

Instructions for Pre-populated Data

The data that has been pre-populated into your civil rights data collection forms came from your State Education Agency (SEA). On this page, http://evalsoft07.evalsoft.com/pbdmi/asp/OCR_availability_by_individual_state.asp, there is a report for your state that lists the data source for each of the data elements that were pre-populated. For example, if the membership of your district (ED101 Item 2) were pre-populated, the report would list ED101 Item 2 and next to it the data source, perhaps the Annual Student Membership Form.

Remember that differences in the data do not automatically mean that the data are in error.

- The data may be different because of different reporting periods. In most cases, the data that are pre-populated came from an official count as of a specific date. For example, if membership of your district (ED101 Item 2) is pre-populated, it came mostly from the annual Fall count. If you are using other than the official Fall count, your data will likely be different.
- The data may also be different because the data source that is used by ED to pre-populate was not the most appropriate for the question. For example, if membership of your district (ED Item 2) is pre-populated with the annual Fall count but the annual Fall count for your state does not include “students served in out-of-district facilities,” the data will be different. In this case, you should change the pre-populated data since the pre-populated data do not include all the students that are to be included in this item for this survey.

What to do if your data do not agree with the data that has been pre-populated

First, check the report on the web site for the source of the data. Then determine if the reporting period and/or definitions that you used to supply that data to the SEA are the same that should be used to answer this survey.

If the reporting period and definitions of the pre-populated data are the same as the data that should be used to respond to the item, but the data pre-populated to the form and the data you have are not the same, you should change the pre-populated data in the form to the correct data. You are not required to reconcile the difference. You are required to maintain records that document the final data in the form. Depending on the degree of difference, you may wish to inform your SEA of the discrepancy so that your records at the SEA are accurate.

For example, the report on the web site indicates that ED101 Item 2 was pre-populated with data from the Annual Fall Membership Count. In that report, your district’s October 1 count includes “students served in out-of-district facilities.” The pre-populated data are 568. Your records show 586. You need to change the data in the form from 568 to 586. In this case, you should also consider informing the SEA of a transposition error.

If the reporting period and definitions of the pre-populated data are not the same as the data that should be used to respond to the item, change the pre-populated data in the form to the correct data. In addition to keeping records on the final data in the form, you should also keep records on what the reporting period and definitional differences were.

For example, the report on the web site indicates that ED101 Item 2 was pre-populated with data from the Annual Fall Membership Count. In that report, your district's October 1 count did **not** include "students served in out-of-district facilities." In this case, you need to change the data in the form because the data source used for pre-population does not have the same definition as the item on the survey. You should note in your records that the pre-populated data do not include "students served in out-of-district facilities." Please note you are not required to account for the difference in the data.

What ED will do with the changes to the pre-populated data

ED will make an inventory of the changes that were made to the pre-populated data. That inventory will eventually be shared with the SEA so that ED and the SEA can improve the pre-population process for future surveys.

Final Reminder

Remember you are required to keep records that support the data you are providing in this survey. You are not responsible for reconciling the difference between the data that was pre-populated and the final data that you include.