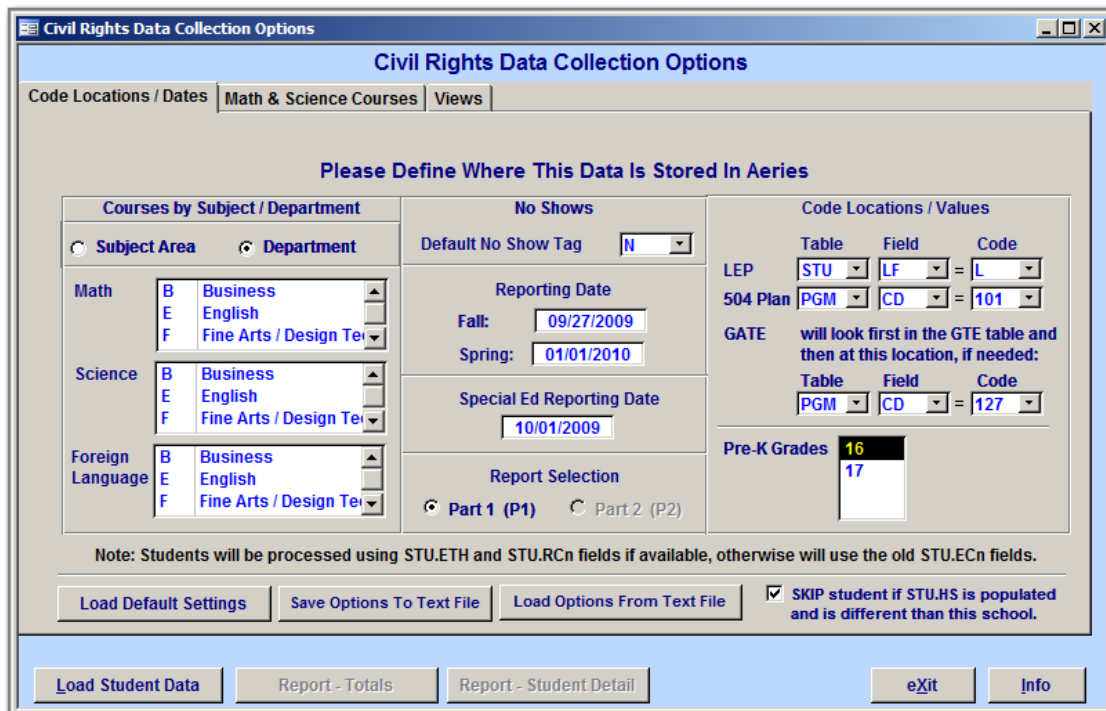


Civil Rights Data Collection Report School Version

The **Civil Rights Data Collection Report** is utilized to assist you with collecting data for the 2009 U.S. Department of Education Civil Rights Data Collection Report. This report provides information about the enrollment of, and the educational services provided to, students in public schools by race/ethnicity, sex, and disability. **Please note some of the information on this report cannot be calculated by Aeries and must be filled in by hand at each school site.**

The **Civil Rights Data Collection Option** form has had major modifications to accommodate the new requirements for this year's report. The data required for calculating this report is stored in this year's database. Since some schools store their data in different tables or fields these forms allow you to select where your school stores the data. A default button is available that will select where this data is normally stored within the Aeries database and will populate the form.

The Civil Rights is available from both the school and district versions of Aeries. All code setup must be completed for each school or the district and the report must be generated. However, there is a **Save Options to Text File** button that will save all options selected into a text file. This text file can then be **Loaded** into another school to alleviate duplicate entry by each school.



Please be aware that Eagle Software's objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within Aeries™. However, Eagle Software recognizes that each school and district using Aeries™ has established their own unique guidelines and policies.

By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.

Prior to setting up these forms:

- **Prior to generating the Civil Rights Report it is suggested that you review this years NEW State Requirements for the 2009-2010 U.S. Department of Education Civil Rights Data Collection Report.**
- **All No Show students and Pre-enrolled students must be flagged correctly in the Status (TG) field.**
- **Verify the Ethnicity (ETH) field is flagged correctly indicating whether a student is or is not Hispanic.**
- **Verify all Race fields are setup according to the 3-digit state ethnicity codes.**
- **For students not yet flagged in the Race fields verify all OLD Ethnicity fields are setup according to the 3-digit state ethnicity codes.**
- **The database for this year MUST contain all Special Education and Language Assessment data.**
- **For Special Ed students verify all Disability Codes are setup correctly for the current year and that the enter date is setup on or before the Special Ed reporting date.**
- **Verify that all students Enrollment (ENR) records are updated.**
- **The Advanced Placement and IB courses must be setup with a department code or subject area code and course level.**
- **Verify students are flagged correctly for LEP (STU.LF).**
- **Verify all Graduation Requirement (REQ) codes are setup correctly. This report CANNOT use Grad Tracks.**
- **All data in this year's database MUST be correct prior to Loading Student Data.**

CIVIL RIGHTS DATA COLLECTION SETUP

The **Civil Rights Data Collection Options** form can be accessed from **View All Forms**. The information for these fields can be manually entered or default information is available by clicking the mouse on the **Load Default Settings** button. After loading the default information any field can be manually changed to reflect your schools settings. These settings **MUST** be setup prior to running the **Load Student Data** button.

The **Code Locations/Dates** tab has the capability to select the Courses by selecting either the **Department Code** or **Subject Area Code** for Math, Science and Foreign Language. The codes that will display for the Subject Area are setup in the **Graduation Requirements (REQ)** table. This will be used in processing the AP and Single Sex courses. The middle of the form contains a **No Shows** option to select the **Status (TG)** code used to flag no show students which defaults to **N**.

The **Reporting Date** section contains all dates needed to run the report. It includes the **Reporting Date** for **Fall** and **Spring** and the **Special Ed Reporting Date**. The Fall date must be a date between 09/27 and 12/31. The Spring Date will only be required if there are sections with Block Scheduling. The **Report Selection** will default to **Part 1 (P1)** which is due June 4 and **Part 2 (P2)** will be grayed out since it is not due until December.

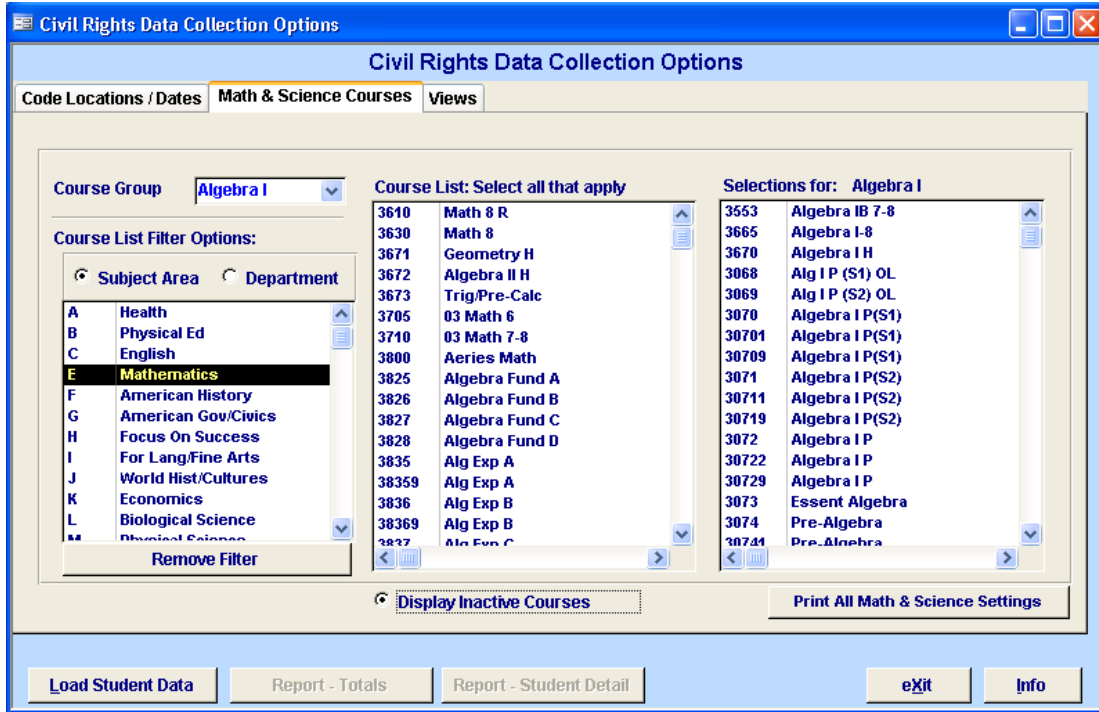
The right side of the form defaults to specific code locations that are used in the report but can be changed to fields used by your school.

- LEP will default to the STU.LF = L
- 504 Plan will default to PGM.CD = 101
- GATE will first use the GTE table to locate any records and then the PGM.CD = 127

In the far right hand corner an entry box has been added to specify any grades used to identify the **Pre-Kindergarten** students. Any grade greater than 13 will display.

Also the **SKIP student if STU.HS is populated** option will default to **ON**. Any student with a school code in the **Home School** field will not be included in this schools report totals. To include these students click the check box **OFF**.

The **Math & Science Courses** tab allows you to select courses for each Math and Science Course Group. The courses selected will be used in calculating tables 12, 13 and 14. After selecting a **Course Group** from the drop down a specific **Subject Area** or **Department** code can be selected and only the courses in that Subject Area or Department will display. The codes that will display for the **Subject Area** are setup in the **Graduation Requirements (REQ)** table. The option is also available to display the **Inactive Courses**.

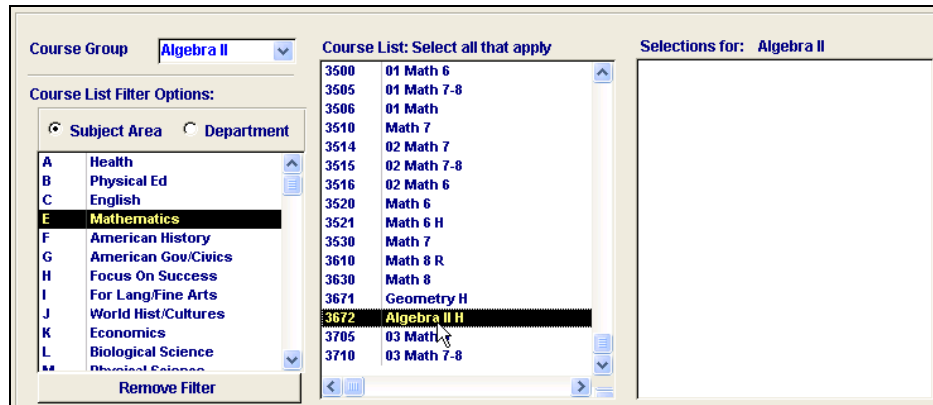


NOTE: If the Civil Rights Data Collection Report is generated from the District database ALL schools MUST be using the same course numbers for the same classes. If not, the totals on this report will not generate correctly. These courses must also have the same Academic Course Level, Subject Area and Department.

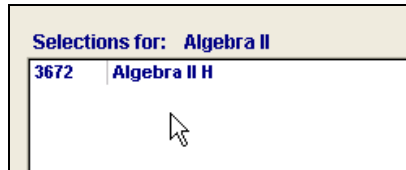
For example, if Course 0001 is setup as Algebra I it must be setup exactly the same at all schools. If one school has Course 0001 setup as Physical Ed then the totals will be incorrect on the report for Algebra I.

If schools use different course numbers, this report CAN ONLY be generated from the School version.

To setup each Course Group click the mouse on the dropdown and select the group, for example Algebra II. Select the Course Filter, either Subject Area or Department code. Double click the mouse on the **Course** listed under the **Course List** in the middle column.



The course will then display under the **Selections for:** column and will no longer display in the **Course List**.



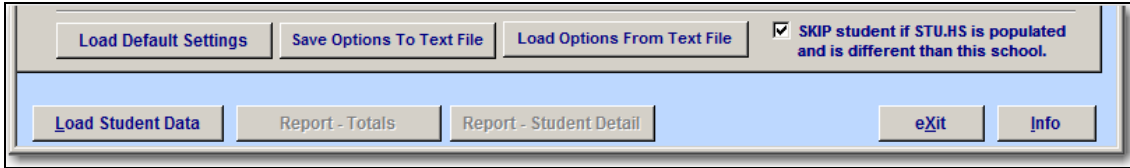
To de-select a course from the **Selections For** column, double click the mouse on the **Course** and the course will now display back under the **Course List** column.

After all Course Groups have been setup a report can be generated to verify each group contains ALL correct courses. To print the report click the mouse on the **Print All Math & Science Settings** button. The following report will be generated.

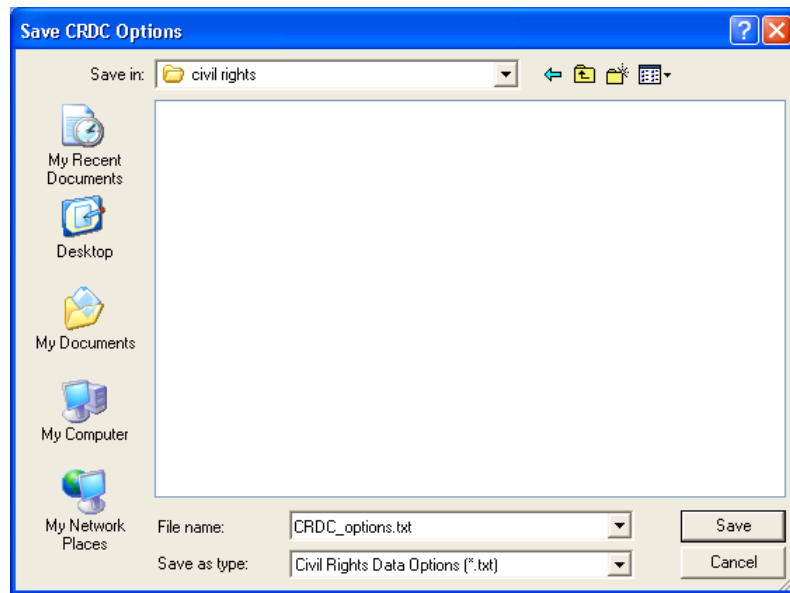
Eagle		4/23/2010
2009-2010		Page 1
CRDC - Math and Science Definitions		
Algebra I		
Course	Name / Title	
3068	Alg I P (S1) OL	
3069	Alg I P (S2) OL	
3070	Algebra I P(S1)	
30701	Algebra I P(S1)	
30709	Algebra I P(S1)	
3071	Algebra I P(S2)	
30711	Algebra I P(S2)	

CIVIL RIGHTS DATA COLLECTION SETUP

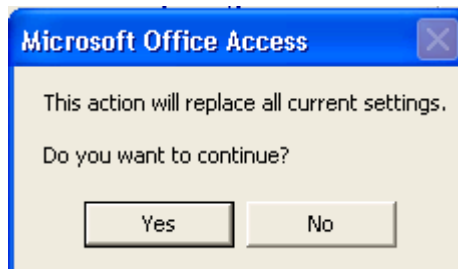
After **ALL** information has been setup in the **Civil Rights Data Collection** form a text file can be created as a backup or to be loaded into other schools. Click the mouse on the **Save Options to Text File** button.



An entry box will display with a default path and file name for this file. The path and file name can be changed. Click the mouse on the **Save** button and a message will display indicating the options have been saved.



The text file saved can be loaded back into Aeries at either this school site or another school site by clicking the mouse on the **Load Options From Text File** button. A file selection box will display to select the file. After selecting the file the following message will display. To continue click the mouse on the **Yes** button and all settings will be loaded into the **Civil Rights Data Collection** forms.



LOAD STUDENTS DATA PROCESS

When the **Load Student Data** button is selected the qualifying students will be loaded and each student will be flagged if they meet the criteria for each table on the Civil Rights Data Collection report.

Prior to running the Load Student Data process it is important that you review the data that is utilized to calculate the tables and verify that all data is correct.

The students will be loaded according to the following:

- Student will not be loaded if flagged as Pre-Enrolled or No Show in the Status (STU.TG) field.
- Student will be loaded if the Enter Date in the ENR table (ENR.ED) is on/before the Report Date (between 09/27 and 12/31)
- Student will be loaded if the Leave Date in the ENR table (ENR.LD) is Null or on/after the Report Date (between 09/27 and 12/31)
- Student will be loaded if flagged as inactive Status (STU.TG) field but does not have a Leave Date in ENR.
- Student will not be included if they are active but has a Leave Date in ENR before the Report Date.
- In both cases, there will be a warning stating that there are discrepancies between the student Status Tag and the ENR table.

TABLE 5 – OVERALL ENROLLMENT

Will ONLY use the students initiated in the Load Students process.

Race/Ethnicity - Students with data in the new ETH and RCn fields will be used to calculate the race/ethnicity. Students without data in the new ETH and RCn fields, will use the old EC fields to calculate the race/ethnicity.

Students with Disability – students calculated will have a disability code (CSE.DI), have an enter date in CSE (CSE.ED) on/before the Special Ed Reporting date and no Exit date (CSE.XD), or an Exit date on/after the Special Ed Reporting date.

Section 504 - student needs to match the table, field and code specified on the setup form. If the table specified is the PGM table it will check the Eligibility Start (PGM.ESD) and End (PGM.EED) dates. If there is no date in those fields, it will check the Participation Start (PGM.PSD) and End (PGM.PED) dates. It will compare these dates against the Fall Reporting Date.

***** If a student has data for Section 504 and data in CSE the student will be flagged under "Student w/Disab". The student cannot be flagged/counted in both columns.**

LEP - student needs to match the table, field and code specified in the setup form.

TABLE 6 – PRE-K ENROLLMENT

Will ONLY use the students initiated in the Load Students process.

Race/Ethnicity - Students with data in the new ETH and RCn fields will be used to calculate the race/ethnicity. Students without data in the new ETH and RCn fields, will use the old EC fields to calculate the race/ethnicity.

Enrollment Early Childhood - students calculated will have the same grade as the grade defined for Pre-K in the setup form

TABLE 8 – GATE ENROLLMENT

Will ONLY use the students initiated in the Load Students process.

Race/Ethnicity - Students with data in the new ETH and RCn fields will be used to calculate the race/ethnicity. Students without data in the new ETH and RCn fields, will use the old EC fields to calculate the race/ethnicity.

Students in Gifted/Talented programs - will check for a record in GTE and evaluate the Eligibility Start (GTE.ESD) and End GTE.EED) dates against the Fall Reporting Date. If eligibility dates are blank, it will evaluate the Participation Start (GTE.PSD) and End (GTE.PED) dates.

If no record was found in GTE it will look in the user-defined location, field and value (usually PGM.CD = 127). If the table is PGM it will also evaluate the Eligibility and Participation dates against the Fall Reporting Date.

TABLE 9 – LIMITED ENGLISH PROFICIENT STUDENTS

Will ONLY use the students initiated in the Load Students process.

Race/Ethnicity - Students with data in the new ETH and RCn fields will be used to calculate the race/ethnicity. Students without data in the new ETH and RCn fields, will use the old EC fields to calculate the race/ethnicity.

Students who are LEP - students calculated will be flagged as LEP (STU.LF).

Students enrolled in LEP programs - students calculated will be flagged as LEP (STU.LF) with a record in Language Assessment. Will check the Start (LAC.SD) and End (LAC.ED) dates in LAC and if the date is on or before the Fall Reporting Date and LAC.ED is null or on/after the Fall Reporting Date, then the student is considered as enrolled in LEP

TABLE 10 – STUDENTS WITH DISABILITIES

Will ONLY use the students initiated in the Load Students process.

Race/Ethnicity - Students with data in the new ETH and RCn fields will be used to calculate the race/ethnicity. Students without data in the new ETH and RCn fields, will use the old EC fields to calculate the race/ethnicity.

Students with Disability served under IDEA – students calculated will have a disability code (CSE.DI), have an enter date in CSE (CSE.ED) on/before the Special Ed Reporting date and no Exit date (CSE.XD), or an Exit date on/after the Special Ed Reporting date.

Students with Disability served under 504 - student needs to match the table, field and code specified on the setup form. If the table specified is the PGM table it will check the Eligibility Start (PGM.ESD) and End (PGM.EED) dates. If there is no date in those fields, it will check the Participation Start (PGM.PSD) and End (PGM.PED) dates. It will compare these dates against the Fall Reporting Date.

***** If a student has data for Section 504 and data in CSE the student will be flagged under "Student w/Disab". The student cannot be flagged/counted in both columns.**

TABLE 11 – CLASSES IN MATHEMATICS AND SCIENCE COURSES

The data will be pulled from MST based on the selections made on the "Math & Science Courses" tab. The total of students enrolled in that course (MST.TS) must be greater than zero.

TABLE 12 – ENROLLMENT IN ALGEBRA I (GRADES 7-8)

Will ONLY use the students initiated in the Load Students process.

Race/Ethnicity - Students with data in the new ETH and RCn fields will be used to calculate the race/ethnicity. Students without data in the new ETH and RCn fields, will use the old EC fields to calculate the race/ethnicity.

Students taking Algebra I - students calculated will be in grade 7 or 8 and enrolled in the courses selected under Algebra1 on the "Math & Science Courses" tab. The program will check the Block Schedule field in MST to determine which Reporting Date to be used. If MST.BL > 1 then the program will use the Spring Reporting Date otherwise it will use the Fall Reporting Date. The program will then use the Reporting date to verify that the student was enrolled in the CAR within the valid date range.

TABLE 13 – ENROLLMENT IN MATHEMATICS COURSES (GRADES 9-12)

Will ONLY use the students initiated in the Load Students process.

Race/Ethnicity - Students with data in the new ETH and RCn fields will be used to calculate the race/ethnicity. Students without data in the new ETH and RCn fields, will use the old EC fields to calculate the race/ethnicity.

Students taking Algebra I (grades 9-10) - students calculated will be in grade 9 or 10 and enrolled in the courses selected under Algebra1 on the "Math & Science Courses" tab. The program will check the Block Schedule field in MST to determine which Reporting Date to be used. If MST.BL > 1 then the program will use the Spring Reporting Date otherwise it will use the Fall Reporting Date. The program will then use the Reporting date to verify that the student was enrolled in the CAR within the valid date range.

Students taking Algebra I (grades 11-12) - students calculated will be in grade 11 or 12 and enrolled in the courses selected under Algebra1 on the "Math & Science Courses" tab. The program will check the Block Schedule field in MST to determine which Reporting Date to be used. If MST.BL > 1 then the program will use the Spring Reporting Date otherwise it will use the Fall Reporting Date. The program will then use the Reporting date to verify that the student was enrolled in the CAR within the valid date range.

Students taking Geometry, Algebra II, Advanced Math, Calculus - students calculated will be in grade 9 -12 and enrolled in the courses selected on the "Math & Science Courses" tab. The program will check the Block Schedule field in MST to determine which Reporting Date to be used. If MST.BL > 1 then the program will use the Spring Reporting Date otherwise it will use the Fall Reporting Date. The program will then use the Reporting date to verify that the student was enrolled in the CAR within the valid date range.

TABLE 14 – ENROLLMENT IN SCIENCE AND IB (GRADES 9-12)

Will ONLY use the students initiated in the Load Students process.

Race/Ethnicity - Students with data in the new ETH and RCn fields will be used to calculate the race/ethnicity. Students without data in the new ETH and RCn fields, will use the old EC fields to calculate the race/ethnicity.

Students taking Biology, Chemistry, Physics - students calculated will be in grade 9 -12 and enrolled in the courses selected on the "Math & Science Courses" tab. The program will check the Block Schedule field in MST to determine which Reporting Date to be used. If MST.BL > 1 then the program will use the Spring Reporting Date otherwise it will use the Fall Reporting Date. The program will then use the Reporting date to verify that the student was enrolled in the CAR within the valid date range. **The students will be counted only once in each row.**

Students taking IB Program - students calculated will be in grade 9 -12 and enrolled in IB Courses. The program will check the CRS.CL field for codes 37 or 38. The student will be counted only once regardless how many IB classes they are enrolled in. The program will check the Block Schedule field in MST to determine which Reporting Date to be used. If MST.BL > 1 then the program will use the Spring Reporting Date otherwise it will use the Fall Reporting Date. The program will then use the Reporting date to verify that the student was enrolled in the CAR within the valid date range.

TABLE 17 – ADVANCED PLACEMENT (AP) ENROLLMENT

Will ONLY use the students initiated in the Load Students process.

Race/Ethnicity - Students with data in the new ETH and RCn fields will be used to calculate the race/ethnicity. Students without data in the new ETH and RCn fields, will use the old EC fields to calculate the race/ethnicity.

Students with at least one AP course - students calculated will be in grade 9 -12 and enrolled in an AP Course. The program will check the CRS.CL field for code 30. The student will be counted only once regardless how many AP classes they are enrolled in. The program will use the Reporting date to verify that the student was enrolled in the CAR within the valid date range.

TABLE 18 – ADVANCED PLACEMENT (AP) COURSE PARTICIPATION BY SUBJECT

Will ONLY use the students initiated in the Load Students process.

Race/Ethnicity - Students with data in the new ETH and RCn fields will be used to calculate the race/ethnicity. Students without data in the new ETH and RCn fields, will use the old EC fields to calculate the race/ethnicity.

Students taking AP Math, AP Science, AP Foreign Language, Other AP Subjects - students calculated will be in grade 9 -12 and enrolled in an AP Course selected on the Course by Subject / Department in the Code Locations / Dates tab. The program will then use the Reporting date to verify that the student was enrolled in the CAR within the valid date range. **The students will be counted only once in each row.**

TABLE20 – SINGLE SEX ACADEMIC CLASSES

The data will be pulled from MST based on courses defined on the Course by Subject / Department in the Code Locations / Dates tab. This table will include the courses that have CRS.TGN flagged with an 'F' or 'M'.

Once the **Setup** options are complete the students can be loaded. Click the mouse on the **Load Student Data** button. When the **Load Student Data** button is selected Student Data will begin to be loaded.



NOTE: Make sure that the current year school and district databases are located in the same folder, such as, C:\eagle.

If there are any students that have a **Leave Data** and no **Status Tag** OR if they have a **Status Tag** and no **Leave Date** incorrect totals can be generated by this report. The following message will display. To view these students click the mouse on the **Yes** button.

The message box will display any student that has a discrepancy with the **Status Tag** field and the **Leave Date** field. A message will also display if there are any issues with the ENR record for a student. It is highly suggested that these errors are fixed prior to generating the Civil Rights report.

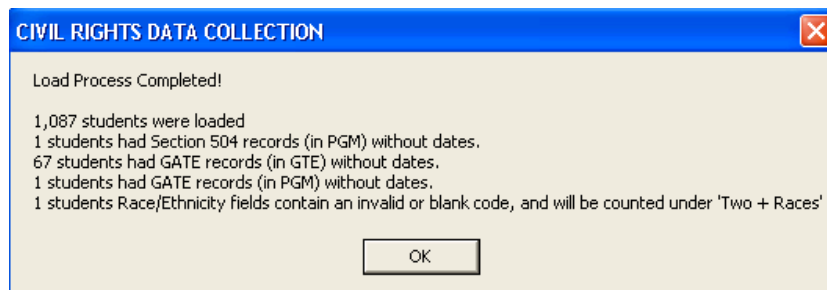
usysMSG : Table	
tbl	msg
▶ Silent	Student # 10230 inactive without a leave date.
Silent	Student # 13322 active with a leave date.
Silent	Student # 12291 active with a leave date.
Silent	Student # 10235 active with a leave date.
Silent	Student # 10934 active with a leave date.
Silent	Student # 12736 active with a leave date.
Silent	Student # 13118 active with a leave date.
Silent	Student # 14072 inactive without a leave date.
Silent	Student # 14069 inactive without a leave date.
Silent	Student # 13964 active with a leave date.

If you do not fix the errors the following message will display indicating the number of active or inactive students that will or will not be counted in the **Civil Rights** report.



Please take note that if there are any changes made to the student data or Civil Rights Data Collection Options forms, the Load Student Data button MUST be re-loaded before the report can be generated.

After the **Load Student Data** button has been generated, a message will display indicating the number of students loaded. Also, totals will be generated for any students located that have a GATE or Section 504 record without a date and students that have an incorrect Race/Ethnicity code will display. It is highly suggested that these records be located and fixed to ensure your totals are correct.



IEWS TAB

The **Views** tab can be utilized to display the totals that will be generated on the report. The **View Table Totals** button will display in a format similar to the one shown in the CRDC documentation. An option is also available to select only particular tables to be displayed on the form by clicking the mouse on the table number.

Table	Row Sx	Hispanic/ Latino	American Indian	Asian	African Amer	Hawaiian/ Pac Islan	White	2+ Races	TOTAL	Students w/Disab	Section 504	LEP
TBL05	A M	455	5	30	26	0	48	4	568	109	2	87
TBL05	A F	411	4	27	18	2	54	3	519	44	0	51
TBL06	A M	1	0	0	0	0	0	0	1	0	0	1
TBL06	A F	0	0	0	0	0	0	0	0	0	0	0
TBL08	A M	21	0	10	1	0	4	0	36	2	0	0
TBL08	A F	14	1	8	0	0	5	0	28	1	0	0
TBL09	A M	81	0	5	1	0	0	0	87	36	0	0
TBL09	A F	49	0	0	0	1	1	0	51	14	0	0
TBL09	B M	80	0	5	1	0	0	0	86	36	0	0
TBL09	B F	48	0	0	0	1	1	0	50	14	0	0
TBL10	A M	91	1	2	5	0	10	0	109	0	0	36
TBL10	A F	34	0	0	3	0	7	0	44	0	0	14
TBL10	B M	2	0	0	0	0	0	0	2	0	0	1

STU based tables: 5 6 8 9 10 12 13 14 17 18 ← All — None

Other Tables: 11 20

View Table Totals View Table Details

Load Student Data Report - Totals Report - Student Detail Exit Info

The **View Table Details** button will display the students included in the counts and the tables that they were included in will display on the right side of the form along with a letter indicating the **Row** for the table. The option is also available to select only particular tables to be displayed on the form by clicking the mouse on the table number.

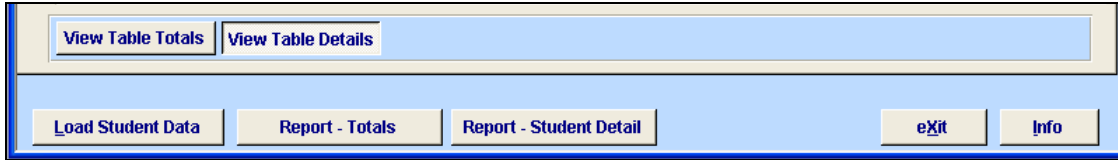
	Student#	Student ID	Grade	Student Name	Race / Ethnicity	Sex	DIS	504	LEP	GATE	TBL 5	TBL 9
1	000400	0012313244	18	Van Olphen, Jacob	Hispanic/Latino	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A	A
2	000847	0012311485	8	Leon, Ellein	Hispanic/Latino	F	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A	AB
3	000921	0012314315	8	Cabrales, Alejandro	African American	M	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A	AB
4	000978	0012316356	7	Acero, Lorraine	Asian	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	
5	001010	0012315709	7	Riggio, Dominick	Two or More Race	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	
6	001228	0012317906	7	Costin, Alex	Amer Indian/AlasI	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	
7	001377	0012320532	6	Mata, Angela	Hispanic/Latino	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	
8	001506	0012320793	6	Riggio, Josephine	Two or More Race	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	
9	001577	0012320499	6	Jiang, Shirley	Asian	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	
10	001591	0012320551	6	Ramirez, Aaron	Hispanic/Latino	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	
11	001705	0012321121	8	Rodriguez, Pricilla	Hispanic/Latino	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	
12	001830	0012321802	6	Martinez, Isaiah	Hispanic/Latino	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	
13	001886	0012325915	7	Lira, Elizabeth	Hispanic/Latino	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	
14	001894	0012326390	6	Segura, Jacqueline	Hispanic/Latino	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	

Tables: 5 6 8 9 10 12 13 14 17 18 All — None

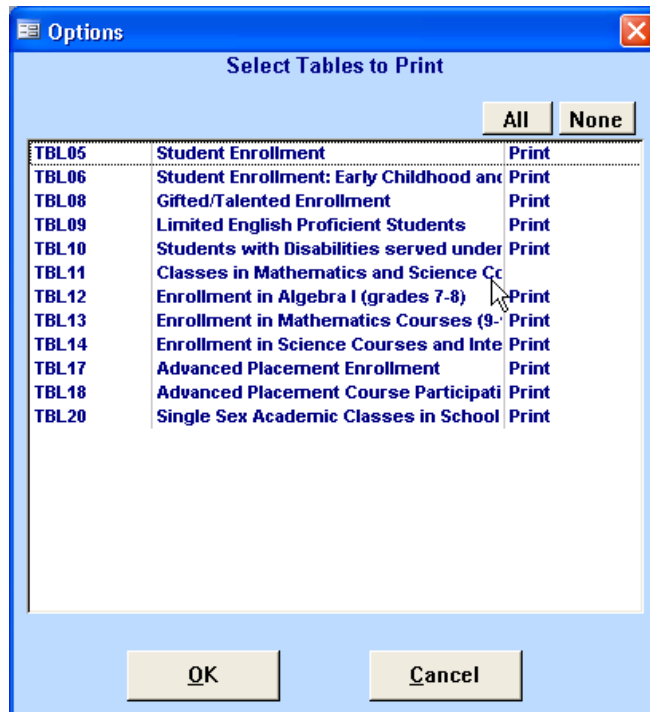
View Table Totals View Table Details

CIVIL RIGHTS REPORTS

After the Load Student Data has been generated the **Report - Totals** and **Report – Student Details** buttons will no longer be grayed out and can be selected. To generate the report, click the mouse on the **Report** button selected.



The following selection box will display to allow you to print ALL of the Tables or to select individual Tables to be printed. All tables will default to be printed and **Print** will display to the right of the **Table** name.



To de-select a table click the mouse on the **Table** name. The **Print** will no longer display when you de-select a table. Click the mouse on the **Table** name to select the table to print. The **All** or **None** buttons can also be used to select all reports or de-select all reports. After all Tables have been selected click the mouse on the **OK** button.

The following is an example of the **Report Totals**. The report totals gives you complete totals for each table.

Eagle										4/23/2010		
2009-2010										Page 1		
Civil Right Data Collection												
05. Student Enrollment												
Category	SEX	Race / Ethnicity							Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White	Two + Races				
A. Overall Enrollment	M	455	5	30	26	0	48	4	568	109	2	87
	F	411	4	27	18	2	54	3	519	44	0	51
Totals:		866	9	57	44	2	102	7	1087	153	2	138
06. Student Enrollment: Early Childhood and Pre-K												
Category	SEX	Race / Ethnicity							Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White	Two + Races				
A. Enrollment Early Childhood/Pre-K	M	1	0	0	0	0	0	0	1	0		1
	F	0	0	0	0	0	0	0	0	0		0
Totals:		1	0	0	0	0	0	0	1	0		1
08. Gifted/Talented Enrollment												
Category	SEX	Race / Ethnicity							Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White	Two + Races				
A. Students in Gifted/Talented programs	M	21	0	10	1	0	4	0	36	2		0
	F	14	1	8	0	0	5	0	28	1		0
Totals:		35	1	18	1	0	9	0	64	3		0

The following is an example of the **Report Student Details**. The student details will print out each table with every student that was included in this table count.

Eagle										4/23/2010		
2009-2010										Page 23		
Civil Right Data Collection Details												
05. Student Enrollment												
Student#	Student ID	Grade	Student Name	Race / Ethnicity	Sex	Counted in Row	DIS	504	LEP	GATE	Errors	
048439	0012322294	6	Garcia, Jonathan	Hispanic/Latino	M A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
048440	0012316198	7	Garcia, Anthony	Hispanic/Latino	M A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
048441	0012344728	7	Corzantes, Isaiah	Hispanic/Latino	M A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
048442	0012344730	8	Moore, Derrick	African American	M A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
048444	0012320489	6	Gonzales, Jessica	Hispanic/Latino	F A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
048445	0012344794	6	Lazaro, Juan	Hispanic/Latino	M A		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
048446	0012344820	8	Ruiz, Alfredo	Hispanic/Latino	M A		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
048447	0012336391	8	Rios, Desirae	Hispanic/Latino	F A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
048448	0012344842	6	Suman, Shreya	Hawaiian/Pacif Isl	F A		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Totals for Table 05. Student Enrollment												
Total Students:												1087
Total Males:												568
Total Females:												519
Total Hispanic / Latino:												866
Total American Indian / Alaska:												9
Total Asian:												57
Total African American / Black:												44
Total Hawaiian / Pacific Islander:												2
Total White:												102
Total Two or More Races:												7
Total Students With Disabilities:												153
Total Students Section 504:												2
Total LEP Students:												138
Total GATE Students:												64
NOTE: These totals reflect the total number of students that meet the criteria for each table and the student is only counted once. The totals that are calculated on the Totals Report may be different since a student can be counted in more than one row of the table.												

CIVIL RIGHTS REPORT TOTALS

The **Civil Rights Report Totals** will generate each **Civil Rights Tables** separately. Each section of the report will utilize the data pre-processed on the initial **Load Student Data** process. The following data in Aeries will be used to calculate the totals in this report.

Aeries Tables used from this years database: STU, SEC, CAR, ENR, GTE, PGM and CSE

TABLE 5 – OVERALL ENROLLMENT

Overall Enrollment - will utilize all students pre-processed on the **Load Student Data** process and will calculate an unduplicated count of students enrolled for each Race/Ethnicity. It will also include totals for students with disabilities, enrolled in special programs and LEP. These totals will also include Pre-Kindergarten students.

05. Student Enrollment												
Category	SEX	Race / Ethnicity							Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White	Two + Races				
A.Overall Enrollment	M	455	5	30	26	0	48	4	568	109	2	87
	F	410	4	27	18	2	54	3	518	44	0	51
Totals:		865	9	57	44	2	102	7	1086	153	2	138

TABLE 6 – PRE-K ENROLLMENT

Prekindergarten – calculates the unduplicated count of students participating in a pre-kindergarten program at a school for each Race/Ethnicity. It will also include totals for students with disabilities and LEP.

06. Student Enrollment: Early Childhood and Pre-K												
Category	SEX	Race / Ethnicity							Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White	Two + Races				
A.Enrollment Early ChildhoodPre-K	M	4	0	0	0	1	1	0	6	0		1
	F	4	0	2	0	1	0	0	7	0		3
Totals:		8	0	2	0	2	1	0	13	0		4

TABLE 8 – GIFTED/TALENTED ENROLLMENT

Gifted or Talented Enrollment - calculates an unduplicated count of students for each Race/Ethnicity who are participating in special programs during regular school hours who possess unusually high academic ability or a specialized talent or aptitude. It will also include totals for students with disabilities and LEP.

08. Gifted/Talented Enrollment												
Category	SEX	Race / Ethnicity							Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White	Two + Races				
A.Students in Gifted/Talented programs	M	33	1	10	0	0	36	5	85	1		0
	F	43	0	14	2	0	25	12	96	0		0
Totals:		76	1	24	2	0	61	17	181	1		0

TABLE 9 – LIMITED ENGLISH PROFICIENT STUDENTS

Students who are LEP - calculates a count of students for each Race/Ethnicity for the number of students assessed for English language proficiency that meet the definition of limited English proficient and flagged in the **Language Fluency (STU.LF)** field. Includes pre-kindergarten through grade 12.

Students Enrolled in LEP Programs – calculates a count of students for each Race/Ethnicity who are flagged as LEP students and are currently enrolled in an English instruction program with an active record in Language Assessment.

09. Limited English Proficient students											
Category	SEX	Race / Ethnicity						Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White				
A.Students who are LEP	M	11	0	6	0	1	5	0	23	4	
	F	12	0	1	0	1	1	0	15	3	
B.Students enrolled in LEP programs	M	11	0	6	0	1	5	0	23	4	
	F	12	0	1	0	1	1	0	15	3	
Totals:		46	0	14	0	4	12	0	76	14	

TABLE 10 - STUDENTS WITH DISABILITIES SERVED UNDER IDEA OR SECTION 504

Students with Disability served under IDEA – calculates an unduplicated count of students for each Race/Ethnicity who currently has an active disability code record in Special Ed.

Students with Disability served under 504 - calculates an unduplicated count of students for each Race/Ethnicity who has participated in Section 504 and has an active record in the table, field and code specified on the setup form.

*** If a student has data for Section 504 and data in CSE the student will be flagged under "Student w/Disab". The student cannot be flagged/counted in both columns.

10. Students with Disabilities served under IDEA or under Section 504 only											
Category	SEX	Race / Ethnicity						Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White				
A.Students w/Disab served under IDEA	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
B.Students w/Disab served under 504	M	2	0	0	0	0	0	0	2	1	0
	F	0	0	0	0	0	0	0	0	0	0
Totals:		2	0	0	0	0	0	0	2	1	0

TABLE 11 – CLASSES IN MATH AND SCIENCE COURSES

The data will be pulled from Master Schedule based on the selections made on the "Math & Science Courses" tab. The total of students enrolled in that course (MST.TS) must be greater than zero.

11. Classes in Mathematics and Science Courses	
Courses	Number of Classes
A.Algebra I	26
B.Geometry	16
C.Algebra II	12
D.Adv. Mathematics	8
E.Calculus	3
F.Biology	19
G.Chemistry	7
H.Physics	19
Totals:	110

TABLE 12 – ENROLLMENT IN ALGEBRA I (GRADES 7-8)

Students taking Algebra I - calculates a count of students for each Race/Ethnicity for the number of students in grade 7 or 8 who are enrolled in the courses selected under Algebra1 on the "Math & Science Courses" tab.

12. Enrollment in Algebra I (grades 7-8)												
Category	SEX	Race / Ethnicity							Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White	Two + Races				
A.Students taking Algebra I	M	248	2	17	15	0	26	2	310	25		35
	F	245	3	18	7	1	31	1	306	3		23
	Totals:	493	5	35	22	1	57	3	616	28		58

TABLE 13 – ENROLLMENT IN MATHEMATICS COURSES (GRADES 9-12)

Students taking Algebra I (grades 9-10) - calculates a count of students for each Race/Ethnicity for the number of students in grade 9 or 10 and enrolled in the courses selected under Algebra1 on the "Math & Science Courses" tab. The program will use the Reporting date to verify that the student was enrolled in the CAR within the valid date range.

Students taking Algebra I (grades 11-12) - calculates a count of students for each Race/Ethnicity for the number of students in grade 11 or 12 and enrolled in the courses selected under Algebra1 on the "Math & Science Courses" tab. The program will use the Reporting date to verify that the student was enrolled in the CAR within the valid date range.

Students taking Geometry, Algebra II, Advanced Math, Calculus – calculates a count of students for each Race/Ethnicity for the number of students in grade 9 - 12 and enrolled in the courses selected on the "Math & Science Courses" tab. The program will use the Reporting date to verify that the student was enrolled in the CAR within the valid date range.

13. Enrollment in Mathematics Courses (9-12)												
Category	SEX	Race / Ethnicity							Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White	Two + Races				
A.Students taking Alg I (grade 9-10)	M	157	2	12	9	1	64	8	253	49		9
	F	146	1	7	4	2	67	5	232	32		11
B.Students taking Alg I (grade 11-12)	M	45	0	4	5	0	34	4	92	27		6
	F	44	0	1	3	0	17	6	71	16		1
C.Students taking Geometry	M	128	0	14	8	0	80	9	239	17		2
	F	157	0	17	7	1	66	13	261	11		1
D.Students taking Algebra II	M	89	1	8	9	0	39	8	154	4		3
	F	99	3	7	7	0	52	6	174	2		1
E.Students taking Advanced Math	M	82	0	14	4	0	35	7	142	5		0
	F	90	0	7	1	0	38	8	144	1		1
F.Students taking Calculus	M	14	0	12	0	0	7	4	37	0		0
	F	11	0	6	1	0	9	5	32	0		0
	Totals:	1062	7	109	58	4	508	83	1831	164		35

TABLE 14 – ENROLLMENT IN SCIENCE AND IB (GRADES 9-12)

Students taking Biology, Chemistry, Physics – calculates a count of students for each Race/Ethnicity for the number of students in grade 9 - 12 and enrolled in the courses selected on the "Math & Science Courses" tab. The program will use the Reporting date to verify that the student was enrolled in the CAR within the valid date range.

Students taking IB Program - calculates a count of students for each Race/Ethnicity for the number of students in grade 9 - 12 and enrolled in IB Courses. The program will check the CRS.CL field for codes 37 or 38. The student will be counted only once regardless how many IB classes they are enrolled in. The program will use the Reporting date to verify that the student was enrolled in the CAR within the valid date range.

Category	SEX	Race / Ethnicity							Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White	Two + Races				
A.Students taking Biology	M	149	0	22	7	0	78	15	271	25		8
	F	180	0	15	10	1	71	14	291	18		6
B.Students taking Chemistry	M	51	0	4	1	0	30	6	92	2		1
	F	76	1	15	7	0	34	6	139	1		0
C.Students taking Physics	M	199	2	31	14	1	91	8	346	37		6
	F	166	2	11	5	2	99	12	297	18		8
D.Students enrolled in IB programme	M	44	1	21	0	0	22	6	94	1		0
	F	67	0	13	4	0	28	10	122	0		2
Totals:		932	6	132	48	4	453	77	1652	102		31

TABLE 17: ADVANCED PLACEMENT ENROLLMENT

Students with at least one AP course - students calculated will be in grade 9 -12 and enrolled in an AP Course. The program will check the CRS.CL field for code 30. The student will be counted only once regardless how many AP classes they are enrolled in.

Category	SEX	Race / Ethnicity							Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White	Two + Races				
A.Students with at least one AP course	M	40	0	18	1	0	20	9	88	1		0
	F	29	0	12	3	0	22	9	75	0		0
Totals:		69	0	30	4	0	42	18	163	1		0

TABLE 18 – ADVANCED PLACEMENT (AP) COURSE PARTICIPATION BY SUBJECT

Students taking AP Math, AP Science, AP Foreign Language, Other AP Subjects - students calculated will be in grade 9 -12 and enrolled in an AP Course selected on the Course by Subject / Department in the Code Locations / Dates tab. The program will check the CRS.CL field for code 30. The program will then use the Reporting date to verify that the student was enrolled in the CAR within the valid date range. **The students will be counted only once in each row.**

18. Advanced Placement Course Participation by Subject

Category	SEX	Race / Ethnicity							Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White	Two + Races				
A.Students taking AP Math	M	19	0	13	0	0	11	6	49	1		0
	F	10	0	10	3	0	9	3	35	0		0
B.Students taking AP Science	M	0	0	0	0	0	0	0	0	0		0
	F	0	0	0	0	0	0	0	0	0		0
C.Students taking AP Foreign Language	M	0	0	0	0	0	0	0	0	0		0
	F	0	0	0	0	0	0	0	0	0		0
D.Students taking other AP subjects	M	27	0	11	1	0	14	4	57	0		0
	F	20	0	5	1	0	17	7	50	0		0
Totals:		76	0	39	5	0	51	20	191	1		0

TABLE20 – SINGLE SEX ACADEMIC CLASSES

The data will be pulled from MST based on courses defined on the Course by Subject / Department in the Code Locations / Dates tab. This table will include the courses that have CRS.TGN flagged with an 'F' or 'M'.

20. Single Sex Academic Classes in School

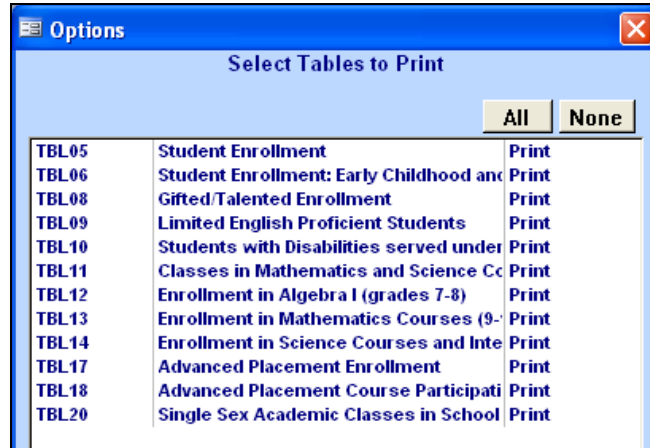
Other Academic Subjects Category	Only Males	Only Females	Total Single-Sex Classes
A.Algebra or Geometry	15	1	16
B.Other Mathematics	6	2	8
C.Science	4	2	6
D.English/Reading/Lang Arts	0	0	0
E.Other Academic Subjects	0	2	2
Totals:	25	7	32

CIVIL RIGHTS REPORT STUDENT DETAILS

The **Civil Rights Report Student Details** will generate a detailed listing of each student that was included in the calculation of each of the **Civil Rights Tables**. Each section of the report will utilize the data pre-processed on the initial **Load Student Data**. This report can be utilized to verify the students included in the report with details as to why they were included. The following data in Aeries will be used to calculate the totals in this report.

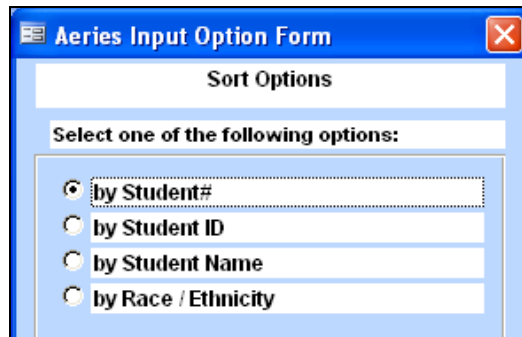
Aeries Tables used from this years database: STU, SEC, CAR, ENR, REQ, GTE, PGM and CSE

When the **Civil Rights Report Student Details** is first selected to print a **Select Tables to Print** option box will display.



Select Tables to Print		
All None		
TBL05	Student Enrollment	Print
TBL06	Student Enrollment: Early Childhood and	Print
TBL08	Gifted/Talented Enrollment	Print
TBL09	Limited English Proficient Students	Print
TBL10	Students with Disabilities served under	Print
TBL11	Classes in Mathematics and Science Co	Print
TBL12	Enrollment in Algebra I (grades 7-8)	Print
TBL13	Enrollment in Mathematics Courses (9-	Print
TBL14	Enrollment in Science Courses and Inte	Print
TBL17	Advanced Placement Enrollment	Print
TBL18	Advanced Placement Course Participati	Print
TBL20	Single Sex Academic Classes in School	Print

After the tables are selected and the **OK** button has been clicked a **Sort Options** box will display to allow you to change the default sort order of the report which is **By Student Number**. After selecting the sort order click the mouse on the **OK** button and the report will be generated.



Aeries Input Option Form

Sort Options

Select one of the following options:

- by Student#
- by Student ID
- by Student Name
- by Race / Ethnicity

The following is an example of the report generated in order by Race/Ethnicity. At the top of the report the **Table number** and **description** will be printed. Below the table information all students included in the table will display with specific details that included the **Student number**, **Student ID**, **Grade** and **Student Name**.

Eagle										4/27/2010	
2009-2010		Civil Right Data Collection Details						Page 30			
10. Students with Disabilities served under IDEA or under Section 504 only											
Student#	Student ID	Grade	Student Name	Race / Ethnicity	Sex	Counted in Row	DIS	504	LEP	GATE	Errors
025799	0133533899	6	Robertson, Amy	White	F	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
026017	0133533944	6	Wise, David	White	M	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
026028	0133555098	6	Myers, Jennifer	White	F	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
026121	0133540497	6	Yoakam, Destiny	White	F	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
048377	0133537348	6	Balsz, Roy	White	M	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
048401	0133556265	7	Calhoun, Jeremy	White	M	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
000400	0133525365	18	Van Olphen, Allan	Hispanic/Latino	M	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
025772	0133529014	6	Hernandez, Dalton	Hispanic/Latino	M	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Totals for Table 10. Students with Disabilities served under IDEA or under Section 504											
Total Students:											155
Total Males:											111
Total Females:											44
Total Hispanic / Latino:											127
Total American Indian / Alaska:											1
Total Asian:											2
Total African American / Black:											8
Total Hawaiian / Pacific Islander:											0
Total White:											17
Total Two or More Races:											0
Total Students With Disabilities:											153
Total Students Section 504:											2
Total LEP Students:											0
Total GATE Students:											3
NOTE: These totals reflect the total number of students that meet the criteria for each table and the student is only counted once. The totals that are calculated on the Totals Report may be different since a student can be counted in more than one row of the table.											

The **Race/Ethnicity** will display along with the **Sex**. The **Counted in Rows** column will display the actual rows that the student was counted in on the **Report Totals**. For example, Robertson, Amy is a White Female and has an **A** printed under the **Counted in Rows** column. A disability record was located and a check mark is displayed under the **DIS** column. This student was included in the count on row **A. Students w/Disab Served under IDEA** under the **White** column for **Females**.

Category	SEX	Race / Ethnicity						Total	Students with Disab	Section 504	LEP
		Hispanic / Latino	American Indian	Asian	Black	Hawaiian/ Pac Islan	White				
A.Students w/Disab served under IDEA	M	91	1	2	5	0	10	0	109		0
	F	34	0	0	3	0	7	0	44		0
B.Students w/Disab served under 504	M	2	0	0	0	0	0	0	2		0
	F	0	0	0	0	0	0	0	0		0
Totals:		127	1	2	8	0	17	0	155		0

The **Error** column will also display any errors located that would not allow the student to be counted in a particular part of the report. For example, Van Olphen, Allan has a **3** listed under the **Error** column. This is an indication that the student has a GATE record in the alternate location, such as the **PGM.CD** field but there are no dates in the required date fields. Any calculations for GATE will **NOT** include this student since the eligibility dates cannot be verified.

Error Codes:	
1: No dates in Section 504 record	3: No dates for GATE (alt. location) record
2: No dates in GATE (GTE) record	4: Race code is blank / invalid