDC

Course Setup in PowerSchool

District Office > District > Courses

- CRDC Course Area
- CRDC Adv Placement Course
- CRDC IB Course

Use Option 1 (Manual Entry) or Option 2 (Quick Import) to populate these fields – see the MISD CRDC Guide for detailed directions.

You will need to initialize the CRDC course fields prior to importing if using Option 2

Student Setup in PowerSchool

State Province-MI Page > CRDC Tab

- Exclude from CRDC
- Section 504
- Special Education
- Gifted
- LEP
- In LEP Program
- Total FTE
- Grade Level

Use Option 1 (Manual Entry) or Option 2 (Quick Import) to populate these fields – see the MISD CRDC Guide for detailed directions.

You will need to initialize the CRDC student fields prior to importing if using Option 2

Running the CRDC Report

System Reports > State Tab

- MI Civil Rights Data Collection Report
- The As of Date will default as the Fall count date
- Note: the report will render under the ReportWorks tab in pdf format
- Review report output as you will likely have to enter remaining data directly into the CRDC website