

Infinite 
Campus

Infinite Campus University



Civil Rights Data Collection (CRDC)

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simple || powerful

Agenda

- CRDC Overview
- CRDC Setup
- Generate and maintain the CRDC results
- Submission Flat File
- Resources

What is it?

The Civil Rights Data Collection (CRDC) is a mandatory Federal report that all schools are required to submit to the Office of Civil Rights (OCR) every 2 years.

17-18 school year

<https://crdc.grads360.org>

CRDC Tool

- Allows districts to complete category mappings for each school
 - Grade levels
 - Students in subgroups (IDEA, 504, EL, etc.)
 - Courses
- Captures all SIS related data elements required to report for the CRDC
- Generates reports to match the CRDC data collection templates

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User Group and Tool Rights

- System Admins will need to give tool rights to the users responsible for CRDC reporting

The screenshot displays the 'User Group: CRDC' configuration interface. At the top, there are tabs for 'User Group', 'Tool Rights', 'Calendar Rights', and 'Membership Summary'. Below the tabs is a 'Save' button. The main area is a table with columns for checkboxes and a list of tools. A blue box highlights the 'Civil Rights Data Collection (CRDC)' folder and its sub-items, all of which have their checkboxes checked.

Tool	Check 1	Check 2	Check 3	Check 4
account				
Student Information				
District Resources				
SSN Rights				
Census				
Behavior				
Health				
Attendance				
Scheduling				
Fees				
Grading & Standards				
Medicaid				
Program Admin				
Ad Hoc Reporting				
User Communication				
Assessment				
System Administration				
FRAM				
Messenger				
Surveys				
MN State Reporting				
Federal Reporting				
Civil Rights Data Collection (CRDC)	✓	✓	✓	✓
Setup	✓	✓	✓	✓
District Preferences	✓	✓	✓	✓
Generate Survey Results	✓	✓	✓	✓
Maintain Survey Results	✓	✓	✓	✓
Reports	✓	✓	✓	✓
Submission Flat File	✓	✓	✓	✓
Data Integrity Tools				
Professional Development				
Account Settings				
Access Log				

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CRDC School of Accountability

Student Information > General > Enrollments

- Only needs to be used for districts that have students enrolled in a school that is different than the school in which they need to report for CRDC or districts that have students with multiple enrollments with different service types

The screenshot displays the 'Enrollments' tab in the Infinite Campus system. The interface includes a navigation bar with tabs for Summary, Profile, Enrollments, Schedule, Attendance, Flags, Grades, and Transcript. Below the navigation bar are action buttons: Save, Delete, Print Enrollment History, New, and New Enrollment History. The main content area is titled 'General Enrollment Information' and contains the following fields:

- Calendar: 17-18 NS MIDDLE
- Schedule (read only): Main
- *Grade: 08
- Class Rank Exclude:
- External LMS Exclude:
- *Start Date: 08/28/2017
- No Show:
- End Date: [empty]
- End Action: [empty]
- *Service Type: P: Primary
- Start Status: 02: Currently enrolled
- Exit/Withdrawal Type: [empty]
- Exit/Withdrawal Status: [empty]
- Start Comments: [empty text area]
- End Comments: [empty text area]
- CRDC School of Accountability: [dropdown menu, highlighted with a red box]

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CRDC School of Accountability field must be set on the student's enrollment

- This field can be unhidden and made visible to users in System Administration > Custom > Attribute/Dictionary > Enrollment > CRDC School of Accountability
- Sub tool right for School of Accountability field

The screenshot shows the 'Attribute/Dictionary' editor in Infinite Campus. The left sidebar lists 'System Administration' and 'Custom'. Under 'Custom', 'Attribute/Dictionary' is selected. The main area shows a tree view of 'Campus Attributes/Dictionary Editor' with 'Enrollment' expanded. Under 'Enrollment', 'CRDC School of Accountability' is selected. The 'Campus Attribute Detail' form is visible, showing the following fields:

*Display Name	CRDC School of Accountabi	*Screen Location	Enrollment
*Field Name	schoolOfAccountability	*Data Type	special
Max Size	0	Hide	<input type="checkbox"/>
Seq	0	Required	<input type="checkbox"/>
Copies Forward <input type="checkbox"/>			

The 'Hide' checkbox is circled in blue, indicating it should be unchecked to make the field visible.

The screenshot shows the 'User Group: CRDC' tool rights configuration page. The 'Tool Rights' tab is active. The 'Campus Tools' list is shown with columns for Read (R), Write (W), Add (A), and Delete (D). The 'Enrollments' tool is highlighted with a red box, and its 'School Of Accountability' sub-tool is also highlighted. The 'School Of Accountability' sub-tool has all four permissions (R, W, A, D) checked.

Tool	R	W	A	D
account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allow unfiltered search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enrollments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Enrollment Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School Of Accountability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Future Enrollment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Ed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enrollment History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transcript	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRDC Module

- Setup
- Generate Survey Results
- Maintain Survey Results
- Reports
 - Submission Flat File



▼ Federal Reporting

- ▼ Civil Rights Data Collection (CRDC)
 - Setup
 - Generate Survey Results
 - Maintain Survey Results
 - ▼ Reports
 - Submission Flat File

Setup

Set District Preferences

- Report Options
- Category Mappings
 - School Characteristics
 - Student Enrollment
 - Courses

Set School Preferences

- Push down from District and /or Modify each school mapping
- Advanced options available

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Setup

CRDC Setup

District Preferences

Report Options >

Category Mappings >

School Preferences

School Year 2017-2018 ▼ **School Search** Find by School Name...

School Name

Halliwell Memorial School >

New School No grade levels >

No. Smithfield Pupil Personnel Services >

North Smithfield Elementary >

North Smithfield High School >

North Smithfield Middle School >

Ungraded Alt School >

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Setup

CRDC Setup

CRDC Report Options

Fall Snapshot Count Date * 

10/03/2017 

Fall Snapshot IDEA Count Date Override (optional) 

11/04/2017 

Exclude Enrollment Service Types

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Setup

Select a Category to Map & Push

This tool allows the user to select a single search method for including students in CRDC reporting and to push category mappings from the district level down to each school within the district. After a category is pushed, the category mappings for each school need to be reviewed to determine if the proper setup is complete before generating the CRDC survey results. Grade Levels must be pushed prior to any other category in order to determine a school's eligibility to receive a district level mapping.

North Smithfield

School Characteristics



Student Enrollment



Courses



Generate Survey Results

- Allows users to generate results based on the district / school's category mappings
- Select criteria:
 - School Year
 - Modules
 - Schools
- Select options for overrides, exclusions, and / or comments for manually entered data
- Once results are generated, a message is sent to the user's Process Inbox

Generate Survey Results

Generate CRDC Survey Results

Options

School Year
2017-2018 ▼

Select Modules
 All Modules
 Select Modules

Select Schools
 All Schools
 Select Schools

Overrides, Exclude Results & Comments
Select an option to retain or delete manually entered data from the Override, Exclude and Comments fields.

Overrides
Retain all Overrides ▼

Excludes
Retain all Excludes ▼

Comments
Retain all Comments ▼

Maintain Survey Results

- Allows users to view, edit, and export survey results
- Select viewing criteria
 - School Year
 - School
- Review a module and question to review results
- Determine any exclusions, overrides, or comments
- Enter overrides for questions not answered through Campus functionality
- See individual results for each question and export into Excel file

Maintain Survey Results

Maintain CRDC Survey Results

School Results

School Year 2017-2018 **School Search** Find by School Name...

School Name	
Halliwell Memorial School	>
New School No grade levels	>
No. Smithfield Pupil Personnel Services	>
North Smithfield Elementary	>
North Smithfield High School	>
North Smithfield Middle School	>
Ungraded Alt School	>

Maintain Survey Results

◀ Back | Maintain CRDC Survey Results

Survey Results

Select a question to view or edit results.

2017-2018 Cleveland Elementary

SCHR: School Characteristics



ENRL: Enrollment



PENR: Program Enrollment



COUR: Courses & Classes



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Maintain Survey Results

Survey Results	
Select a question to view or edit results.	
2017-2018 No. Smithfield Pupil Personnel Services	
SCHR: School Characteristics	+
PSCH: Preschool	+
ENRL: Enrollment	+
PENR: Program Enrollment	+
COUR: Courses & Classes	+
APIB: Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment	+
EXAM: SAT/ACT & Advanced Placement (AP) Exams	+
STAF: School & School Support Staff	+
SECR: School Security Staff	+
RETN: Retention	+
ATHL: Single-Sex Interscholastic Athletics	+
DISC: Student Discipline (Suspension, Expulsion, Corporal Punishment)	+
ARRS: Student Discipline (Referrals to Law Enforcement & School-Related Arrests)	+
OFFN: Offenses	+
HIBS: Harassment or Bullying	+
RSTR: Restraint & Seclusion	+
EXPD: School Expenditures (Personnel and Non-Personnel)	+
JUST: Justice Facilities	+
INET: Internet Access and Devices	+

Refresh

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Maintain Survey Results

2017-2018 North Star 7-8

Courses & Classes

COUR-1a: Grade 7/8 Algebra I Classes

Instructions:

Report classes that cover the content of Algebra I outlined in the definition, even if the name of the course or class is not Algebra I.

- Independent Study does not count as a class.

Number of Classes	Result	Exclude Result	Override
Number of Classes in Algebra I in grades 7-8	7	<input type="checkbox"/>	<input type="text"/>

Comments

Modified by: Administrator, System 07/19/2018 9:55 am

Save & Next

Cancel

Edit Mapping

Previous

Next

Maintain Survey Results

Maintain CRDC Survey Results

2017-2018 North Star 7-8

Courses & Classes
COUR-1a: Grade 7/8 Algebra I Classes

Instructions:
Report classes that cover the content of Algebra I outlined in the definition, even if the name of the course is not Algebra I.

- Independent Study does not count as a class.

Number of Classes	Result	Exclude Result	Override
Number of Classes in Algebra I in grades 7-8	7	<input type="checkbox"/>	<input type="text"/>

Comments

Modified by: Administrator, Syst

COUR-1a: Grade 7/8 Algebra I Classes Details

Number of Classes in Algebra I in grades 7-8

Result totals may be different than totals in the details screen. If totals are not the same, return to the Generate CRDC Survey Results screen and generate new results to update results with new totals.

COURSE #	COURSE NAME	SECTION #
MATH07	Algebra I 7/8	101
MATH08	Algebra I	5210
MATH7	Algebra I - Grade 07	5
MATH701	Algebra I - Grade 08	50
MATH8	Math 8 For 2b	1891
MATH801	Math 8	7
MATHA	Algebra A Grade 07	101

Save & Next | Cancel | Edit Mapping | Previous | Next | Close | Export to Excel

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Maintain Survey Results

Courses & Classes

COUR-12: Single-Sex Academic Classes Indicator

Instructions:

Indicate whether the school has any students in grades K-12 enrolled in one or more single sex academic classes based on the Regular School Year.

- Include only classes that exclude students of one sex from enrolling or otherwise participating in that class because of their sex.
- If the school has single-sex students who receive all of their academic instruction from one teacher in one classroom, then each academic subject area taught in the classroom is considered one single-sex class. For example, a co-educational elementary school that has male students who receive mathematics, science, reading/language arts and social studies instruction from one teacher in one classroom should consider each subject area a single-sex class.
- A physical education class is not considered an academic class.
- Independent study is not considered a single-sex class.

The results for this question are not calculated by the CRDC tool. Enter an override value to report this question in the flat file.

Question	Override
Does this school have any students enrolled in one or more single sex academic classes?	<input type="text"/>

Comments

Submission Flat File

- Allows users to generate a CSV report in the accepted flat file format
- Upload the generated file to the CRDC system
- Select criteria
 - School Year
 - Modules
 - Schools

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Submission Flat File

The screenshot shows the 'Submission Flat File' configuration page in the Infinite Campus system. The interface is divided into a left-hand navigation menu and a main content area.

Navigation Menu (Left):

- System Administrator
 - Student Information
 - Census
 - Behavior
 - Health
 - Attendance
 - Scheduling
 - Fees
 - Grading & Standards
 - Medicaid
 - Program Admin
 - Ad Hoc Reporting
 - Transcripts
 - User Communication
 - Assessment
 - System Administration
 - FRAM
 - Surveys
 - RI State Reporting
 - Federal Reporting
 - Civil Rights Data Collection (CRDC)
 - Setup
 - Generate Survey Results
 - Maintain Survey Results
 - Reports
 - Submission Flat File** (highlighted with a red box)
 - Professional Development
- Account Settings
- Access Log

Main Content Area (Right):

Submission Flat File

Search Campus Tools

Options

School Year: 2017-2018

Select Modules:
 All Modules
 Select Modules

Modules:

- SCHR: School Characteristics
- PSCH: Preschool
- SECR: School Security Staff
- RETN: Retention
- ATHL: Single-Sex Interscholastic Athletics
- DISC: Student Discipline (Suspension, Expulsion, Corporal Punishment)
- ARRS: Student Discipline (Referrals to Law Enforcement & School-Related Arrests)
- OFFN: Offenses

Selected Modules *:

- ENRL: Enrollment
- PENR: Program Enrollment
- COUR: Courses & Classes
- APIB: Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment
- EXAM: SAT/ACT & Advanced Placement (AP) Exams
- STAF: School & School Support Staff
- HIBS: Harassment or Bullying

Select Schools:
 All Schools
 Select Schools

Schools:

- New School No grade levels
- No. Smithfield Pupil Personnel Services
- North Smithfield Elementary
- North Smithfield High School

Selected Schools *:

- Hallwell Memorial School
- North Smithfield Middle School
- Preschool Only School
- Ungraded Alt School

Generate