



How to Organize Data Submissions

The CRDC Flat File Submission method is designed to provide maximum flexibility for organizing data submissions. LEAs have the ability to submit files with only a subset of fields and the data elements can be organized in any order. See the "Instructions for using the CRDC Flat File Submission Method" document for more details. Below are some ideas on how data submissions using flat files may be organized.

Two Important Reminders:

- The first row of the file must include the data element headers in the same order that data elements are provided for each individual record
- The first data element in each row must be either the LEA ID or the School ID

Organize Submissions by Data Source

If data in your LEA are stored in multiple databases, you may consider creating submission files based on the data source. For example:

- Student data and school characteristics data pulled from the student management system
- Staff data and teacher absence data pulled from the personnel database
- School expenditure data pulled from the budget software

Organize by School Type

Not all school level data elements are required by elementary or middle schools. It may make sense for an LEA to pull data from its student management system by school type and to include only those data elements that are required for each school type.

Submit Skip Logic Questions Separately

It may be easier for an LEA to submit a file that includes only the indicators for some of the skip logic questions such as Advanced Placement program information, student retention by grade level or single-sex interscholastic athletics. One file could include just the indicators and a second file could include data for those schools that reported "Yes" for the indicator.



Organize Data by Snapshot Date

Data within the CRDC are reported based on different points in time. Except where noted, data for Part 1 of the CRDC are reported as of October 1 (or the closest school day to October 1). LEAs also have the flexibility to report counts of students with disabilities (IDEA) based on the IDEA child count date. Part 2 data are a cumulative count or based on end-of-year.

An LEA may choose to submit Part 1 fall snapshot data (Part 1) in one file and cumulative data (Part 2) in a separate file.

Submit by Section

An LEA may choose to submit data one section at a time. This may be useful if data need to be reviewed by different individuals in the LEA. It may also make it easier to work through any submission errors or warnings.

Submit by School

An LEA may choose to submit data one school at a time, creating a separate file for each school. This may be useful if each school has a different student management system.

Submit for All Schools in One File

An LEA may choose to submit data on a given topic for all schools in one file. This may be useful if the data for all schools are stored in the same database.