U.S. Department of Education
Civil Rights Data Collection (CRDC)

User Guide

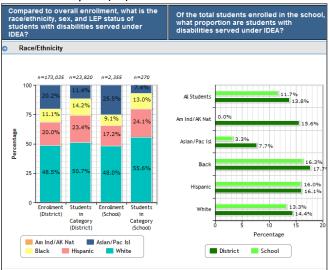**March 2, 2012**

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Introduction

Welcome to the new website for the U.S. Department of Education's Civil Rights Data Collection (CRDC). The CRDC collects data from a sample of school districts on key education and civil rights issues in our nation's public schools, including student enrollment and educational programs and services, disaggregated by race/ethnicity, sex, limited English proficiency and disability. The CRDC is a valuable source of information about access to educational opportunities in our Nation's public schools that is used by the Department's Office for Civil Rights (OCR) and other Department offices, as well as policymakers, researchers and many others in the education community.

This user guide provides guidance on using the CRDC website's search function and viewing summary and detailed data reports on schools and districts.

The enhanced CRDC website provides several ways to access data through new reports and tools. Under the "Quick Access" links from the home page, a user can choose from the following:
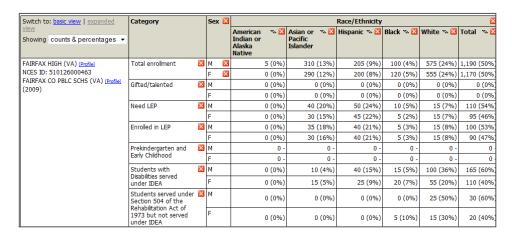
- **2009 District or School Reports**
  - Search for individual schools or districts included in the 2009 CRDC sample
  - Find school- or district-level summaries of CRDC data in user-friendly charts through the "Summary of Select Facts"
  - Drill down into detailed disaggregated data displays for all the civil rights data from the 2009-10 school year (SY) for a school or districts such as the one pictured below:

- **Detailed Data Tables**
  - View and compare data across multiple years and schools
  - Access and customize detailed data tables through the Detailed Data Tables site to analyze CRDC data. An example of a detailed data table is shown below:

Switch to: basic view | expanded view Showing counts & percentages ▼	Category	Sex ☒	Race/Ethnicity ☒					
			American Indian or Alaska Native	Asian or Pacific Islander	Hispanic	Black	White	Total
FAIRFAX HIGH (VA) (Profile) NCES ID: 510126000463 FAIRFAX CO PBLC SCHS (VA) (Profile) (2009)	Total enrollment ☒	M ☒	5 (0%)	310 (13%)	205 (9%)	100 (4%)	575 (24%)	1,190 (50%)
		F ☒	0 (0%)	290 (12%)	200 (8%)	120 (5%)	555 (24%)	1,170 (50%)
	Gifted/talented ☒	M	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
		F	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
	Need LEP ☒	M	0 (0%)	40 (20%)	50 (24%)	10 (5%)	15 (7%)	110 (54%)
		F	0 (0%)	30 (15%)	45 (22%)	5 (2%)	15 (7%)	95 (46%)
	Enrolled in LEP ☒	M	0 (0%)	35 (18%)	40 (21%)	5 (3%)	15 (8%)	100 (53%)
		F	0 (0%)	30 (16%)	40 (21%)	5 (3%)	15 (8%)	90 (47%)
	Prekindergarten and Early Childhood ☒	M	0 -	0 -	0 -	0 -	0 -	0
		F	0 -	0 -	0 -	0 -	0 -	0
	Students with Disabilities served under IDEA ☒	M	0 (0%)	10 (4%)	40 (15%)	15 (5%)	100 (36%)	165 (60%)
		F	0 (0%)	15 (5%)	25 (9%)	20 (7%)	55 (20%)	110 (40%)
	Students served under Section 504 of the Rehabilitation Act of 1973 but not served under IDEA ☒	M	0 (0%)	0 (0%)	0 (0%)	0 (0%)	25 (50%)	30 (60%)
		F	0 (0%)	0 (0%)	0 (0%)	5 (10%)	15 (30%)	20 (40%)

- **View Longitudinal Data (Coming Soon)**
  - Explore trends over time for selected schools or districts
- **State and National Estimations (2009-10 Estimations Coming Soon)**
  - Download 2000, 2004, and 2006 state and national estimations (formerly called "projections").
  - View statistically estimated state and national data
  - Compare state estimations with those of other states or the nation as a whole.
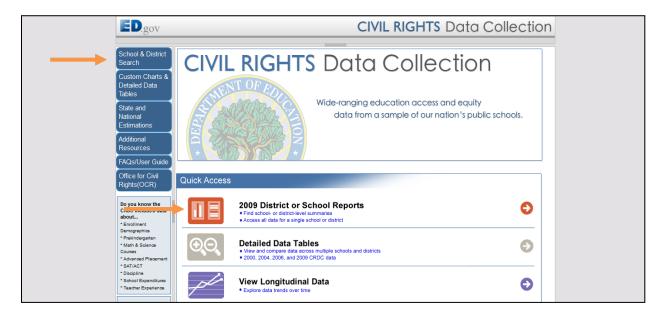
The following sections will provide step-by-step directions for searching for schools and districts and accessing 2009-10 CRDC data through school and district reports.

Search for and View Schools or Districts

To Search for Schools or Districts by Name

Click on School & District Search
There are multiple ways to access the School or District Search. From the homepage, you can click on "2009 District or School Reports" or you can click on the "School & District Search" box on the left-hand navigation menu, which is accessible on any page.

To Search for a School by Name:
To search for a school by name, enter its name into the "School Name" box, and click "School Search." To focus your search on a particular state, select the state before clicking "School Search".

To Search for s District by Name:
To search for a district, click on the "Find District(s)" tab, enter the name into the "District Name" box, and click "District Search"

Search Tips for When Searching for a School or District by Name

- It is not necessary to fill in all the search criteria fields. Using additional search fields will further narrow the search.
- Try partial word searches if you are uncertain about the exact spelling of a school or district name.   For example, if you would like to search for "Fairfax High School," you could type in "Fair" or "Fax" in the school name, and the search would produce a list of results that have those characters in the name.
- If you use more than one word in the name box, the search will return only results containing that exact phrase, and not results with intervening words. For example, a search for "Martin King" would not find schools named "Martin Luther King."
- Search based on keyword and avoid using common terms that could have different abbreviations. For example, to find "Fairfax High School," try entering just "Fairfax" in the school name to return results that would include "Fairfax H.S." and "Fairfax High School". Terms such as "High School," "Elementary School," or "school district" can also be abbreviated as "H S," "Elem," or "SD" and will not appear in the search results if the whole words are spelled out in the search criteria.
- Punctuation marks are sometimes omitted in the database. If you don't find the school you are looking for when using punctuation marks, try the search again without them.
- Search results are limited to 200. If you get too many results, try using additional search criteria.
- Search terms are not case-sensitive.

To Search for Schools or Districts by other Search criteria

Using the Basic Search

The basic search allows users to search for a school or district by name, address, city, NCES ID, distance from zip code, state, or regional office.   It is not necessary to fill in all the search criteria.

Search Tips for Searching for a School or District by other Basic Search criteria

- If using a street address, do not include common words like "street," road, or their abbreviations. For "Elm St.", simply use the word, "Elm." This ensures that results will not be excluded based on how their addresses are abbreviated.
- When searching by zip code, choose the distance (miles from) to determine the radius that you would like to receive results.
- For school searches, you may also type in the district name to narrow your search.
- To choose more than one state or OCR jurisdiction, hold down the "Ctrl" key when clicking on the names.
- Click on the "States map" icon to see a map showing what states are covered by each OCR Regional Office.
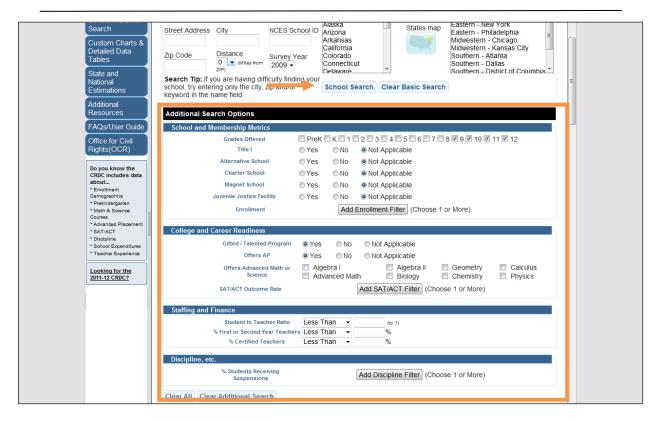
Additional Search Options

Additional Search Options are available for users who would like to conduct or refine searches based on a subset of CRDC data. Search options include grade levels offered, type of school, classes and programs offered, teacher data, and filters for enrollment demographics, SAT/ACT participation, and student suspensions.

(1) **Enter additional search options**
Users can enter criteria into either the basic and additional search options or only the additional search options. To clear your search criteria, click on the "Clear All" button.
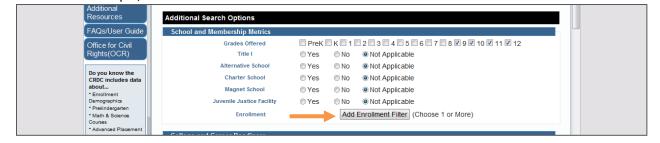
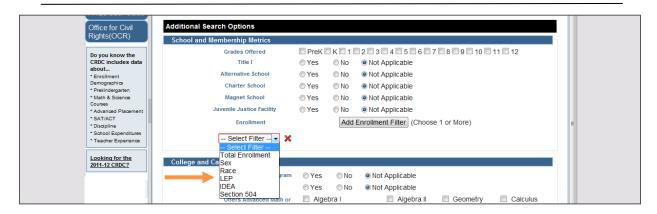(2) **Click "School" or "District" Search**

Tips on Using the Filters in the Additional Search Options:

The additional search options include buttons to filter results based on enrollment demographics, SAT/ACT participation rates, and suspension rates.   To use these filters, follow these steps:

1) **Click on the applicable "add filter" button.**
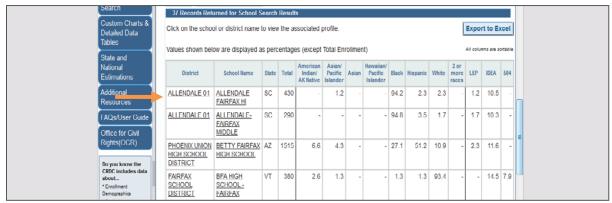   For this example, click on the "Add Enrollment Filter" button.

2) **Select the demographic category that you wish to search under.** You can delete the filter by clicking the red "X" that appears next to it.

3) **Select which group within that category you wish to focus the search on.** For example, if you selected race in the step above, click on the specific race from the drop-down menu including American Indian, Asian, Pacific Islander, etc.

4) **Type in the threshold percentage** and select whether you wish to search for school/districts with "greater than" or "less than" the percentage of students in the selected group.

5) **Click on "School Search" or "District Search"** to perform the search.

To Select a School or District from the Search Results

Search results will appear below the "Additional Search" options. To select a school or district from the list of search results, click the school or district link in the results set. Clicking on the name of a district will take you to the District Summary page, while clicking on the name of a school will take you to the School Summary page.

School Search Results

District	State	Total	American Indian/ AK Native	Asian / Pacific Islander	Black	Hispanic	White	LEP	IDEA	504
BONESTEEL-FAIRFAX SCHOOL DISTRICT 26-5	SD	135	37.0	-	-	-	59.3	-	7.4	-
FAIRFAX CO PBLC SCHS	VA	173035	0.3	20.2	11.1	20.0	48.5	12.7	13.8	1.5
FAIRFAX ELEMENTARY	CA	2190	-	2.0	2.7	88.6	6.4	45.7	8.2	0.7
FAIRFAX SCHOOL DISTRICT	VT	920	1.6	1.1	1.6	0.5	95.7	-	14.7	7.1

District Search Results

Tips for Selecting a School or District from the Search Results
- Sort search results by clicking on the column labels. For example, to sort alphabetically by district name, click on the "District" column label. To sort by the total enrollment number, click on the "Total" column. You can click the active sorting label again to reverse the sorting order.
- Click the "Export to Excel" button in the upper-right corner of the search results to generate an Excel spreadsheet of the results.

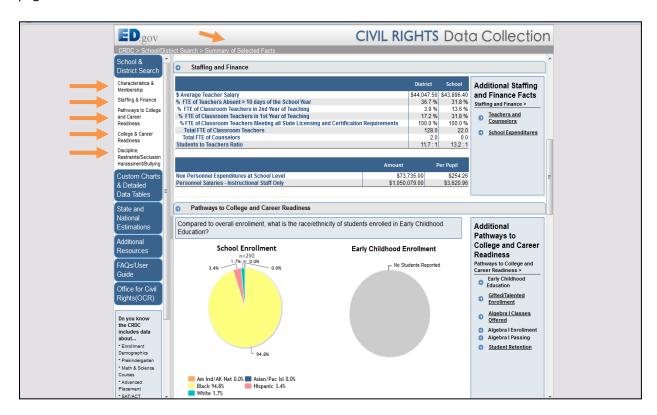# View CRDC Data on Schools or Districts

Access School or District Summary Pages

The Summary of Selected Facts page displays overview information about the school or district chosen. Selected data is displayed in five categories:

- Characteristics and Membership
- Staffing and Finance
- Pathways to College and Career Readiness
- College and Career Readiness
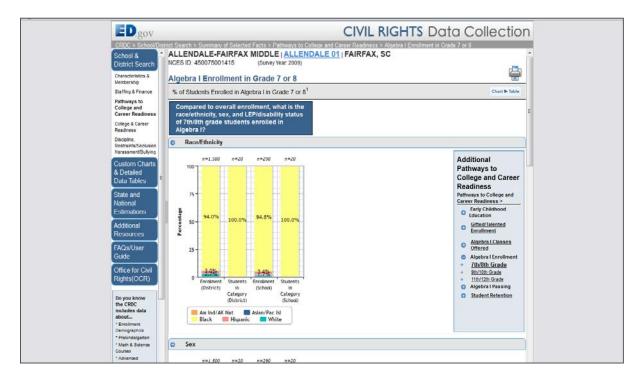- Discipline, Restraint/Seclusion, Harassment/Bullying.

The Summary of Select facts displays a sample of the data from the CRDC with high-level disaggregations. For more detailed data displays, use links in the light blue boxes called "Additional Facts" to drill down into the dataset.

You may quickly navigate to these five high level categories of data at any time when viewing a school or district profile by clicking on the links under "School & District Search" in the upper left. You may also return to the summary page at any time by clicking on "Summary of Selected Facts" at the top of the page.

Additional Data on Schools or Districts

Within each high level category of data, you can use the menu on the right to view additional facts within each category.
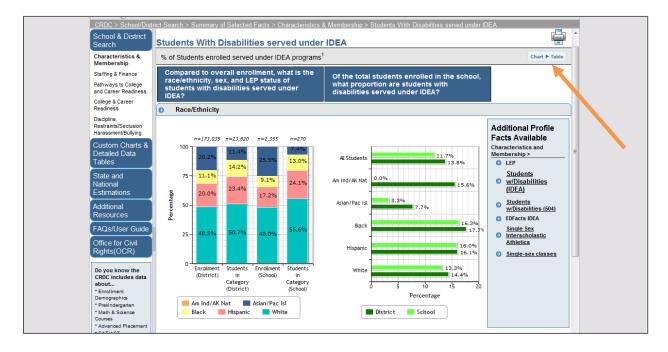

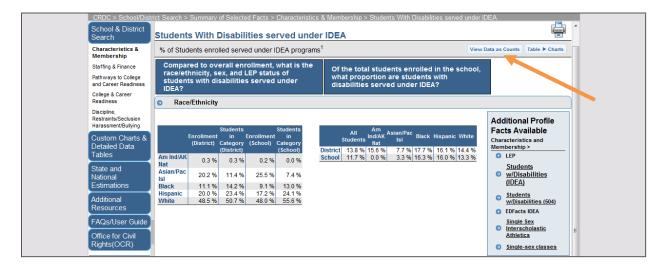*Tips for Viewing Additional Data on Schools or Districts*

- If the name of the additional data type is underlined, it is a link. Some of the additional data links are contained within drop-down lists. If there is a plus symbol ( ) next to the information type, click on the plus or the data type to expand the list.

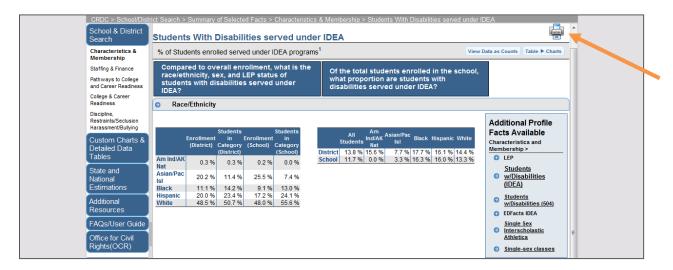# Printing and Changing the Display from Charts to Tables

When viewing detailed data for schools and districts, you can change the display format of the data by clicking on buttons in the upper-right of the page. By default, the data are displayed in stacked bar charts. Clicking on the "Chart > Table" button will change the charts into text tables of the data.

When viewing tables, you can click on the "View Data as Counts" and "View Data as Percentages" buttons to toggle the way the data are presented.

To print, click the printer icon in the upper-right corner. Please note that using your browser's print function may not successfully print all information on the page.

The links along the top of the screen can be used to navigate to each page within the "chain" leading to the current page, from the most general (the CRDC homepage) on the left to the most specific (the current page) on the right.