

Office for Civil Rights

2017–18 Civil Rights Data Collection – LEA Form

WHAT IS THE PURPOSE OF THIS SURVEY?

The purpose of the U.S. Department of Education (ED) Civil Rights Data Collection (CRDC) 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, English learner (EL), and disability. The CRDC is a longstanding and important aspect of ED'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 by other ED offices as well as policymakers and researchers outside of ED.

WHO IS CONDUCTING THIS SURVEY?

The ED Office for Civil Rights (OCR) is conducting this survey. The CRDC is a mandatory data collection, 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.

HOW WILL YOUR INFORMATION BE REPORTED?

Information reported on this survey becomes available to the public in a privacy protected format. You can see how the previous CRDC data were reported to the public by going to <https://ocrdata.ed.gov>.

WHERE CAN I FIND INFORMATION ABOUT THE APPROVAL OF THIS COLLECTION BY OMB?

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1870-0504. All documentation submitted to OMB about this information collection is available at http://www.reginfo.gov/public/do/PRAViewICR?ref_nbr=201702-1870-001. Public reporting burden for this collection of information is estimated to average 14.1 hours per school survey response and 3.7 hours per local educational agency (LEA) survey response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is *mandatory* (20 U.S.C. § 3413, § 3472, § 7913, and § 7914).

HOW ARE THE CRDC SURVEY ITEMS ORGANIZED?

The CRDC survey contains school-level and LEA-level items. The school-level items are presented in the CRDC School Form, while the LEA-level items are presented in the CRDC LEA Form. Each Form is organized by topical modules. Modules are groups of tables about the same topic area. For example, tables about harassment and bullying form the Harassment & Bullying module. Each module has a 4-letter module acronym which is used to number tables within modules. For example, the first table in the Harassment & Bullying module is labeled HIBD-1.

2017–18 CRDC LEA Form

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Items noted with an asterisk "*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.

SSPR: Students, Schools, & Programs

Module Instructions

DATES

Report data from the 2017–18 school year. The data reported should be based on a "Fall snapshot" of data from October 1 (or the closest school day to October 1). LEAs may choose any date within this time period, and should use the same Fall snapshot date to report data in this module.

NOT APPLICABLE (NA) and ZERO (0) FILLS IN TABLES

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are English learners (EL), other tables that ask for counts of females who are EL will be automatically filled with a zero.

KEY DEFINITIONS

Early childhood refers to early childhood education programs and services for children birth through age 2.

Children with disabilities (IDEA) or IDEA children refers to children with intellectual disabilities; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance; orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program, Individual Family Service Plan, or service plan.

Non-IDEA children include children without disabilities and children with disabilities who are not served under the Individuals with Disabilities Education Act.

Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

Preschool refers to preschool programs and services for children ages 3 through 5.

Ungraded (UG) refers to a class that is not organized on the basis of age or grade grouping and has no standard grade designation.

SSPR-1. Count of Students*

All LEAs, preschool-grade 12, UG

- Overall student enrollment (LEA) refers to the unduplicated student enrollment, including students both present and absent, excluding duplicate counts of students within a specific LEA or students whose membership is reported by another LEA.

Instructions

- Enter the overall student enrollment count for the LEA.
- Include students who are the responsibility of the LEA, who are served in LEA facilities and non-LEA facilities.
- Include students in private schools if (and only if) they were placed there by the LEA for the purpose of providing free appropriate public education (FAPE).
- Non-LEA facilities may be public or private.

For the **Fall 2017 snapshot date**, enter the number of students in **preschool** and grades K-12 (or the **ungraded equivalent**) who were enrolled in the LEA, and who were being served in LEA facilities, **non-LEA facilities**, and both.

Items noted with an asterisk "" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.*

	Number
Overall student enrollment for the LEA	LEA_ENR

SSPR-2. Count of Students Served in Non-LEA Facilities*

All LEAs, preschool-grade 12, UG

Instructions

- Non-LEA facilities may be public or private.

For the **Fall 2017 snapshot date**, enter the number of students in **preschool** and grades K-12 (or the **ungraded** equivalent) who were enrolled in the LEA, and who were being served in **non-LEA facilities**.

	Number
Students served in Non-LEA facilities	LEA_ENR_NONLEAFAC

SSPR-3. Count of Schools*

All LEAs

- Charter school is a public school that provides free public elementary and/or secondary education to eligible students under a specific charter executed, pursuant to a state charter school law, by an authorized chartering agency/authority and that is designated by such authority to be a public charter school.
- A school is an institution that provides educational services and: (1) has one or more grade groups (preschool through grade 12) or is ungraded, (2) has one or more teachers, (3) is located in one or more buildings, (4) has assigned administrator(s), (5) receives public funds as its primary support, and (6) is operated by an educational agency. For purposes of this definition, "public funds" includes federal, state, and local public funds. "Located in a building" does not preclude virtual schools since the administrators and teachers are located in a building somewhere. An "educational agency" is not limited to the state or local educational agency, but can include other agencies (e.g., corrections or health and human services) charged with providing public education services.

Instructions

- Include all facilities where students attend.
- Include charter schools that were under the governance of the LEA.
- Include justice facilities where educational services were provided by the LEA.

For the **Fall 2017 snapshot date**, enter the number of public schools that were under the governance of the LEA.

	Number
Public schools in the LEA	LEA_SCHOOLS

SSPR-4. Early Childhood Program Indicator*

All LEAs

Instructions

- Indicate whether the LEA provided one or more early childhood services or programs that served children birth through age 2. The LEA may provide early childhood programs or services in LEA facilities, non-LEA facilities, or both.

Items noted with an asterisk "*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.

- The LEA may provide early childhood services or programs by contracting with another entity to provide them to children. Early childhood programs or services that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.
- Include early childhood programs and services for [IDEA](#) or [non-IDEA](#) children birth through age 2.

For the [Fall 2017 snapshot date](#), was the LEA providing [early childhood services](#), in either LEA or [non-LEA facilities](#), to children birth through age 2?

	Permitted Values: Yes or No
Please select "Yes" or "No."	LEA_ECE_IND

SSPR-5. Early Childhood Program for Non-IDEA Children

Only for LEAs that provide early childhood programs or services

Instructions

- Indicate whether the LEA provided one or more early childhood services or programs that served non-IDEA children birth through age 2. The LEA may provide early childhood programs or services in LEA facilities, non-LEA facilities, or both.
- The LEA may provide early childhood programs or services by contracting with another entity to provide them to children. Early childhood programs or services that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

For the [Fall 2017 snapshot date](#), was the LEA providing [early childhood services](#) or programs, in either LEA or [non-LEA facilities](#), to [non-IDEA children](#) birth through age 2?

	Permitted Values: Yes or No
Please select "Yes" or "No."	LEA_ECE_NONIDEA

SSPR-6. Preschool Program Provided by the LEA Indicator*

All LEAs

Instructions

- Indicate whether the LEA provided one or more preschool services or programs that served children ages 3 through 5. The LEA may provide preschool programs or services in LEA facilities, non-LEA facilities, or both.
- The LEA may provide the preschool programs or services by contracting with another entity to provide them to children. Preschool programs or services that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.
- Include preschool programs and services for [IDEA](#) or [non-IDEA](#) children ages 3 through 5.

For the [Fall 2017 snapshot date](#), was the LEA providing one or more [preschool](#) services or programs, in either LEA or [non-LEA facilities](#), to children ages 3 through 5?

	Permitted Values: Yes or No
Please select "Yes" or "No."	LEA_PS_IND

SSPR-7. Preschool Daily Length and Cost*

Only for LEAs that provide preschool

- A full-day preschool program is a program that a child attends each weekday for approximately six hours or more.

Instructions

- Indicate the daily length(s) and cost(s) associated with the LEA's preschool services or programs that served children ages 3 through 5. The LEA may provide preschool programs or services in LEA facilities, non-LEA facilities, or both.
- The LEA may provide preschool programs or services by contracting with another entity to provide them to children. Preschool programs or services that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

For the **Fall 2017 snapshot date**, indicate the type of LEA **preschool** service(s) or program(s), in either LEA or **non-LEA facilities**, that were serving children ages 3 through 5. Please select "Yes" or "No" for each option.

	Permitted Values: Yes or No
Full-day preschool and no charge to parent(s)/guardian	LEA_PS_FULLDAYFREE
Full-day preschool and partial or full charge to parent(s)/guardian	LEA_PS_FULLDAYCOST
Part-day preschool and no charge to parent(s)/guardian	LEA_PS_PARTDAYFREE
Part-day preschool and partial or full charge to parent(s)/guardian	LEA_PS_PARTDAYCOST

SSPR-8. Preschool Age for Non-IDEA Children

Only for LEAs that provide preschool

Instructions

- Children must be the specified age as of the snapshot date (i.e., as of October 1 or the closest school day to October 1).
- The LEA may provide preschool programs or services by contracting with another entity to provide them to children. Preschool programs or services that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

For the **Fall 2017 snapshot date**, indicate whether any of the LEA **preschool** service(s) or program(s), in either LEA or **non-LEA facilities**, were serving **non-IDEA children** in the ages specified below. Please select "Yes" or "No" for each option.

	Permitted Values: Yes or No
Children age 3 years	LEA_PSENR_NONIDEA_A3
Children age 4 years	LEA_PSENR_NONIDEA_A4
Children age 5 years	LEA_PSENR_NONIDEA_A5

SSPR-9. Preschool Children Served

Only for LEAs that provide preschool

Instructions

Items noted with an asterisk "*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.

- Include children who are the responsibility of the LEA, who are served in preschool in LEA facilities and non-LEA facilities. The LEA may provide preschool programs or services in LEA facilities, non-LEA facilities, or both.
- Children must be the specified age as of the snapshot date (i.e., as of October 1 or the closest school day to October 1).
- For the children age 2 years served category, include only children who are 2 years of age who are allowed to be served in preschool at the start of the school year because they will turn 3 years of age sometime during the school year.
- Include [IDEA](#) and [non-IDEA](#) children.
- The LEA may provide preschool programs or services by contracting with another entity to provide them to children. Preschool programs or services that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

For the [Fall 2017 snapshot date](#), enter the number of 2, 3, 4 and 5-year old students who were being served in the LEA's [preschool](#) service(s) or program(s), either in LEA or [non-LEA facilities](#).

	Number
Children age 2 years served	LEA_PSENR_A2
Children age 3 years served	LEA_PSENR_A3
Children age 4 years served	LEA_PSENR_A4
Children age 5 years served	LEA_PSENR_A5

SSPR-10. Preschool Eligibility - All Children*

Only for LEAs that provide preschool

- “All children” refers to all children ages 3 through 5.

For the [Fall 2017 snapshot date](#), were the LEA's [preschool](#) service(s) or program(s), in either LEA or [non-LEA facilities](#), being offered to all children?

	Permitted Values: Yes or No
Please select “Yes” or “No.”	LEA_PSELIG_ALL

SSPR-11. Preschool Eligibility – Student Groups

Only for LEAs that provide preschool, but not to all children

- [Title I schools](#) are schools with large concentrations of low-income students that receive Title I funds (i.e., supplemental funds under Title I of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act), to assist in meeting their students’ educational goals. For an entire school to qualify for Title I funds, at least 40% of students must enroll in the free and reduced lunch program.
- For the purposes of preschool eligibility, [low-income](#) is defined by the LEA, and may vary from LEA to LEA.

For the [Fall 2017 snapshot date](#), indicate whether the LEA's [preschool](#) service(s) or program(s), in either LEA or [non-LEA facilities](#), were being offered to [children with disabilities \(IDEA\)](#), children in [Title I schools](#), and/or children from low income families. Please select "Yes" or "No" for each option.

	Permitted Values: Yes or No
Children with disabilities (IDEA)	LEA_PSELIG_IDEA
Children in Title I schools	LEA_PSELIG_TITLEI
Children from low income families	LEA_PSELIG_LOWINC

SSPR-12. Kindergarten Program Indicator*

All LEAs

Instructions

- Indicate whether the LEA provided one or more kindergarten programs that served any students. The LEA may provide kindergarten programs in LEA facilities, [non-LEA facilities](#), or both.
- The LEA may provide kindergarten programs by contracting with another entity to provide them to students. Kindergarten programs that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

For the [Fall 2017 snapshot date](#), was the LEA providing one or more kindergarten programs that served any students?

	Permitted Values: Yes or No
Please select "Yes" or "No."	LEA_KG_IND

SSPR-13. Kindergarten Daily Length and Cost*

Only for LEAs that provide kindergarten

- A [full-day kindergarten program](#) is a program in which a child attends school each weekday for approximately six hours or more.

Instructions

- Indicate the daily length(s) and cost(s) associated with the LEA's kindergarten program(s) that served students. The LEA may provide kindergarten programs in LEA facilities, [non-LEA facilities](#), or both.
- The LEA may provide kindergarten programs by contracting with another entity to provide them to students. Kindergarten programs that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

For the [Fall 2017 snapshot date](#), indicate the type of LEA kindergarten program(s) that were serving students. Please select "Yes" or "No" for each option.

	Permitted Values: Yes or No
Full-day kindergarten and no charge to parent(s)/guardian	LEA_KG_FULLDAYFREE
Full-day kindergarten and partial or full charge to parent(s)/guardian	LEA_KG_FULLDAYCOST
Part-day kindergarten and no charge to parent(s)/guardian	LEA_KG_PARTDAYFREE
Part-day kindergarten and partial or full charge to parent(s)/guardian	LEA_KG_PARTDAYCOST

Items noted with an asterisk "*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.

CRCO: Civil Rights Coordinator/Desegregation Plan

Module Instructions

DATES

The data reported should be based on a "Fall snapshot" of data from October 1 (or the closest school day to October 1), unless otherwise noted. LEAs may choose any date within this time period, and should use the same Fall snapshot date to report data in this module.

NOT APPLICABLE (NA) and ZERO (0) FILLS IN TABLES

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

KEY DEFINITIONS

A civil rights coordinator is an individual who is appointed by the LEA, to coordinate compliance with civil rights laws, including investigations of complaints alleging discrimination on a particular basis.

CRCO-1. Civil Rights Coordinators Indicator*

All LEAs and justice facilities

- Civil rights laws that prohibit discrimination include:
 - Title IX of the Education Amendments of 1972 (prohibits discrimination on the basis of sex).
 - Title VI of the Civil Rights Act of 1964 (prohibits discrimination on the bases of race, color, or national origin).
 - Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of disability).
 - Title II of the Americans with Disabilities Act of 1990 (prohibits discrimination on the basis of disability by public entities (including public schools), whether or not they receive Federal financial assistance).

Instructions

- Indicate whether the LEA had appointed one or more responsible employees to coordinate efforts to comply with and carry out its responsibilities under federal law prohibiting discrimination against students and others on the basis of sex, race/color/nation origin, and/or disability.
- Civil rights coordinators may be part-time or full-time.

For the **Fall 2017 snapshot date**, indicate whether the LEA had one or more responsible employees (either part-time or full-time) acting as **civil rights coordinator(s)**. Please select "yes" or "no" for each option.

	Permitted Values: Yes or No
Sex (Title IX)	LEA_CRCOORD_SEX_IND
Race, color, or national origin (Title VI)	LEA_CRCOORD_RAC_IND
Disability (Section 504 and/or Title II)	LEA_CRCOORD_DIS_IND

CRCO-2. Civil Right Coordinators Contact Information

Only for LEAs and justice facilities reporting having civil rights coordinators

Enter the contact information (name, email address, and phone number) for the **civil rights coordinator(s)** that were identified in CRCO-1. If the LEA has more than one coordinator for a specific civil rights law, provide the contact information for the lead coordinator.

Items noted with an asterisk "*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.

	First Name	Last Name	Phone	Email
Sex (Title IX)	LEA_CRCOORD_SEX_FN	LEA_CRCOORD_SEX_LN	(xxx) xxx-xxxx LEA_CRCOORD_SEX_PH	@._____ LEA_CRCOORD_SEX_EM
Race, color, or national origin (Title VI)	LEA_CRCOORD_RAC_FN	LEA_CRCOORD_RAC_LN	(xxx) xxx-xxxx LEA_CRCOORD_RAC_PH	@._____ LEA_CRCOORD_RAC_EM
Disability (Section 504 and/or Title II)	LEA_CRCOORD_DIS_FN	LEA_CRCOORD_DIS_LN	(xxx) xxx-xxxx LEA_CRCOORD_DIS_PH	@._____ LEA_CRCOORD_DIS_EM

CRCO-3. Desegregation Order or Plan

All LEAs

- A desegregation order or plan is an order or plan: (1) that has been ordered by, submitted to, or entered into with a federal or state court; the Office for Civil Rights (OCR), U.S. Department of Education, its predecessor the Department of Health, Education, and Welfare, or another federal agency; or a state agency or official, and (2) that remedies or addresses a school district’s actual or alleged segregation of students or staff on the basis of race or national origin that was found or alleged to be in violation of the U.S. Constitution, Title VI of the Civil Rights Act of 1964, and/or state constitution or other state law. A school district remains subject to such a desegregation order or plan until the court, agency, or other competent official finds that the district has satisfied its obligations and has been released from the order or plan.

For the **Fall 2017 snapshot date**, was the LEA covered by a desegregation order or plan?

	Permitted Values: Yes or No
Please select “Yes” or “No.”	LEA_DESEGPLAN

Items noted with an asterisk “*” reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.

HIBD: Harassment & Bullying

Module Instructions

DATES

The data reported should be based on a "Fall snapshot" of data from October 1 (or the closest school day to October 1), unless otherwise noted. LEAs may choose any date within this time period, and should use the same Fall snapshot date to report data in this module.

NOT APPLICABLE (NA) and ZERO (0) FILLS IN TABLES

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

KEY DEFINITIONS

Harassment or bullying on the basis of sex includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.

Harassment or bullying on the basis of race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.

Harassment or bullying on the basis of disability refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.

HIBD-1. Harassment or Bullying Policy Indicator*

All LEAs and justice facilities

Instructions

- Written policy (or polices) must be for ALL basis categories.

For the **Fall 2017 snapshot date**, did the LEA have a written policy (or policies) prohibiting discriminatory harassment or bullying of students on the basis of **sex**, **race/color/national origin**, and **disability**?

	Permitted Values: Yes or No
Please select "Yes" or "No."	LEA_HBPOLICY_IND

Items noted with an asterisk "*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.

HIBD-2. Harassment or Bullying Policy Web Link Indicator*

Only for LEAs and justice facilities reporting having harassment or bullying policy

For the **Fall 2017 snapshot date**, did the LEA have a web link to its written policy (or policies) prohibiting discriminatory harassment or bullying of students on the basis of **sex**, **race/color/national origin**, and **disability**?

	Permitted Values: Yes or No
Please select "Yes" or "No."	LEA_HBPOLICYURL_IND

HIBD-3. Harassment or Bullying Policy Web Link

Only for LEAs and justice facilities reporting having harassment or bullying policy web link

Enter the web link to the LEA's written policy (or policies) prohibiting discriminatory harassment or bullying of students on the basis of **sex**, **race/color/national origin**, and **disability**.

Web Link	http://_____._____._____ LEA_HBPOLICY_URL

Items noted with an asterisk "*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.

DSED: Distance Education

Module Instructions

DATES

Report a cumulative count based on the entire 2017–18 regular school year, not including intersession or summer.

NOT APPLICABLE (NA) and ZERO (0) FILLS IN TABLES

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

SPECIAL INSTRUCTIONS

The LEA should provide a response regardless of where the courses originated. However, distance education courses that students take independently or that are provided by entities outside the control of the LEA should not be considered unless the LEA has access to enrollment and monitoring information for those courses.

KEY DEFINITIONS

Distance education courses must meet all of the following criteria: (1) be credit-granting; (2) be technology-delivered via audio, video (live or prerecorded), the Internet, or other computer-based technology (e.g., via district network); and (3) have either (a) the instructor in a different location than the students and/or (b) the course content developed in, or delivered from, a different location than that of the students.

English learner students (EL)[†]: In coordination with the state’s definition based on section 8101(20) of ESEA, as amended by ESSA, the term ‘English learner,’ when used with respect to an individual, means an individual:

(A) who is aged 3 through 21;

(B) who is enrolled or preparing to enroll in an elementary school or a secondary school;

(C) (who is i, ii, or iii)

(i) who was not born in the United States or whose native languages are languages other than English;

(ii) (who is I and II)

(I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and

(II) who comes from an environment where a language other than English has had a significant impact on the individual’s level of English language proficiency; or

(iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

(D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual

(i) the ability to meet the challenging state academic standards;

(ii) the ability to successfully achieve in classrooms where the language of instruction is English; or

(iii) the opportunity to participate fully in society.

Note - To be classified as an English learner, an individual must be A, B, C, and D. For C, an individual can be i, ii, or iii. If C-ii, the individual must be I and II. For D, an individual must be denied D-i, D- ii, or D-iii.

DSED-1. Distance Education Enrollment Indicator*

LEAs and justice facilities, grades K-12, UG

Instructions

- The LEA should provide a response regardless of where the courses originated. However, distance education courses that students take independently or that are provided by entities outside the control of

[†] English learner students were previously referred to as limited English proficient students, and include the same subgroup of students.

the LEA should not be considered unless the LEA has access to enrollment and monitoring information for those courses.

Did the LEA have any students in grades K-12 (or the ungraded equivalent) who were enrolled in any distance education courses during the 2017–18 school year?

	Permitted Values: Yes or No
Please select "Yes" or "No."	LEA_DISTED_IND

DSED-2. Distance Education Enrollment

Only for LEAs and justice facilities (grades K-12, UG) reporting student enrollment in distance education

Instructions

- The LEA should provide a response regardless of where the courses originated. However, distance education courses that students take independently or that are provided by entities outside the control of the LEA should not be considered unless the LEA has access to enrollment and monitoring information for those courses.

Enter the number of students in grades K-12 (or the ungraded equivalent) who were enrolled in at least one distance education course during the 2017–18 school year, by their race/ethnicity, EL, and IDEA status.

	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	English Learners (EL)	Students with Disabilities (IDEA)
Males who were enrolled in a distance education course:	LEA_DI STEDE NR_HI M	LEA_DI STEDE NR_AM M	LEA_DI STEDE NR_AS M	LEA_DI STEDE NR_HP M	LEA_DI STEDE NR_BL M	LEA_DI STEDE NR_W H_M	LEA_DI STEDE NR_TR M		LEA_DI STEDE NR_LEP M	LEA_DI STEDE NR_IDE A_M
Females who were enrolled in a distance education course:	LEA_DI STEDE NR_HI F	LEA_DI STEDE NR_AM F	LEA_DI STEDE NR_AS F	LEA_DI STEDE NR_HP F	LEA_DI STEDE NR_BL F	LEA_DI STEDE NR_W H_F	LEA_DI STEDE NR_TR F		LEA_DI STEDE NR_LEP F	LEA_DI STEDE NR_IDE A_F
Total number of students who were enrolled in a distance education course:										

Items noted with an asterisk "*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.

HSEE: High School Equivalency Exam

Module Instructions

DATES

Report a cumulative count based on the entire 2017–18 regular school year, not including intersession or summer.

NOT APPLICABLE (NA) and ZERO (0) FILLS IN TABLES

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

SPECIAL INSTRUCTIONS

The LEA may provide high school equivalency exam preparation programs by contracting with another entity to provide them to students. High school equivalency exam preparation programs that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided programs. Do not include students who participated in high school equivalency exam preparation programs that were not provided by the LEA, even if the LEA recommended that these students enroll in the non-LEA provided programs.

KEY DEFINITIONS

High school equivalency exam preparation programs are programs (e.g., courses) designed to prepare students to be successful on state-authorized high school equivalency exams. High school equivalency exams are used to certify the high school-level academic achievement of individuals who have not received a secondary school diploma or its recognized equivalent. Upon review of exam results, an education or government agency may award a high school equivalency credential. High school equivalency exams may include (but are not limited to) the following: the General Educational Development (GED) Test, the High School Equivalency Test (HiSet) and the Test Assessing Secondary Completion (TASC).

HSEE-1. High School Equivalency Exam Preparation Program Provided by the LEA Indicator*

Only for LEAs and justice facilities with students ages 16 through 19

Instructions

- Indicate whether the LEA provided one or more high school equivalency exam preparation programs for students ages 16 through 19. The LEA may provide high school equivalency exam preparation programs in LEA facilities, non-LEA facilities, or both.

Did the LEA provide a [high school equivalency exam preparation program](#), either in LEA or [non-LEA facilities](#), for students ages 16 through 19 during the 2017–18 school year?

	Permitted Values: Yes or No
Please select "Yes" or "No."	LEA_GED_IND

HSEE-2. High School Equivalency Exam Preparation Program Student Participation

Only for LEAs and justice facilities that provide a high school equivalency exam preparation program

Instructions

- Enter the number of students ages 16 through 19 who participated in one or more high school equivalency exam preparation programs provided by the LEA. Include students who participated in one or more programs, regardless of whether they took the programs' high school equivalency exams.

Items noted with an asterisk "*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.

- The LEA may provide high school equivalency exam preparation programs in LEA facilities, non-LEA facilities, or both.
- Do NOT include students who participated in a high school equivalency exam preparation program that was not provided by the LEA, even if the LEA recommended that these students enroll in the non-LEA provided program.

Enter the number of students ages 16-19 who participated in LEA-operated [high school equivalency exam preparation program](#) (disaggregated by race, sex, disability-[IDEA](#), [EL](#)).

	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	English Learners (EL)	Students with Disabilities (IDEA)
Males who participated in a high school equivalency exam preparation program:	LEA_G EDPAR T_HI_ M	LEA_G EDPAR T_AM_ M	LEA_G EDPAR T_AS_ M	LEA_G EDPAR T_HP_ M	LEA_G EDPAR T_BL_ M	LEA_G EDPAR T_WH_ M	LEA_G EDPAR T_TR_ M		LEA_G EDPAR T_LEP_ M	LEA_G EDPAR T_IDEA_ M
Females who participated in a high school equivalency exam preparation program:	LEA_G EDPAR T_HI_ F	LEA_G EDPAR T_AM_ F	LEA_G EDPAR T_AS_ F	LEA_G EDPAR T_HP_ F	LEA_G EDPAR T_BL_ F	LEA_G EDPAR T_WH_ F	LEA_G EDPAR T_TR_ F		LEA_G EDPAR T_LEP_ F	LEA_G EDPAR T_IDEA_ F
Total number of students participated in a high school equivalency exam preparation program:										

Items noted with an asterisk "*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.