

The CRDC submission was updated with reporting School Year 2020-21 to be a flat file import into the submission system. Please visit the CRDC website for Excel Template and Submission Uploading instructions.

The *CRDC Excel Data Collection Template LEA Form* and *CRDC Excel Data Collection Template School Form* are both created & exported from ClassMate using the **CRDC – Civil Rights Data Consolidation module (CRDC1\_MTB)**.

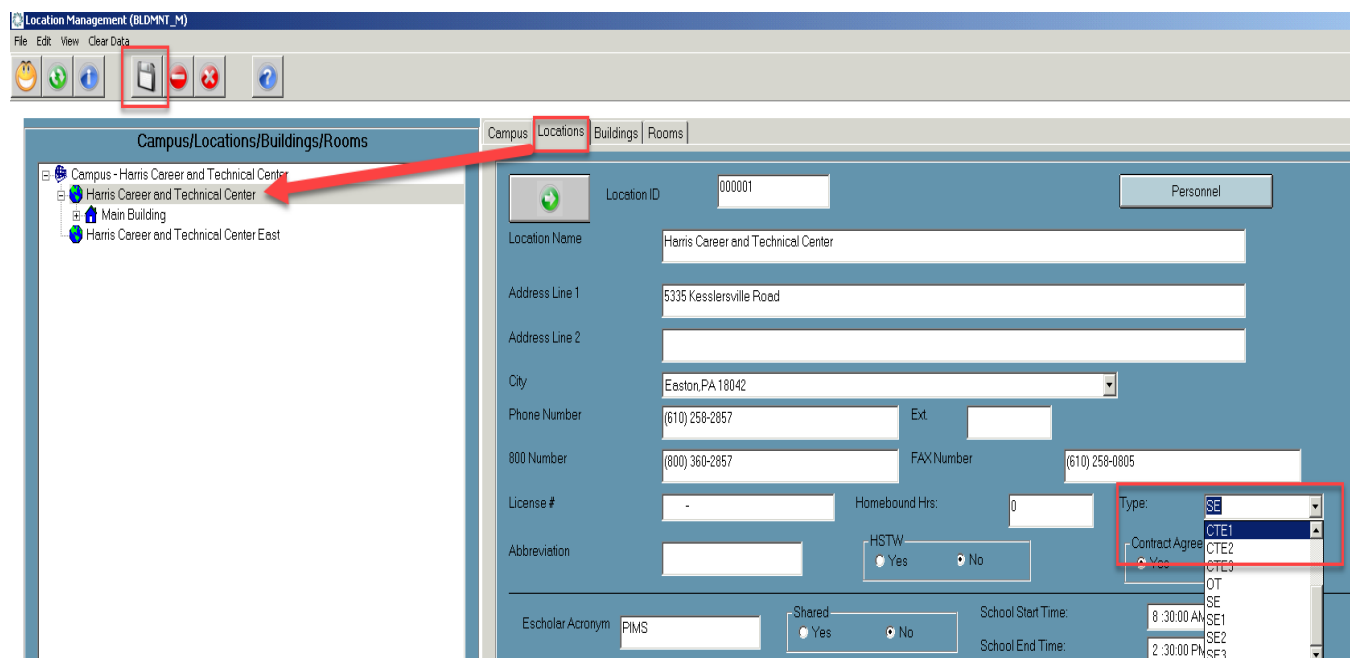
The export process pulls ClassMate Archive Data from sites prior school years to consolidate data and create the required templates. These templates are created in the required “CSV (COMMA DELIMITED)” format and can be accessed in the *M:\ClassMate\Export\CRDC* folder. After exporting the files can be downloaded to a local drive for use in importing into the CRDC data collection submission system.

## NY Customers ONLY report for AltEd and SE location students

### ➤ Setup:

#### ✓ Base Data > Location/Building/Room Management module

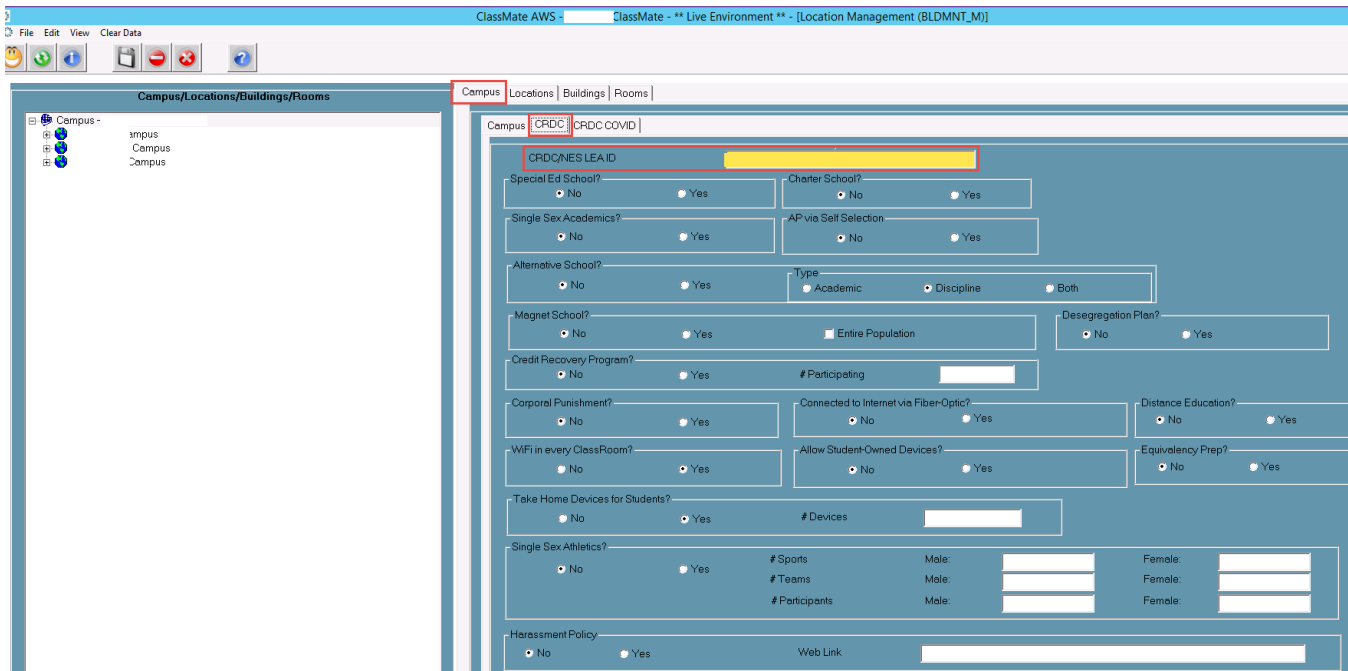
- NY Customers setup open module > select Location > Type field then choose appropriate AltEd or SE selection from dropdown > Save



The screenshot shows the 'Location Management (BLDMNT\_M)' application window. The 'Locations' tab is selected, and the form displays details for 'Harris Career and Technical Center'. The 'Type' dropdown menu is open, showing options: SE, CTE1, CTE2, CTE3, OT, SE, SE1, SE2, SE3. A red arrow points to the 'Locations' tab, and a red box highlights the 'Type' dropdown menu.

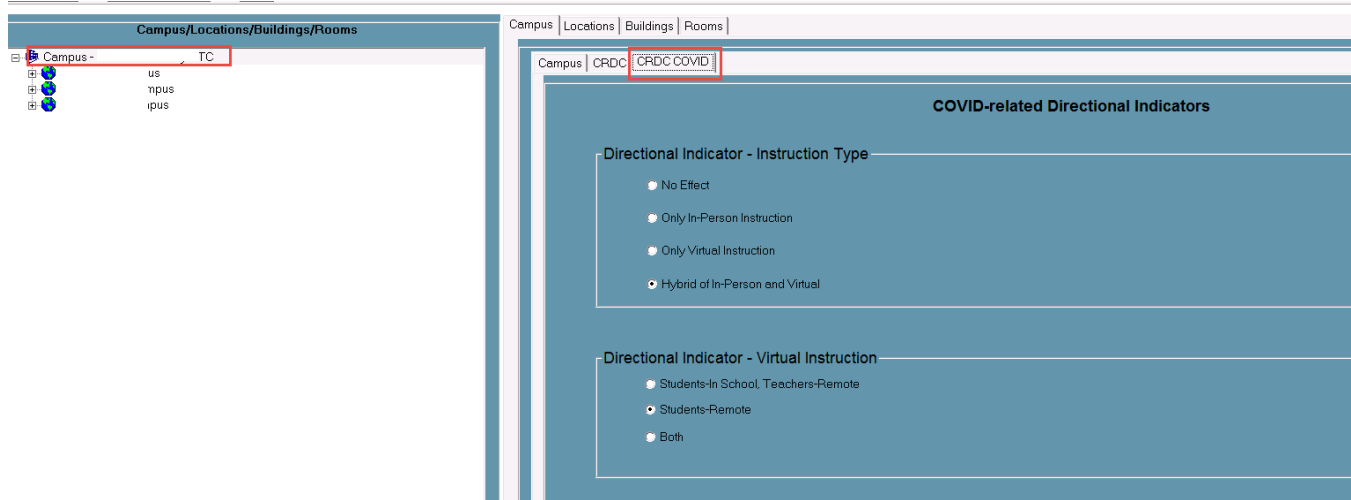
- Select Campus > **CRDC** tab
  - **CRDC/NES LEA ID** field needs to be completed to populate the LEA\_ID filed in the CRDC LEA Submission template
  - Make any additional selections necessary for your Campus
  
- Select Campus > **CRDC COVID** tab
  - Make any selections necessary for your Campus

These selections will not affect any other modules, reports, or state reporting.

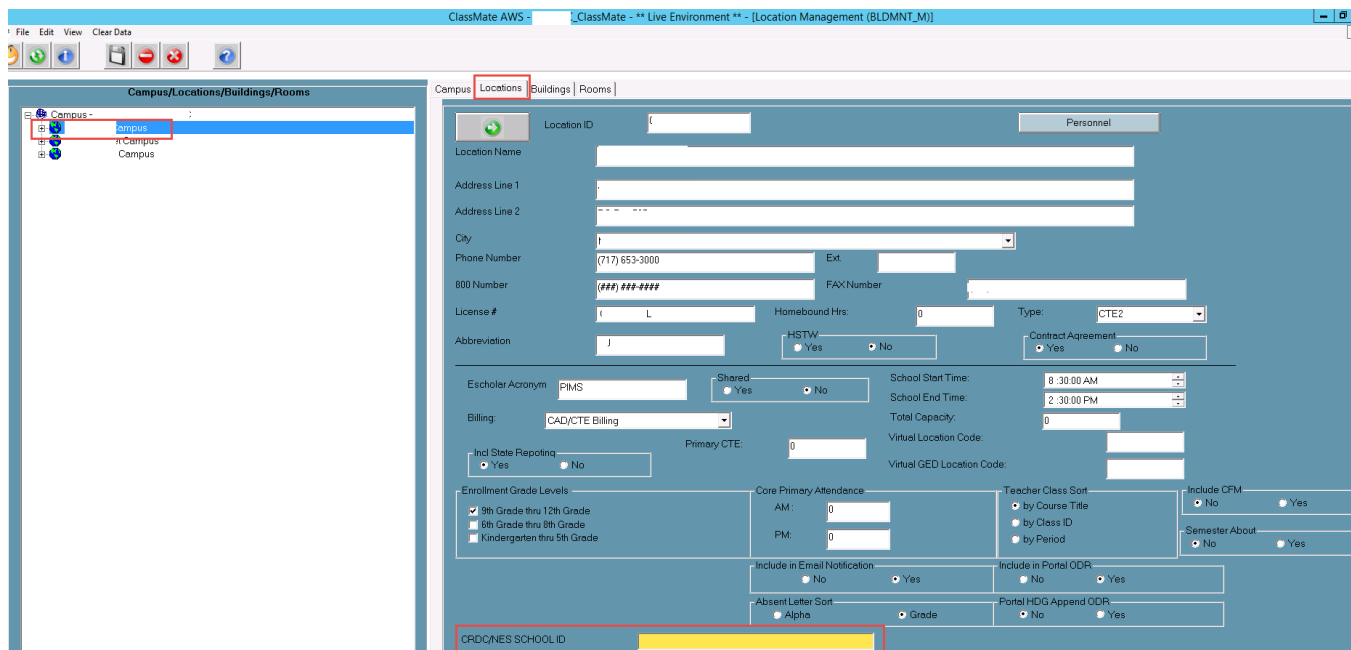


The screenshot shows the ClassMate software interface. The main window title is "ClassMate AWS - ClassMate - \*\* Live Environment \*\* - [Location Management (BLDMNT\_M)]". The interface has a menu bar (File, Edit, View, Clear Data) and a toolbar. The left sidebar shows a tree view for "Campus -" with sub-items for "Campus" and "Campus". The main content area has tabs for "Campus", "Locations", "Buildings", and "Rooms". The "Campus" tab is active, and within it, the "CRDC" and "CRDC COVID" sub-tabs are visible. The "CRDC" sub-tab is selected, showing a form with the following fields:

- CRDC/NES LEA ID (highlighted with a yellow box)
- Special Ed School? (No/Yes radio buttons)
- Charter School? (No/Yes radio buttons)
- Single Sex Academics? (No/Yes radio buttons)
- AP via Self Selection (No/Yes radio buttons)
- Alternative School? (No/Yes radio buttons)
- Type (Academic, Discipline, Both radio buttons)
- Magnet School? (No/Yes radio buttons)
- Entire Population (checkbox)
- Desegregation Plan? (No/Yes radio buttons)
- Credit Recovery Program? (No/Yes radio buttons)
- # Participating (text input)
- Corporal Punishment? (No/Yes radio buttons)
- Connected to Internet via Fiber-Optic? (No/Yes radio buttons)
- Distance Education? (No/Yes radio buttons)
- WiFi in every Classroom? (No/Yes radio buttons)
- Allow Student-Owned Devices? (No/Yes radio buttons)
- Equivalency Prep? (No/Yes radio buttons)
- Take Home Devices for Students? (No/Yes radio buttons)
- # Devices (text input)
- Single Sex Athletics? (No/Yes radio buttons)
- # Sports (text input)
- Male: (text input)
- Female: (text input)
- # Teams (text input)
- Male: (text input)
- Female: (text input)
- # Participants (text input)
- Male: (text input)
- Female: (text input)
- Harassment Policy (No/Yes radio buttons)
- Web Link (text input)



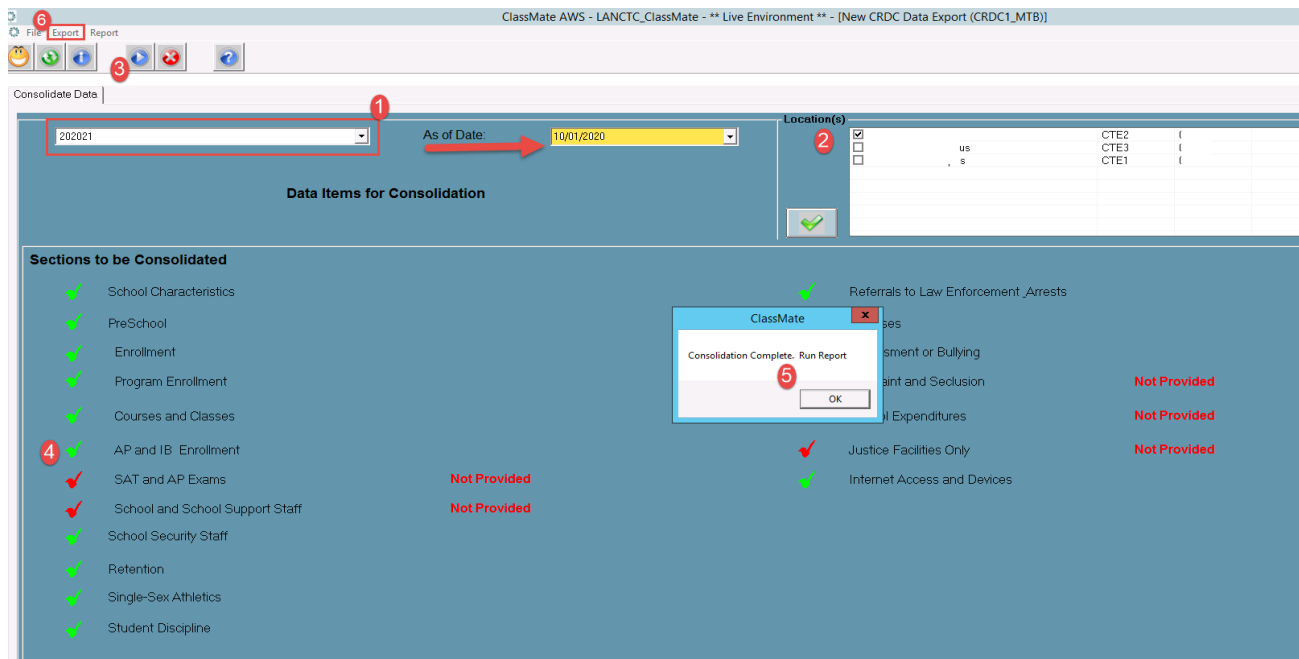
- Select Location > **CRDC/NES SCHOOL ID** field needs to be completed to populate the SCH\_ID filed in the CRDC School Submission template
  - If you have multiple locations this will need to be completed for each



## ➤ Compiling Data:

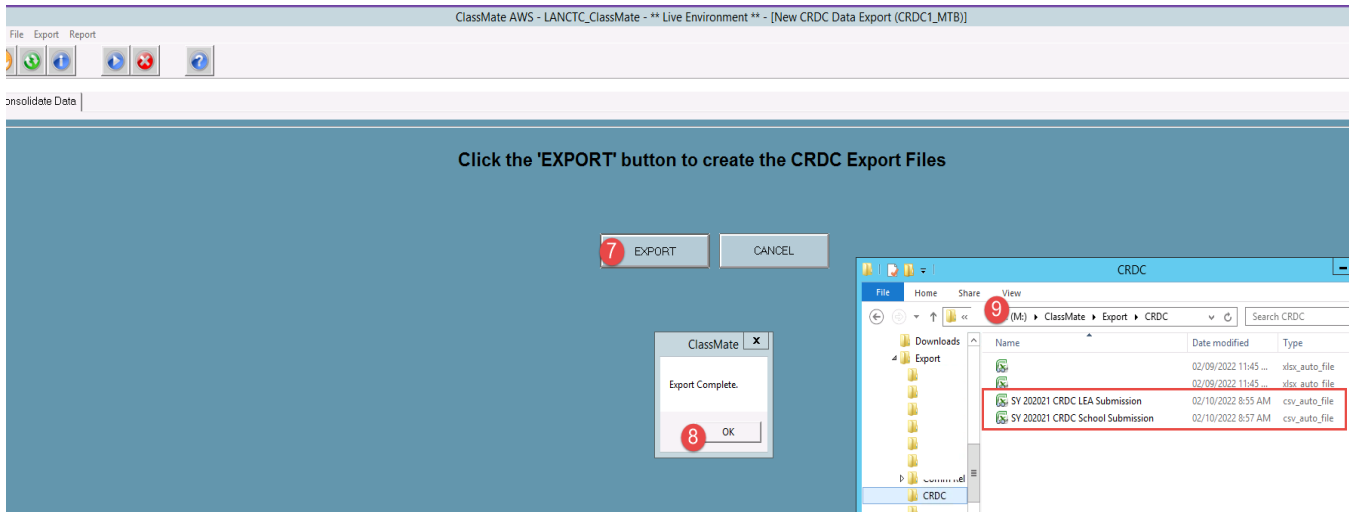
### ✓ State Reporting > CRDC - Civil Rights Consolidation module (CRDC1\_M)

1. Open module > select reporting prior Calendar Year from dropdown
  - As of Date: defaults or adjust by selecting date from dropdown
2. Location(s) – if multi-location can select individually or all that apply
3. Click **Blue (>)Run** button at top of module to begin process
4. During the consolidation process, the system will display green and red checkmarks next to sections listed at bottom of the screen.
  - The **Green** check marks indicate sections that ClassMate captures data to report and **Red** checkmarks indicate data is **NOT PROVIDED**, or maintained by ClassMate (sections not currently supplied listed below:)
    - SAT and AP Exams
    - School and School Support Staff
    - Restraint and Seclusion
    - School Expenditures
    - Justice Facilities ONLY
5. **Consolidation Complete. Run Report** box will display when process is completed > Click OK
6. Select the **Export** option at the top menu > Create Export File to display the EXPORT button to create/export the CRDC LEA Submission and CRDC School Submission templates



The screenshot shows the ClassMate software interface for the CRDC consolidation process. The 'Consolidate Data' section has a dropdown menu set to '202021' (1) and an 'As of Date' dropdown set to '10/01/2020'. A 'Location(s)' table is visible on the right (2). The main area shows 'Data Items for Consolidation' and a list of 'Sections to be Consolidated'. A 'ClassMate' dialog box (5) displays 'Consolidation Complete. Run Report' with an 'OK' button. The list of sections includes green checkmarks for 'School Characteristics', 'PreSchool', 'Enrollment', 'Program Enrollment', 'Courses and Classes', 'AP and IB Enrollment', 'Retention', 'Single-Sex Athletics', and 'Student Discipline'. Red checkmarks and 'Not Provided' labels are shown for 'SAT and AP Exams', 'School and School Support Staff', 'Referrals to Law Enforcement\_Arrests', 'Restraint and Seclusion', 'Expenditures', 'Justice Facilities Only', and 'Internet Access and Devices'.

7. Click **Export** to begin file creation
8. **Export Complete** will display when templates have been exported  
> Click OK
9. Open File Explorer and navigate to M:\ClassMate\Export\CRDC folder to download your CRDC LEA and School Submission files



The ClassMate CRDC report is still available to assist with data review, and only generates for certain data contained in ClassMate. The report can be run from the top of the module by selecting **Report** or by navigating in ClassMate to **Reports > System Administration > 2017-18 CRDC Report (CRDC1\_R)**

**ClassMate Civil Rights Data Collection Report**  
2017 - 18 Data Collection as of: 10/01/2017

**ENRL-1: Enrollment**

**ENRL-1. Overall Enrollment**

Data Element	Hispanic or Latino of any race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities SSI-only	Students with Disabilities (IDEA)
<b>Overall enrollment:</b>											
Male	37	0	3	0	34	349	2	<b>425</b>	0	30	181
Female	31	0	3	0	32	160	1	<b>227</b>	0	15	79
<b>Total</b>	<b>68</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>66</b>	<b>509</b>	<b>3</b>	<b>652</b>	<b>0</b>	<b>45</b>	<b>260</b>

**ENRL-2a. Enrollment of English Learner Students**

Data Element	Hispanic or Latino of any race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	Students with Disabilities (IDEA)
<b>Student who are LEP:</b>									
Male	0	0	0	0	0	0	0	<b>0</b>	0
Female	0	0	0	0	0	0	0	<b>0</b>	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ENRL-2b. Enrollment of English Learner Students - EL Students in Programs**

Data Element	Hispanic or Latino of any race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	Students with Disabilities (IDEA)
<b>Students enrolled in LEP Programs:</b>									
Male	0	0	0	0	0	0	0	<b>0</b>	0