



EDUCATION		
4421.01 Civil Rights Data Reporting Process	Effective	01/31/2019
	Replaces	N/A
	Dated	12/24/2018

The Arizona Department of Juvenile Corrections (ADJC) shall report Civil Rights Data regarding committed youth enrolled at the Adobe Mountain School as required, including enrollment demographics, GED and Diplomas issued, discipline, school expenditures, teacher experience, and other data as indicated by OCR. Reports are due in the spring of odd-numbered years.

**AUTHORITY**

U.S. Code	
<a href="#">20 USC § 3413 (c)(1)</a>	U.S. Code- Title 20 Education –Office for Civil Rights
<a href="#">20 USC § 33</a>	U.S. Code Title 20 Chapter 33- Education of Individuals with Disabilities

**PROCEDURES**

1. **Responsibilities:**
  - a. The **SUPERINTENDENT OF EDUCATION OR DESIGNEE** of the Adobe Mountain School shall be responsible for collecting and reporting data to the US Department of Education, Office of Civil Rights (OCR).
  
2. **General instructions:**
  - a. **SUBJECT YEARS** are the years which are subject to the report, e.g., if the report is due in 2019, the **subject year** would be 2018;
  - b. **REPORTING YEARS** are the year in which the report is due, e.g., 2019;
  - c. No later than October 1 of the **subject year**, the **SUPERINTENDENT OF EDUCATION OR DESIGNEE** shall access the OCR CRDC reporting page to ensure that the OCR has the correct contact information for the school;
  - d. In December of the **subject year**, OCR will notify the **SUPERINTENDENT OF EDUCATION OR DESIGNEE** of the link for obtaining instructions for preparation of data for submission;
  - e. If no communication has been received from OCR regarding the upcoming CRDC report by December 15 of the **subject year**, the **SUPERINTENDENT OF EDUCATION OR DESIGNEE** will contact OCR to inquire, and if necessary to update contact information:
    - i. If at any point the **SUPERINTENDENT OF EDUCATION OR DESIGNEE** resigns or is otherwise replaced, the Education Records Specialist will update the contact information via the OCR CRDC website.
  - f. In February of the **reporting year**, OCR will open the CRDC Collection period, and will notify the **SUPERINTENDENT OF EDUCATION OR DESIGNEE** of the deadline (usually 75 days) for the submission of data;
  - g. Once the **SUPERINTENDENT OF EDUCATION OR DESIGNEE** has been notified of the reporting deadline, they will begin completing the online CRDC reporting form provided on the CRDC website, unless OCR has designated a new or different method for reporting;

- h. If the **SUPERINTENDENT OF EDUCATION** has designated another staff member to collect and record the data, that staff member shall submit the draft form to the **SUPERINTENDENT OF EDUCATION** for review; and
- i. After reviewing the Form, the **SUPERINTENDENT OF EDUCATION** shall submit the form on the OCR website, unless OCR has indicated that another method of submission is to be used.

3. **Specific Data Items:**

- a. Unless otherwise permitted by OCR, the **SUPERINTENDENT OF EDUCATION OR DESIGNEE** shall use definitions and procedures indicated in the CRDC Instruction Manual

**Signature Date**

01/29/2019

**Approved by**

Original Signature on File

Dr. Kim Eger, Education Superintendent

**Signature Date**

01/30/2019

**Approved by**

Original Signature on File

Jeff Hood, Director

**Effective Date**

01/31/2019