CRDC Reports - Civil Rights Data Collection Reporting

*A biennial report (every other school year)

Resources:

https://education.ohio.gov/Topics/Career-Tech/Civil-Rights-Methods-of-Administration-Program

Home | Civil Rights Data Collection

Path: USPS>Reports>CRDC Report

To be included on the report, the following conditions must be met:

- The record must be set to be **'Reportable to EMIS'** on the Position screen
- If the position status is **not equal to U**, it is eligible for the report
- **If the position status is equal to U, then checks the separation date and if it falls within the fiscal year selected, it is eligible for the report**
- If the compensation date range falls anywhere within FY selected, then eligible for the report
- One fund source code must = A, B, F, G, I, L, N, T, or U to be included.
- The information from the CRDC is based off Federal requirements. The CRDC report was created to be a major aid in finding the requirements, but may not be inclusive of everything. Some additions or subtractions may be needed by the districts.

Fiscal Year- Enter in the fiscal year that you are processing the report for.

Generate each report instance/select the instance:

These records will be sorted by building IRN then by staff name.

- **Instructional Staff- SCH-0043**
- **Instructional Staff- SCH-0044**
- **Instructional Staff- SCH-0045**
- **Generate Error Report**

Select the **Report Format** for printing:

- PDF
- Comma Separated Values