

# Civil Rights Data Collection (CRDC) Guide

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**PowerSchool**

To prepare for this CRDC report we advise the following:

- Perform all of your normal year end rollover processes. The new CRDC report was designed to be run AFTER rollover. This is necessary for the report to be able to identify those students who were retained in grade.
- Make sure that you have a copy of the **xml file** you submitted to CEPI for the **2011/2012 Fall General Collection**. We have created new CRDC-specific custom student fields that will store information relative to the students status on the 2011 Fall count date. These fields are used by the new CRDC report. We have provided detailed instructions in this guide that will show you a simple method of importing that data from your Fall 2011 General Collection xml file. If you don't have a copy of the xml file you can download it from CEPI.



**Created by the MISD State Reporting Team**

**August 2, 2012**

# Contents

- Introduction..... 2**
- Course Setup..... 3**
  - Options to Populate CRDC Course Fields in PowerSchool .....4
  - Exporting and Modifying CRDC Course Fields .....4
  - Importing CRDC Course Fields .....6
- Student Setup ..... 8**
  - Options to Populate CRDC Student Fields in PowerSchool .....9
  - Desktop Application .....9
  - Importing the studentCRDC Text File into PowerSchool ..... 10
- Running the CRDC Report..... 12**
- Additional Resources..... 13**
  - U. S. Department of Education's Civil Rights Data Collection Website..... 13
  - Macomb Intermediate Website ..... 13

# Introduction



## SY 2011-12 Civil Rights Data Collection

Welcome to the U. S. Department of Education's (ED) Civil Rights Data Collection (CRDC) website.

### About the Civil Rights Data Collection

Since 1968, the Civil Rights Data Collection, formerly the Elementary and Secondary School Survey, has collected data on key education and civil rights issues in our nation's public schools for use by the Department of Education's Office for Civil Rights (OCR) in its enforcement and monitoring efforts. The CRDC collects information about school characteristics and about programs, services and outcomes for students.

The purpose of the U.S. Department of Education's Civil Rights Data Collection is to obtain data related to the nation's public school districts' and elementary and secondary schools' obligation to provide equal educational opportunity. To fulfill this goal, the CRDC collects a variety of information, including student enrollment and educational programs and services data, that are disaggregated by race/ethnicity, sex, limited English proficiency, and disability. The CRDC is a longstanding and important aspect of the Department's Office for Civil Rights overall strategy for administering and enforcing the civil rights statutes for which it is responsible. This information is also used for policymaking by other ED offices, other federal agencies and researchers outside of ED.

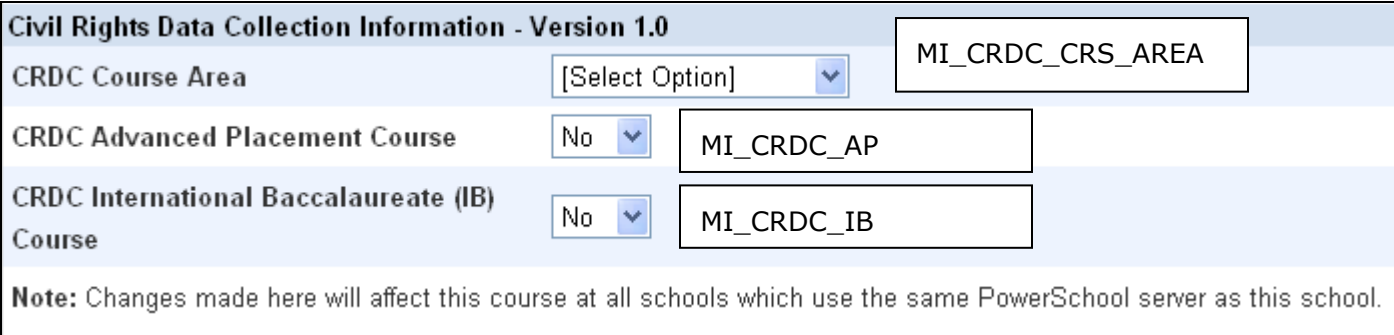
Reporting complete and accurate information for this survey is mandatory, authorized under the statutes and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and under the Department of Education Organization Act (20 U.S.C. § 3413). The regulations implementing these provisions can be found at 34 CFR 100.6(b); 34 CFR 106.71; and 34 CFR 104.61.

**For additional information go to the CRDC website:**

<http://crdc2011.org/Security/Home.aspx>

# Course Setup

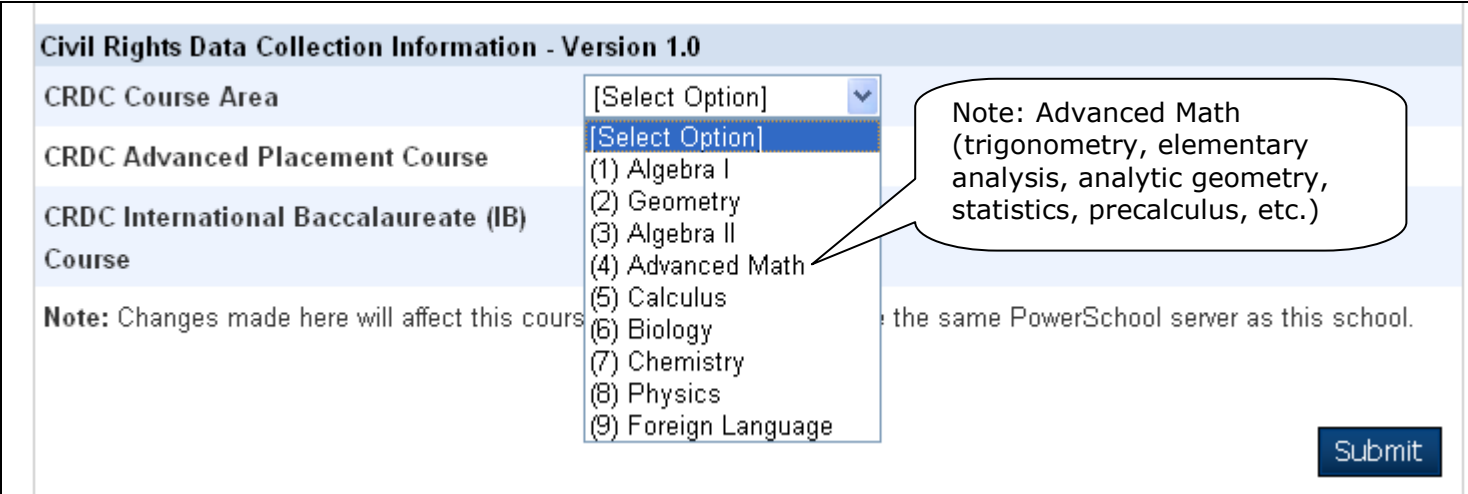
On the course screen you will find 3 fields designated for CRDC reporting.



CRDC Course Area – select the appropriate course area from the dropdown list.

CRDC Advanced Placement Course - select Yes if this is an advanced placement course.

CRDC International Baccalaureate (IB) Course – select Yes if this is an IB course.



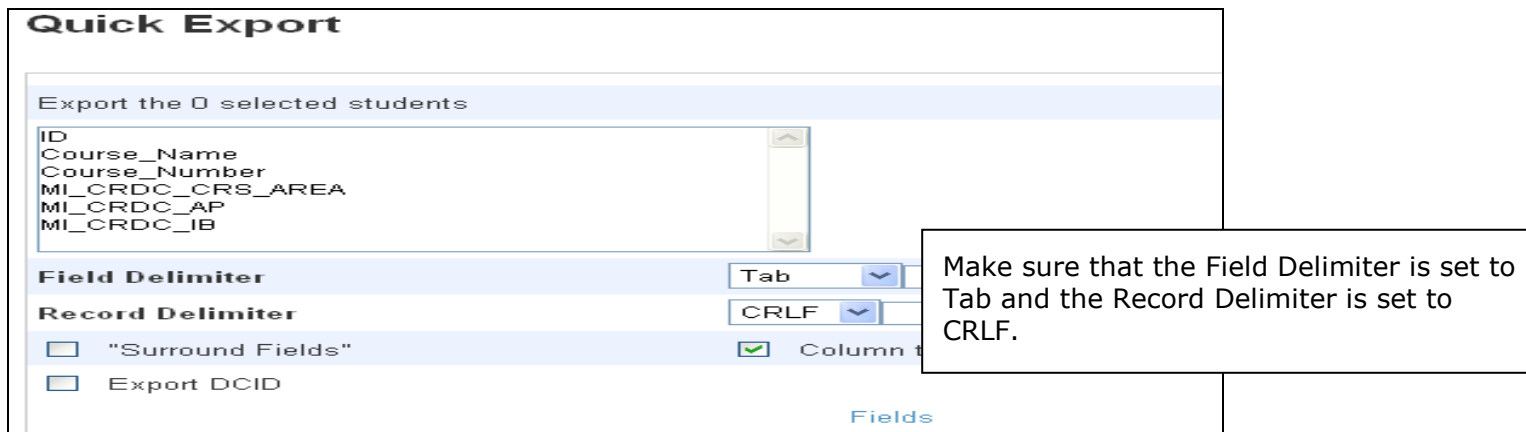
## Options to Populate CRDC Course Fields in PowerSchool

- **Option 1:** Manually enter the CRDC Course fields in the PowerSchool Course screen.
- **Option 2:** Use PowerSchool's exporting and importing functions to update CRDC course fields.

If using Option 2, you will need to initialize the CRDC course fields prior to exporting/importing the data. To initialize, select any student in your database and check each box each key in a value into the two entry fields and Submit the page. Go back into the screen and remove the data and Submit the page. You only have to do this for one student in your district.

## Exporting and Modifying CRDC Course Fields

1. Using DDE at the district level, select all of your courses and export the following fields from your course file:
  - ID
  - Course\_Name
  - Course\_Number
  - MI\_CRDC\_CRS\_AREA
  - MI\_CRDC\_AP
  - MI\_CRDC\_IB



**Quick Export**

Export the 0 selected students

ID  
Course\_Name  
Course\_Number  
MI\_CRDC\_CRS\_AREA  
MI\_CRDC\_AP  
MI\_CRDC\_IB

**Field Delimiter** Tab

**Record Delimiter** CRLF

"Surround Fields"  Column t

Export DCID

Fields

Make sure that the Field Delimiter is set to Tab and the Record Delimiter is set to CRLF.

2. Open the export file using Excel. Make sure that you select all of the columns and select Text when opening the file.
3. The CRDC fields are all one character in length.
4. Refer to the screenshot which shows the CRDC Course Area options to enter the appropriate number. For example, (1) for Algebra 1.
5. The value of the AP and IB fields are either 1 for Yes or 0 (zero) for No.
6. When the spreadsheet is complete, you can import this file into PowerSchool to update the course file.

	A	B	C	D	E	F
1	ID	course_name	course_number	MI_CRDC_Crs_Area	MI_CRDC_AP	MI_CRDC_IB
2	3702	Algebra I A	608001	1	0	0
3	3378	Algebra I 8 A	508101	1	1	1
4	3379	Algebra I 8 B	508102	1	0	0
5	6451	Algebra I 8 C	508103	1	1	1
6	6452	Algebra I 8 D	508104	1	0	0

## Importing CRDC Course Fields

1. Log into PowerSchool, change to District Office.
2. Select Special Functions.
3. Select Importing & Exporting.

The screenshot shows the 'Special Functions' menu in PowerSchool. The left sidebar contains a list of menu items: Functions, Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, Dashboard, Special Functions (highlighted with a red box), Teacher Schedules, Reports, System Reports, ReportWorks, People, Student Search, and Staff Search. The main content area displays a table of Special Functions with two columns: Function and Description. The 'Importing & Exporting' option is highlighted with a red box.

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Importing & Exporting	Transfers data into and out of PowerSchool.

4. Select Quick Import.

The screenshot shows the 'Importing & Exporting' menu in PowerSchool. The main content area displays a table of import options with two columns: Function and Description. The 'Quick Import' option is highlighted with a red box.

Function	Description
Quick Import	Import records from an ASCII text file.
Quick Import for State-Specific Extended Tables	Import records from an ASCII text file.
Import Using Template	Import using an existing template.
Templates for Importing	Set up import templates.

- 5. Select the Courses table.
- 6. Set Field Delimiter to Tab.
- 7. Set End-of-line Marker to CRLF.
- 8. Click on Browse and locate the updated CRDC course text file, select Open.
- 9. Check the Suggest Field Map box, click Import.
- 10. Verify that the proper fields are mapped. ID does not need to be mapped.

### Import Records from an ASCII Text File

Col#	From your file	---->	To PowerSchool
1.	ID	---->	<input type="text"/>
2.	course_name	---->	Course_Name
3.	course_number	---->	Course_Number
4.	MI_CRDC_Crs_Area	---->	MI_CRDC_Crs_Area
5.	MI_CRDC_AP	---->	MI_CRDC_AP
6.	MI_CRDC_IB	---->	MI_CRDC_IB

Check to exclude first row

**Make sure that Check to exclude first row is checked.**

The lines below can be used to assign a constant value to field(s) in all of the imported records.

<input type="text"/>	---->	<input type="text"/>
<input type="text"/>	---->	<input type="text"/>

#### Advanced Import Options

Update course records if an imported course number matches an existing course record.

**Make sure that Update course records if an imported course number matches an existing course record is also checked.**

- 11. Verify the fields in the PowerSchool Course screen are properly updated.



## Student Setup

In the State/Province-MI page, under the CRDC tab, there are fields to indicate student populations and other necessary information for the CRDC report.

**Version 1.0**

These CRDC fields are intended to hold data that will be imported from the MSDS Fall General Collection xml file. The **Exclude from CRDC** field can be marked manually or by doing a mass change on all students who have a Total FTE that indicates this is not the student's home school.

<b>Exclude from CRDC</b>	MI_CRDC_Exclude	<input type="checkbox"/>
<b>Section 504 (as of CRDC Count Date)</b>	MI_CRDC_504	<input type="checkbox"/>
<b>Special Education (as of CRDC Count Date)</b>	MI_CRDC_SpecEd	<input checked="" type="checkbox"/>
<b>Gifted (as of CRDC Count Date)</b>	MI_CRDC_Gifted	<input type="checkbox"/>
<b>LEP (as of CRDC Count Date)</b>	MI_CRDC_LEP	<input type="checkbox"/>
<b>In LEP Program (as of CRDC Count Date)</b>	MI_CRDC_LEPProg	<input type="checkbox"/>
<b>Total FTE (as of CRDC Count Date)</b>	MI_CRDC_FTE	<input type="text" value="1"/>
<b>Grade Level (as of CRDC Count Date)</b>	MI_CRDC_Grade	<input type="text" value="9"/>

[Submit](#)

**MI\_CRDC\_FTE Field – in order to avoid double counting students who attend multiple school districts, you need to determine if you are the home district. If you are not the home district, you will need to exclude the student from CRDC reporting by marking the Exclude from CRDC field (MI\_CRDC\_Exclude).**

## Options to Populate CRDC Student Fields in PowerSchool

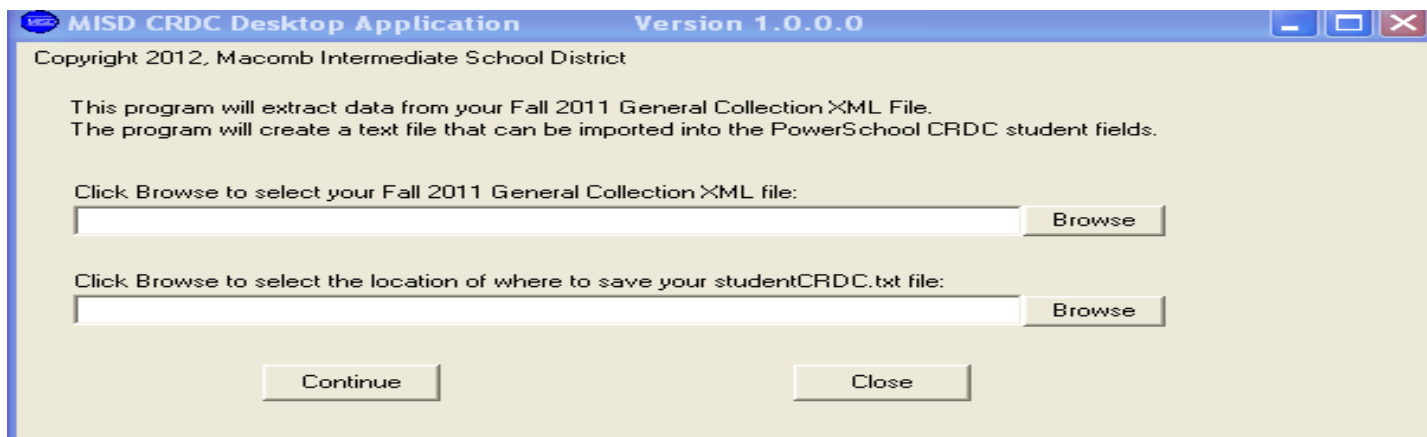
- **Option 1:** Manually enter the CRDC student fields in the PowerSchool State/Province-MI > CRDC tab.
- **Option 2:** Use the MISD CRDC Desktop Application to create a student text file, using your Fall General Collection XML file, for importing into PowerSchool.

If using Option 2, you will need to initialize the CRDC student fields prior to importing the data. To initialize, select any student in your database and select any value from the dropdown list for all three fields and Submit the page. Go back into the screen and remove the data and Submit the page. You only have to do this for one student in your district.

### Desktop Application

The MISD CRDC Desktop Application can be accessed from our website at [www.misd.net](http://www.misd.net), State Reporting link, CRDC heading.

1. Click the link for MISD CRDC Desktop Application.
2. Browse to your Fall 2011 General Collection XML file.
3. Browse to where you want the studentCRDC text file created.
4. The file will be named studentCRDC.txt.
5. Click Continue.
6. A window will appear saying done, click OK.



## Importing the studentCRDC Text File into PowerSchool

1. Log into PowerSchool, change to District Office.
2. Select Special Functions.
3. Select Importing & Exporting.

Special Functions	
Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Importing & Exporting	Transfers data into and out of PowerSchool.

4. Select Quick Import.

Importing & Exporting	
Importing	
Quick Import	Import records from an ASCII text file.
Quick Import for State-Specific Extended Tables	Import records from an ASCII text file.
Import Using Template	Import using an existing template.
Templates for Importing	Set up import templates.

5. Select the Students table.
6. Set Field Delimiter to Tab.
7. Set End-of-line Marker to CRLF.
8. Click on Browse and locate the studentCRDC.txt file, select Open.
9. Check the Suggest Field Map box, click Import.
10. Verify that the proper fields are mapped.

### Import Records from an ASCII Text File

Col#	From your file	---->	To PowerSchool
1.	Student Number	---->	Student_Number <span style="float: right;">▼</span>
2.	MI_CRDC_504	---->	MI_CRDC_504 <span style="float: right;">▼</span>
3.	MI_CRDC_SpecEd	---->	MI_CRDC_SpecEd <span style="float: right;">▼</span>
4.	MI_CRDC_Gifted	---->	MI_CRDC_Gifted <span style="float: right;">▼</span>
5.	MI_CRDC_LEP	---->	MI_CRDC_LEP <span style="float: right;">▼</span>
6.	MI_CRDC_LEPProg	---->	MI_CRDC_LEPProg <span style="float: right;">▼</span>
7.	MI_CRDC_FTE	---->	MI_CRDC_FTE <span style="float: right;">▼</span>
8.	MI_CRDC_Grade	---->	MI_CRDC_Grade <span style="float: right;">▼</span>

Check to exclude first row
 

Make sure that Check to exclude first row is checked.

The lines below can be used to assign a constant value to field(s) in all of the imported records.

	---->	
	---->	

Advanced Import Options

Note: The student number is required in all import files. All information is keyed to the student number.

If the file being imported contains a student number that matches a student number in the PowerSchool database, would you like it handled?

Do not process that line from the file being imported.

Update the student's record with the information from the file being imported. (Note: even if you have this option selected, if the student is in a different school, the information will not be updated).

Make sure that Update the student's record... is checked.

11. Verify the fields in the PowerSchool State/Province-MI > CRDC tab are properly updated.

## Running the CRDC Report

This report will produce a PDF document that will be used to assist in entering the data into the CRDC website. It will extract data such as ethnicity, student populations, total FTE, grade level, discipline from log entries, historical grade data, and student course information directly from PowerSchool. Other information that is required that is not available within PowerSchool will be denoted with a manual entry required pencil icon.

To run the CRDC report:

1. Log into PowerSchool.
2. System Reports > State Tab.
3. MI Civil Rights Data Collection.
4. The As Of Date will default as the Fall count date.
5. Click Submit.

MI Civil Rights Data Collection	
<b>Report Information</b>	
<b>Description</b>	This will create reports for the Civil Rights Data Collection
<b>Version</b>	1.00
<b>Output File Name</b>	CRDC_[Timestamp].pdf
<b>Category</b>	Michigan Reports
<b>Published Date</b>	07/20/2012 07:30 AM
<b>Comments</b>	<b>Last Updated:</b> 04/02/2012 08:30am
<b>Report Parameters</b>	(Check checkbox on the right to save as default value) <span style="float: right;">Clear All <input type="button" value="v"/></span>
<b>As Of Date:*</b>	<input type="text" value="10/05/2011"/>  (MM/DD/YYYY) <input type="checkbox"/>

## Additional Resources

### U. S. Department of Education's Civil Rights Data Collection Website

<http://crdc2011.org/Security/Home.aspx>

### Macomb Intermediate Website

[www.misd.net/powerschool](http://www.misd.net/powerschool) > State Reporting link > Civil Rights Data Collection (CRDC)

The screenshot shows the Macomb Intermediate School District website. The header includes the MISD logo and the text "Macomb Intermediate School District Leadership, Service & Support in Education". A search bar is located to the right of the header. Below the header is a navigation menu with links: MISD Home, District Support, Services for Children, Special Populations, Parent Resources, Macomb Schools, Course Offerings, About Us, and Employment at MISD. The main content area has a breadcrumb trail: Home > Technology > Management Technology > PowerSchool > State Reporting. There is a photo of three students in a classroom. The main heading is "PowerSchool State Reporting". Below this heading is a section titled "CRDC" with a list of resources: Civil Rights Data Collection Guide (Word | PDF), CRDC Report Sample, CRDC Website: <http://crdc2011.org/Security/Home.aspx>, CRDC Desktop Application, and CRDC Check List (Word | PDF). To the right of the main content are two boxes: "RESOURCES" with links to PowerSchool Documents and PowerTeacher Documents, and "CONTACTS" with a link to the Help Desk (586-228-3399).