



## Managing Flat File Submissions

For local educational agencies (LEA) with a large number of schools and a high volume of data, the file submission feature of the Civil Rights Data Collection (CRDC) allows flexibility for managing data submissions.

### *Organizing File Submissions*

Leveraging existing data systems through automation or modification of existing reports to fit the CRDC file formats may be more efficient than manually entering data. The LEA can upload CRDC data in a single large file, or in multiple files broken down by modules, schools, or time of year at which certain data become available. See the document [How to Organize Data Submissions](#) for suggestions.

### *Submitting Partial Files*

A partial flat file submission means a file may contain

- data for a subset of schools or institutions within the LEA,
- a subset of data elements or topics, or
- any combination of topics and schools.

For example, a partial flat file may consist of all of the required data for only one school, only the interscholastic athletics data for all schools, or only the grades enrolled and enrollment data for a subset of schools within the LEA.

#### Tips for Using Partial Submissions

The submission tool will read a properly formatted file upload as long as the file contains appropriate data element headers. A partial file can be as simple as an individual data element for an individual school. Other tips to consider are presented below.

- Include a data element header for each data element included in the file
- If a data element contains a value, then it will overwrite previously submitted data.
- Blank values in a file will not overwrite data currently in the CRDC.



For more information on how to correct previously submitted values using a flat file, see the [Data Tip: Zeroes, Null and NS](#) document. Another useful resource is the document [Tips to Avoid Common Flat File Submission Mistakes](#).

### *Delegating Responsibilities*

Depending on where data are stored for different topics, it may make sense to delegate responsibilities for submitting data among a group of individuals. Some questions to consider when delegating responsibilities to different individuals include:

- Who will gather the data for each topic and/or school?
- Who will format the data for uploading?
- Will one or multiple individuals be responsible for uploading data to the CRDC?
- How will individuals be informed of what tasks they are responsible for?
- How will completion of delegated tasks be checked or communicated?

#### Assigning Permissions for File Submission

To upload a file into the CRDC survey data submission tool, a user must have *Write* access for all the modules and all the entities (e.g., schools) included in the file. See the [2015-16 CRDC Survey Tool User's Guide](#) for instructions on granting permissions to users.

### *Submitting Data*

The following are general steps for submitting data into the CRDC survey data submission tool using the flat file submission method:

- Create flat files in comma-separated value (.csv) format,
- Access the *File Upload* screen of the CRDC survey data submission tool,
- Add the prepared file, and
- Initiate the upload process.

For specific instructions on how to create flat files for submission, see the [2015-16 CRDC Flat File Submission Instructions](#) document. For detailed instructions on how to upload files into the CRDC survey data submission tool, see the [2015-16 CRDC Survey Tool User's Guide](#).