



# **ASCENDER OCR 2021-2022 CRDC Submission**



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# ASCENDER OCR - SY 2021-2022 CRDC Submission

The Civil Rights Data Collection (CRDC) is a biennial (i.e., every other school year) survey of public schools required by United States Department of Education Office for Civil Rights (OCR). The CRDC collects data on leading civil rights indicators related to access and barriers to educational opportunity at the early childhood through grade 12. Data is collected from every public local educational agencies (LEA) and campus. For more information, visit the OCR Civil Rights Data Collection website at <http://crdc.ed.gov>.

ASCENDER OCR is a reporting system that enables districts to provide the federally mandated information to the OCR.

ASCENDER OCR provides support for the collection and flat file submission for School Form Part 1 and School Form Part 2.

**NOTE:** LEA Form Part 1 and LEA Form Part 2 are not supported in ASCENDER OCR and must be completed through the OCR website.

**NOTE:** The CRDC has not posted the 2023-2024 changes. For more information, visit the U.S. Department of Education website at <https://www2.ed.gov/about/offices/list/ocr/data.html>.



**IMPORTANT:** Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

**WARNING:** The Create OCR File utility creates a CSV file. If you open the file in Microsoft Excel, some data is changed in the conversion. Therefore, **DO NOT SUBMIT** a file that was opened in Excel; only submit the original CSV file.

Data should only be edited from within the OCR program. If you must edit data outside the OCR program (not recommended), use Notepad.exe or a similar text editor.

## Prerequisites

### Prerequisites:

- Verify that all roles and users are correct in Security Administration.
- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the [ASCENDER Student Overview guide](#).

## Checklist Overview

### Checklist Overview:

- ☐ Verify options.
  - ☐ Extract the data.
  - ☐ Modify extracted data for each campus as needed.
  - ☐ Create the OCR file.
  - ☐ View reports.
- 

## Before You Extract Data

- [Set district options](#).

[OCR > Options](#)

This page allows you to set the school year for the application and the as-of date for the district's OCR reporting.

Save

Submission Year	<input type="text" value="2022"/>	YYYY
As-of Date	<input type="text" value="10-01-2021"/>	MM-DD-YYYY
LEA 7 Digit NCES ID Code	<input type="text" value="1234567"/>	

<b>Submission Year</b>	<p>Type the ending year of the submission year.</p> <p>The submission year must be a year <i>prior to</i> the current school year.</p> <p>The year is used by all OCR maintenance pages and applicable reports to populate edit tables and drop-down lists.</p>
<b>As-of Date</b>	<p>Type the as-of date for OCR reporting.</p> <p>The OCR states that the closest school day to October 1 should be used. However, some districts use the PEIMS as-of date for convenience.</p>
<b>LEA 7 Digit NCES ID Code</b>	<p>Type the district's seven-digit National Center for Education Statistics (NCES) code, which can be located using <a href="https://nces.ed.gov/globallocator/">https://nces.ed.gov/globallocator/</a>.</p>

☐ Click **Save**.

## Extract Data

- [Perform the extract.](#)

[OCR > Extracts > Perform Extract](#)

This page allows you to extract School Part 1 and School Part 2 data for a specified campus or all campuses.

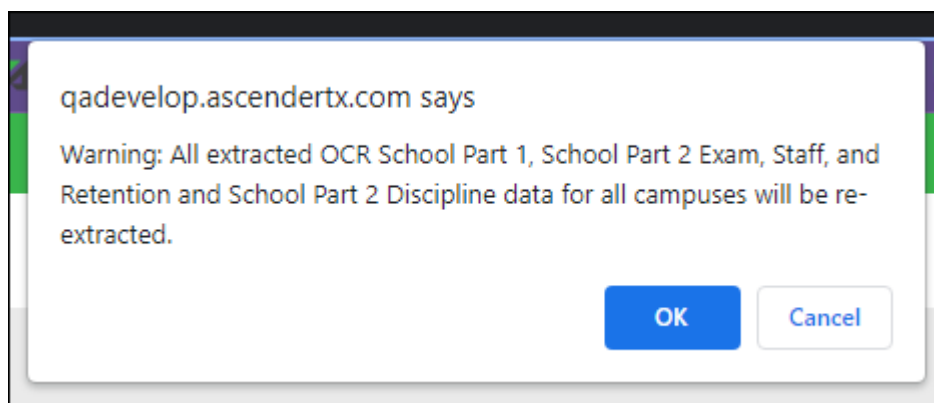
Campus ID (Blank for All)	<input type="text"/>
Email	<input type="text"/>
<input type="button" value="Extract"/>	

<b>Campus ID</b>	Type the campus ID for which to extract data, or leave blank to extract data for all campuses.
<b>Email</b>	(Optional) Type the email address where you would like to receive email notification when the extract has completed.

☐ Click **Extract**.

A warning message is displayed indicating that the selected data will be extracted.

**WARNING:** ALL data will be deleted and re-extracted.



☐ Click **OK**.

If you entered an email address, you will receive an email message when the extract is completed. Or, you can monitor the status as described in the next step.



- [View extract status.](#)

[OCR > Extracts > Extract Status](#)

This page displays a list of submitted extracts by campus and extract type.

Campus ID

**Campus ID** Type the campus ID for which to view extract status, or leave blank to view the extract status for all campuses.

☐ Click **Retrieve**. A list of extracts is displayed according to your selections.

- [You can re-sort the grid by clicking an underlined column heading.](#)
- If there are multiple pages, [page through the list.](#)

Campus ID

<u>Job ID</u>	<u>Job Status</u>	<u>Job Type</u>	<u>Job Start</u>	<u>Job End</u>	<u>User Name</u>	<u>Email</u>	<u>Extract ID</u>	<u>School Year</u>	<u>Campus ID</u>
35	Completed	OcrSchAllExtract	10-30-2023 09:27:18 AM	10-30-2023 09:27:32 AM	TESTUSER		2	2021	ALL
34	Completed	OcrSchAllExtract	10-30-2023 09:26:00 AM	10-30-2023 09:26:14 AM	TESTUSER		1	2021	ALL

First
 / 1
Last

Rows: 2

**Job Status** The column indicates if the job is still in progress or completed.

**Job Type** The column indicates if you selected to extract all types or a particular type.

## Modify Extracted Data

- [Modify extracted data as needed.](#)

The maintenance pages allow you to view and update extracted data as needed. Questions on the OCR Maintenance pages exactly match the questions in the CRDC school- and LEA-level survey forms, making it easy for you to find additional information for each question.

There are three maintenance pages:

- [OCR > Maintenance > School Part 1](#) - Enrollment and placement data
- [OCR > Maintenance > School Part 2 > Exam, Staff, and Retention](#) - Cumulative and end-of-year exam, staff, and retention data
- [OCR > Maintenance > School Part 2 > Discipline](#) - Cumulative and end-of-year data discipline data

<b>Campus ID</b>	Using the dropdown menu, select the campus for which to retrieve data.  Or, to add data for a campus that is not currently listed, type the three-digit campus ID.
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☐ Click **Retrieve**.

- If you selected an existing campus ID, the questions for the selected campus are listed on the left side of the page.
- Or, if you typed a campus ID, a message is displayed indicating that the campus does not exist.

☐ Click **New Campus**. You are prompted to confirm that you want to create the campus.

☐ Click **OK**. The maintenance page for the new campus is displayed.

**NOTE:** If you add the campus for one Part 1, it is automatically added to Part 2 as well.

☐ Click a link on the left side of the page. The associated question(s) are retrieved to the right side of the page.

The **School Information** link displays the data from the [Options](#) page for the selected campus.

Below the **School Information** link, tables are listed in the MMMM-XY format, where:

- MMMM is the four-character module acronym
- X is the table number within the module
- Y is the question number within the table

For example, the first question in the first table in the Courses & Classes module is labeled COUR-1a.

**NOTE:** Any table marked with an \* is not extracted from ASCENDER.

A question may have multiple parts. By default, the first part is displayed (i.e., expanded), and additional parts are collapsed.

- The (down-pointing) arrow indicates that the question is expanded (i.e., displayed). Click the arrow to hide that question.
- The (right-pointing) arrow indicates that the question is collapsed (i.e., hidden). Click the arrow to view that question.

☐ For each question and its tables, add data as needed.

**NOTES:**

- Data for extracted and non-extracted questions can be edited and saved. However, once a new extract is run, data for the extracted questions is replaced with new data, and data for the non-extracted questions remains the same.
- If you click a question link, and the question is not displayed on the right side of the page, be aware that the question may be at the bottom of the page, and scrolling is necessary. You can adjust this by maximizing your browser window, or reducing the zoom setting.

☐ Click **Save**.

<b>Delete Campus</b>	Click <b>Delete Campus</b> if you need to delete all extracted and/or updated records (all parts) for the displayed campus.  You are prompted to confirm that you want to delete the campus and its associated data. Click <b>OK</b> .
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## After You Extract Data

- [Create file.](#)

[OCR > Utilities > Create OCR File](#)

This utility allows you to create files by campus, or one file for all campuses, for federal reporting. The file for submission contains all data in one file; however, you can generate an individual file for each part for review.

<b>Select Campus</b>	Select the campus for which to create the OCR file. Or select <i>All</i> to create a file with data for all campuses.
<b>Select Part</b>	Select Part 1 (for review only) or Part 2 (for review only) to review the extracted data in Part 1 or Part 2. A CSV file is downloaded according to your browser settings. This data is for review only. The 2021-2022 submission has a consolidated layout and must be submitted in one file. Select Combined File for Submission to generate the consolidated file that can be submitted to the CRDC.
<b>Unique File Identifier</b>	Type a unique seven-character identifier for the file. This identifier will be part of the file name that is created by this utility.

☐ Click **Execute**.

The file is created and downloaded according to your browser settings.

**WARNING:** The Create OCR File utility creates a CSV file. If you open the file in Microsoft Excel, some data is changed in the conversion. Therefore, **DO NOT SUBMIT** a file that was opened in Excel; only submit the original CSV file.

Data should only be edited from within the OCR program. If you must edit data outside the OCR program (not recommended), use Notepad.exe or a similar text editor.

- [Generate reports.](#)

#### [OCR > Reports](#)

The OCR Reports page allows you to view and print reports of the OCR data for Part 1 or Part 2 by campus. The reports contain all extracted data for every question and table within each module.

[OCR0100 - School Part 1](#)

[OCR0200 - School Part 2 Exam, Staff, and Retention](#)

[OCR0300 - School Part 2 Discipline](#)

- ☐ Click the report title to view the report parameter page.

For each report, you must select a campus.

<a href="#" style="border: 1px solid green; padding: 5px 15px; text-decoration: none; color: green;">Preview</a>	<a href="#" style="border: 1px solid green; padding: 5px 15px; text-decoration: none; color: green;">PDF</a>	<a href="#" style="border: 1px solid gray; padding: 5px 15px; text-decoration: none; color: gray;">CSV</a>	<a href="#" style="border: 1px solid green; padding: 5px 15px; text-decoration: none; color: green;">Clear Options</a>						
<b>OCR Reports Group</b> <a href="#">OCR0100 - School Part 1</a> <a href="#">OCR0200 - School Part 2 Exam, Staff, and Retention</a> <a href="#">OCR0300 - School Part 2 Discipline</a>		<b>OCR0100 - School Part 1</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 40%;">Parameter Description</th> <th style="width: 30%;">Value</th> <th style="width: 30%;">List</th> </tr> </thead> <tbody> <tr> <td>Campus ID</td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: center;">⋮</td> </tr> </tbody> </table>		Parameter Description	Value	List	Campus ID	<input style="width: 100%;" type="text"/>	⋮
Parameter Description	Value	List							
Campus ID	<input style="width: 100%;" type="text"/>	⋮							

☐ Click **Run Review**.

<b>Date Run:</b> 1/3/2024 3:01 PM <b>Cnty-Dist:</b> 654-321 <b>Campus:</b> 001 <b>LEA 7 Digit NCES ID Code:</b> 1234567 <b>School 5 Digit NCES ID Code:</b>	<b>OCR School Part 1</b> 001 School Sch Year: 2022	<b>Program ID:</b> OCR0100 <b>Page:</b> 1 of 15																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">SCHR-1</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Fully Virtual School Indicator</td> </tr> </table> <p style="font-size: small; margin-top: 5px;">This school offered only virtual instruction in which students and teachers were separated by time and/or location, and interaction occurred via computers and/or telecommunications technologies:</p>			SCHR-1	Fully Virtual School Indicator																														
SCHR-1																																		
Fully Virtual School Indicator																																		
NO																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">SCHR-2</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Justice Facility Indicator</td> </tr> </table> <p style="font-size: small; margin-top: 5px;">This school is a justice facility:</p>			SCHR-2	Justice Facility Indicator																														
SCHR-2																																		
Justice Facility Indicator																																		
NO																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">SCHR-3</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Grades with Students Enrolled</td> </tr> </table> <table style="width: 100%; margin-top: 5px;"> <tr><td>Preschool</td><td style="text-align: right;">NO</td></tr> <tr><td>Kindergarten</td><td style="text-align: right;">NO</td></tr> <tr><td>Grade 1</td><td style="text-align: right;">NO</td></tr> <tr><td>Grade 2</td><td style="text-align: right;">NO</td></tr> <tr><td>Grade 3</td><td style="text-align: right;">NO</td></tr> <tr><td>Grade 4</td><td style="text-align: right;">NO</td></tr> <tr><td>Grade 5</td><td style="text-align: right;">NO</td></tr> <tr><td>Grade 6</td><td style="text-align: right;">NO</td></tr> <tr><td>Grade 7</td><td style="text-align: right;">NO</td></tr> <tr><td>Grade 8</td><td style="text-align: right;">NO</td></tr> <tr><td>Grade 9</td><td style="text-align: right;">YES</td></tr> <tr><td>Grade 10</td><td style="text-align: right;">YES</td></tr> <tr><td>Grade 11</td><td style="text-align: right;">YES</td></tr> <tr><td>Grade 12</td><td style="text-align: right;">YES</td></tr> <tr><td>Ungraded</td><td style="text-align: right;">NO</td></tr> </table>			SCHR-3	Grades with Students Enrolled	Preschool	NO	Kindergarten	NO	Grade 1	NO	Grade 2	NO	Grade 3	NO	Grade 4	NO	Grade 5	NO	Grade 6	NO	Grade 7	NO	Grade 8	NO	Grade 9	YES	Grade 10	YES	Grade 11	YES	Grade 12	YES	Ungraded	NO
SCHR-3																																		
Grades with Students Enrolled																																		
Preschool	NO																																	
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Grade 4	NO																																	
Grade 5	NO																																	
Grade 6	NO																																	
Grade 7	NO																																	
Grade 8	NO																																	
Grade 9	YES																																	
Grade 10	YES																																	
Grade 11	YES																																	
Grade 12	YES																																	
Ungraded	NO																																	

## Appendix

The following items print separately.

- [OCR Extract Information Part 1 School Form: Fall Snapshot Data](#)
- [OCR Extract Information Part 2 School Form: Exam, Staff, and Retention](#)
- [OCR Extract Information Part 2 School Form: Discipline \(Suspension, Expulsion, Corporal Punishment\)](#)