



**Public Charter**  
SCHOOL DISTRICT

# SY23-24 CRDC Instructions

Before beginning to update your 2023-2024 PowerSchool data for CRDC, please make sure that if your school populated CRDC data for the 2021-2022 school year in PowerSchool (prior to EOY rollover last year), that you have pulled the CRDC Report from PowerSchool as indicated below.

A new Epicenter Task has been created and schools are required to complete that task by November 1, 2024. Please remember once you begin updating data in PowerSchool, the report will no longer pull accurate information for the previous school year.




If you did not populate this information prior to rollover in July 2024, CRDC will be a manual process for your school (forms and additional information will be provided by the District Office). Questions about CRDC, that are not PowerSchool data-entry related, should be routed to Josh Findlay via email at [jfindlay@sccharter.org](mailto:jfindlay@sccharter.org).

## Run the Report

Note: The Fall Count Date and the IDEA Count Date may or may not be available for your report.

1. On the Start page click Data and Reporting
2. Click on Reports
3. Click on Compliance Reports
4. Open the CRDC Report (2021-2022).
5. Complete the following fields in the Report Parameters Sections:
  - a. **Fall Count Date:** October 2, 2023 (10/02/2023)
  - b. **School Year:** 2023-2024
  - c. **Spring Count Date:** 03/01/2024.  
**Note:** If your school uses block schedule classes, enter March 1 or the closest school day to March 1
  - d. Enter the date **IDEA Count Date:** Used to count students who were enrolled in IDEA.  
**Note:** If you do not select a date, the system defaults to the Fall Count Date.
  - e. **Output PDF Files:** Check the box
  - f. **Output Submission Files:** Check the Box
  - g. **Output Audit Files:** Check the Box

6. Make sure to check the checkboxes associated with each of the report parameters to be used.

Report Parameters		(Check box on the right to save as default value)	Clear All ▾
Schools to Include*	<input checked="" type="radio"/> Current School Only		<input checked="" type="checkbox"/>
Fall Count Date*	<input type="text" value="10/02/2023"/> 		<input checked="" type="checkbox"/>
School Year*	<input type="text" value="2023-2024"/> ▾		<input checked="" type="checkbox"/>
Spring Count Date (Used for block schedule classes only)	<input type="text" value="03/01/2024"/> 		<input checked="" type="checkbox"/>
IDEA Count Date	<input type="text" value="MM/DD/YYYY"/> 		<input checked="" type="checkbox"/>
Output PDF Files	<input checked="" type="checkbox"/> Include		<input checked="" type="checkbox"/>
Output Submission Files	<input checked="" type="checkbox"/> Include		<input checked="" type="checkbox"/>
Output Audit Files	<input checked="" type="checkbox"/> Include		<input checked="" type="checkbox"/>

7. Click Submit.
8. After clicking Submit you will be taken to the Report Queue (ReportWorks) - My Jobs page. Here your report will be created. Depending on the size of your student population this report may take a while to complete.
9. Once the file is ready click on Completed to download the zipped folder. The zipped folder will be named CRDC.zip.

### Verify the Data

The CRDC zipped folder contains PDF files and Excel files. The PDF files contain detailed information of your CRDC report output. The Excel files contain fully disaggregated student, school, and class information that you can sort or filter to compare aggregate data against the PDF files. The zipped folder will contain the following nine files:

- CRDC Class Audit.csv
- CRDC LEA.csv
- CRDC Report - LEA.pdf
- CRDC Report - Schools.pdf
- CRDC School 1.csv
- CRDC School 2.csv
- CRDC School 3.csv
- CRDC School Audit.csv
- CRDC Student Audit.csv

When validating the information for your school use the following files:

- CRDC Class Audit.csv
- CRDC Report - Schools.pdf
- CRDC School Audit.csv
- CRDC Student Audit.csv

Reviewing the information on the **CRDC Report - Schools** is typically the fastest way to verify your school data.

Note: If you have questions about which fields populate data for CRDC use the PowerSchool CRDC Report-Schools data table to reference the PowerSchool SIS data source for the report data elements.

Unless otherwise noted:

- Student counts include students in grades K-12, or the ungraded equivalent.
- Staff counts include all staff for schools that serve students in preschool and grades K-12, or the ungraded equivalent.
- Counts by race/ethnicity and sex are unduplicated counts.
- Students counted in the race and ethnicity subcategory may also be counted in the Students with Disabilities (IDEA), Students with Disabilities (Section 504 only), and Students who are limited English proficient (EL) categories.

The following list of questions are data that can be only changed at the district level, if any of the following questions have incorrect information, please contact Josh Findlay at the District Office to have that information corrected. The list of questions can be found in the zip folder labeled "CRDC Report - Schools.pdf"

#### School Questions List

- SSPR-2. Is this school a Non-LEA facility?
- SCHR-1. Fully Virtual School Indicator
- SCHR-2. Justice Facility Indicator
- SCHR-3. Grades with Students Enrolled
- SCHR-4. Ungraded Detail
- SCHR-5. School Characteristics
- SCHR-6. Magnet School Detail
- SCHR-7. Alternative School Detail
- DIND-1. Directional Indicator - Instruction Type
- DIND-2. Directional Indicator - Remote Instruction
- DIND-3. COVID-related Item – Remote Instruction Amount
- DIND-4. COVID-related Item –Remote Instruction Percentage
- PSCH-1. Preschool Age for Non-IDEA Children
- PENR-3. Dual Enrollment Program Indicator
- PENR-5. Credit Recovery Program Indicator
- COUR-4a/b. Students Who Passed Algebra I
- APIB-5. Advanced Placement (AP) Course Self-Selection
- STAF-1. Teachers – FTE Count and Certification
- STAF-2. Teacher Certification in Specialized Areas
- STAF-3. Teacher Years of Experience
- STAF-4. Teacher Absenteeism
- STAF-6. School Counselors Number FTE

- STAF-7. Support Services Staff Number FTE
- SECR-1. Security Staff
- ATHL-2, ATHL-3. Sports, Teams, and Participant Counts
- DISC-1. Preschool Corporal Punishment Indicator
- DISC-10. Corporal Punishment Indicator
- OFFN-2. Offenses - Shooting
- OFFN-3. Offenses - Homicide
- OFFN-4. Offenses – Shooting and Homicide Incidents
- OFFN-5. Offenses – Rape and Sexual Assault
- OFFN-6. Offenses - Offenses - Allegations Against School Staff (Resignation or Retirement)
- OFFN-7. Offenses - Allegations Against School Staff (Determined Responsible)
- OFFN-8. Offenses - Allegations Against School Staff (Determined Not Responsible)
- OFFN-9. Offenses - Allegations Against School Staff (Determination Pending)
- OFFN-10. Offenses - Allegations Against School Staff (Duty Reassignment)
- HIBS-2. Allegations of Harassment or Bullying – Gender Identity
- JUST-1. Justice Facility Type
- JUST-2. Days in Regular School Year at Justice Facility
- JUST-3. Justice Facility Educational Program Hours per Week
- INET-1. Internet Access and Devices
- INET-2. Wi-Fi Enabled Devices
- INET-3. Wi-Fi Enabled Devices and Hotspot Needed for Remote Learning
- INET-4. Wi-Fi Enabled Devices and Hotspot Received for Remote Learning

### **Submit the Report**

Once you have validated that your information is correct, submit the zip file to the Epicenter task.