

Tutorial for Using the Entity Comparison Report

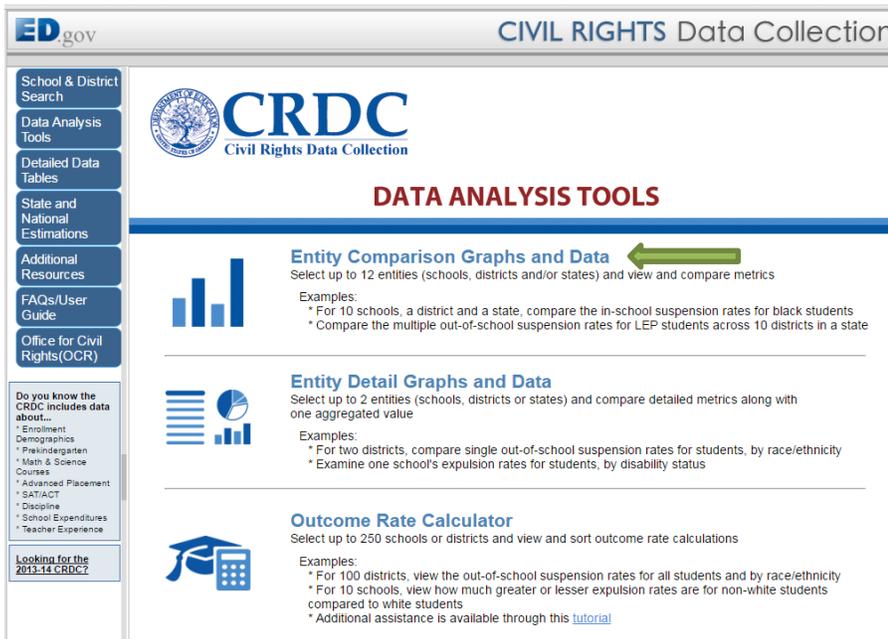
Step 1. Navigate to the CRDC website (<http://ocrdata.ed.gov>).

**Tip: The tool works best with Chrome.*

Step 2. On the CRDC landing page, select **Data Analysis Tools** from the left navigation.



Step 3. On the Data Analysis Tools landing page, click **Entity Comparison Graphs and Data**.



Step 4. On the Entity Comparison Report landing page, select the appropriate **data element** and **collection year** to include in your analysis.

The screenshot shows the 'ENTITY COMPARISON REPORT' interface. A green box highlights the selection steps:

- Select the data element**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**
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Below the selection steps, there is a 'View Report' button and a table titled 'Selected Data Set' with columns: State, District Name, District ID, School Name, School ID, View Detail, and Delete. A 'Clear All' button is located at the bottom right of the table area.

Step 5. Select up to 12 schools, districts and/or states to further refine your report. There are several ways to add schools, districts, or states to your analysis. The various ways of adding data are outlined in separate steps.

- To add schools by school name, go to **Step 6a.**
- To add schools by district name, go to **Step 7a.**
- To add schools by state, go to **Step 8a.**
- To add schools by data element criteria, go to **Step 9a.**
- To add districts by district name, go to **Step 10a.**
- To add districts by state, go to **Step 11a.**
- To add districts by data element criteria, go to **Step 12a.**
- To add states, go to **Step 13a.**

Step 6a. Click Add School(s).

Step 6b. Click Find Schools by Name, District or State.

Step 6c. Enter the **School Name** (e.g., “Mifflin”).

Click **Find**. A list of schools will appear.

**Tip: Use broad search terms and then narrow your selection. Do not include terms like “elementary” or “high school” in your search.*

The screenshot displays the 'ENTITY COMPARISON REPORT' interface on ED.gov. The page header includes the ED.gov logo and 'CIVIL RIGHTS Data Collection'. A sidebar on the left contains navigation links: 'School & District Search', 'Data Analysis Tools', 'Detailed Data Tables', 'State and National Estimations', 'Additional Resources', 'FAQs/User Guide', and 'Office for Civil Rights(OCR)'. Below the sidebar is a section titled 'Do you know the CRDC includes data about...' with a list of data categories: Enrollment, Demographics, Prekindergarten, Math & Science Courses, Advanced Placement, SAT/ACT, Discipline, School Expenditures, and Teacher Experience. At the bottom of the sidebar is a link 'Looking for the 2013-14 CRDC?'. The main content area features a bar chart icon and the title 'ENTITY COMPARISON REPORT'. Below the title is a welcome message: 'Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report"'. Three numbered steps are listed: 1. Select the data element (with radio button options for suspension types, expulsions, referrals, and corporal punishment); 2. Select collection year (with a radio button for 2011-12); 3. Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria. Below the steps is a search section titled 'Add School(s)' with a sub-section 'Find Schools by Name, District or State'. It provides instructions: 'If you know the school name, then type it in the school name field and click 'Find''. A form field labeled 'School Name' contains the text 'Mifflin', and a 'Find' button is highlighted with a green arrow. Below this, it says: 'If you would like a list of schools in a particular district to choose from, type in the district name, ID, and/or select the state, then click "Find" to view a list of districts. You can then click on a district to view a list of schools in that district.' At the bottom of this section are input fields for 'District Name', 'ID', and 'State' (a dropdown menu with '- Select state -'), and a 'Find' button.

Step 6d. Select the schools to include in your analysis by checking the corresponding boxes on the left. To select all the schools, check **Select all**. Click **Add to Data Set** to add all of the selected schools to your analysis.

ED.gov CIVIL RIGHTS Data Collection

ENTITY COMPARISON REPORT

Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**

Add School(s)

Find Schools by Name, District or State

If you know the school name, then type it in the school name field and click 'Find'. Reset

School Name
Mifflin Find

(Select all)

<input type="checkbox"/> State	District Name	District ID	School Name	School ID
<input type="checkbox"/> PA	JUNIATA COUNTY SD	4212600	FERMANAGH-MIFFLINTOWN EL SCH	421260004947
<input type="checkbox"/> PA	GOVERNOR MIFFLIN SD	4210860	GOVERNOR MIFFLIN MS	421086000801
<input type="checkbox"/> PA	GOVERNOR MIFFLIN SD	4210860	GOVERNOR MIFFLIN SHS	421086000802
<input checked="" type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MIFFLIN ALTERNATIVE MIDDLE SCHOOL	390438000684
<input type="checkbox"/> PA	MIFFLIN COUNTY SD	4215290	MIFFLIN COUNTY HIGH SCHOOL	421529099999
<input type="checkbox"/> PA	MIFFLIN COUNTY SD	4215290	MIFFLIN COUNTY JUNIOR HIGH SCHOOL	421529099998

Add to Data Set

Proceed to **Step 14**.

Step 7a. Click Add School(s).

Step 7b. Click Find Schools by Name, District or State.

Step 7c. Enter the **District Name** (e.g., “Columbus City”).

Click **Find**. A list of districts will appear.

Note: **ID and **State** can be used to help narrow the results.*

The screenshot shows the 'ENTITY COMPARISON REPORT' page. The left sidebar contains navigation links: School & District Search, Data Analysis Tools, Detailed Data Tables, State and National Estimations, Additional Resources, FAQs/User Guide, and Office for Civil Rights(OCR). Below these are links for 'Do you know the CRDC includes data about...' (Enrollment, Demographics, Prekindergarten, Math & Science Courses, Advanced Placement, SAT/ACT, Discipline, School Expenditures, Teacher Experience) and 'Looking for the 2013-14 Class...'. The main content area has a header with 'ED.gov' and 'CIVIL RIGHTS Data Collection', a 'Home' button, and a 'Data Analysis' button. The title is 'ENTITY COMPARISON REPORT'. Below the title is a bar chart and a welcome message: 'Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report"'. The instructions are: 1. Select the data element (radio buttons for: At least one in-school suspension, One out-of-school suspension, Multiple out-of-school suspensions, At least one out-of-school suspension (one and multiple suspensions combined), Expulsions (with and without educational services combined), Referrals to law enforcement, School-related arrests, Corporal punishment); 2. Select collection year (radio button for 2011-12); 3. Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria. Below the instructions are two search options: 'Add School(s)' and 'Find Schools by Name, District or State'. The 'Find Schools by Name, District or State' section has instructions: 'If you know the school name, then type it in the school name field and click "Find".' with a 'School Name' field and a 'Find' button. Below that, it says: 'If you would like a list of schools in a particular district to choose from, type in the district name, ID, and/or select the state, then click "Find" to view a list of districts. You can then click on a district to view a list of schools in that district.' This section has fields for 'District Name' (containing 'Columbus City'), 'ID', 'State' (a dropdown menu with '- Select state -'), and a 'Find' button. A green arrow points to the 'District Name' field.

Step 7d. Select the appropriate district by clicking on the name. A list of schools within the district will appear. Select the schools to include in your analysis by checking the corresponding boxes on the left. To select all the schools, check **Select all**. Click **Add to Data Set** to add all of the selected schools to your analysis.

ED.gov CIVIL RIGHTS Data Collection

ENTITY COMPARISON REPORT

Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**

Add School(s)

Find Schools by Name, District or State

If you know the school name, then type it in the school name field and click 'Find'. Reset

School Name Find

If you would like a list of schools in a particular district to choose from, type in the district name, ID, and/or select the state, then click "Find" to view a list of districts. You can then click on a district to view a list of schools in that district.

District Name ID State Find

COLUMBUS CITY SCHOOL DISTRICT 3904380 Ohio

(Select all)

State	District Name	District ID	School Name	School ID
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MARION-FRANKLIN HIGH SCHOOL	390438000677
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MAYBURY ELEMENTARY SCHOOL	390438000678
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MEDINA MIDDLE SCHOOL	390438000682
<input checked="" type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MIFFLIN ALTERNATIVE MIDDLE SCHOOL	390438000684
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MIFFLIN HIGH SCHOOL	390438000683
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MOLER ELEMENTARY SCHOOL	390438000686
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MONROE ALTERNATIVE MIDDLE SCHOOL	390438000687
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	NORTH LINDEN ELEMENTARY SCHOOL	390438000688

Add to Data Set

Proceed to **Step 14**.

Step 8a. Click Add School(s).

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ENTITY COMPARISON REPORT

Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**
 -
 -
 -
- View your custom report:**

		Selected Data Set			
State	District Name	District ID	School Name	School ID	<input type="button" value="View Detail"/>
<input type="button" value="Clear All"/>					

Step 8b. Click Find Schools by Name, District or State.

ED.gov CIVIL RIGHTS Data Collection

ENTITY COMPARISON REPORT

Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**
 -
 -
 -
 -
 -
- View your custom report:**

		Selected Data Set			
State	District Name	District ID	School Name	School ID	<input type="button" value="View Detail"/>
<input type="button" value="Clear All"/>					

Step 8c. Select the **State** (e.g., “Ohio”).
Click **Find**. A list of districts will appear.

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ENTITY COMPARISON REPORT

Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**

Add School(s)

Find Schools by Name, District or State

If you know the school name, then type it in the school name field and click 'Find'.

School Name

If you would like a list of schools in a particular district to choose from, type in the district name, ID, and/or select the state, then click "Find" to view a list of districts. You can then click on a district to view a list of schools in that district.

District Name	ID	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
AKRON CITY	3904348	Ohio
ALEXANDER LOCAL	3904590	Ohio
ALLEN EAST LOCAL	3904575	Ohio
ALLIANCE CITY	3904349	Ohio
AMHERST EXEMPTED VILLAGE	3904519	Ohio
ANTHONY WAYNE LOCAL	3904820	Ohio

Step 8d. Select the appropriate district by clicking on the name. A list of schools within the district will appear. Select the schools to include in your analysis by checking the corresponding boxes on the left. To select all the schools, check **Select all**. Click **Add to Data Set** to add all of the selected schools to your analysis.

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ENTITY COMPARISON REPORT

Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - At least one in-school suspension
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 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**

Add School(s)

Find Schools by Name, District or State

If you know the school name, then type it in the school name field and click 'Find'. Reset

School Name Find

If you would like a list of schools in a particular district to choose from, type in the district name, ID, and/or select the state, then click "Find" to view a list of districts. You can then click on a district to view a list of schools in that district.

District Name	ID	State	Find
CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS CITY	3904379	Ohio	Find
CLEVELAND MUNICIPAL	3904378	Ohio	
COLUMBIANA EXEMPTED VILLAGE	3904532	Ohio	
COLUMBUS CITY SCHOOL DISTRICT	3904380	Ohio	
CORY-RAWSON LOCAL	3904743	Ohio	
CRESTVIEW LOCAL	3904643	Ohio	

(Select all)

State	District Name	District ID	School Name	School ID
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MARION-FRANKLIN HIGH SCHOOL	390438000677
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MAYBURY ELEMENTARY SCHOOL	390438000678
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MEDINA MIDDLE SCHOOL	390438000682
<input checked="" type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MIFFLIN ALTERNATIVE MIDDLE SCHOOL	390438000684
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MIFFLIN HIGH SCHOOL	390438000683
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MOLER ELEMENTARY SCHOOL	390438000686
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MONROE ALTERNATIVE MIDDLE SCHOOL	390438000687

Add to Data Set

Proceed to **Step 14**.

Step 9a. Click Add School(s).

Step 9b. Click Find Search for Schools Based on Data Element Criteria.

Step 9c. Select criteria from **Characteristics, Membership, Staffing and Finance; College and Career Readiness; or Discipline** tab to refine your search.

Click **Find**.

Note: A combination of criteria from any of the tabs can be selected. It is not necessary for you to enter a **School Name, District Name or **State**. If you leave those fields empty, all schools are considered.*

For example, for a list of middle schools in Ohio with less than 500 students and that are not juvenile justice facilities, select “Ohio” for the **State**; select grades “6”, “7”, and “8” for the **Grades Offered**; select “No” for **Juvenile Justice Facility**; and then enter “Less Than 500” for **Enrollment Total**.

The screenshot displays the 'ENTITY COMPARISON REPORT' interface on ED.gov. The left sidebar contains navigation links such as 'School & District Search', 'Data Analysis Tools', and 'Detailed Data Tables'. The main content area includes a 'Welcome' message and instructions for building a report. The search criteria are as follows:

- 1. Select the data element:**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- 2. Select collection year:** 2011-12
- 3. Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**

The search filters are:

- School Name:** [Empty]
- District Name:** [Empty]
- State:** Ohio (selected from a dropdown menu)

Under the 'Characteristics, Membership, Staffing and Finance (5 Selections Made)' section:

- Grades Offered:** Preschool, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12. Grades 6, 7, and 8 are selected.
- Title I:** Yes, No, Not Selected
- Magnet School:** Yes, No, Not Selected
- Alternative School:** Yes, No, Not Selected
- Juvenile Justice Facility:** Yes, No
- Charter School:** Yes, No, Not Selected
- Enrollment:** Less Than 500
- Sex:** [Empty]
- Race:** [Empty]
- LEP:** [Empty]
- IDEA:** [Empty]
- Section 504:** [Empty]

Under the 'Staffing and Finance' section:

- Student to Teacher Ratio:** [Empty] (to 1)
- First or Second Year Teachers:** [Empty] %
- Certified Teachers:** [Empty] %

At the bottom, the 'College and Career Readiness' and 'Discipline' tabs are visible. The 'Find' button is highlighted with a green arrow.

Step 9d. Select the schools to include in your analysis by checking the corresponding boxes on the left. To select all the schools, check **Select all**. Click **Add to Data Set** to add all of the selected schools to your analysis.

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ENTITY COMPARISON REPORT

Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**

Add School(s)

Find Schools by Name, District or State

Search for Schools Based on Data Element Criteria

School Name: State:
 District Name:

Characteristics, Membership, Staffing and Finance (5 Selections Made)

Grades Offered Preschool K 1 2 3 4 5 6 7 8 9 10 11 12

Title I Yes No Not Selected Magnet School Yes No Not Selected

Alternative School Yes No Not Selected Juvenile Justice Facility Yes No Not Selected

Charter School Yes No Not Selected

Enrollment Total: (student count)

Sex: %

Race: %

LEP: %

IDEA: %

Section 504: %

Staffing and Finance Student to Teacher Ratio: (to 1)

First or Second Year Teachers: %

Certified Teachers: %

College and Career Readiness

Discipline

(Select all)

<input type="checkbox"/>	State	District Name	District ID	School Name	School ID
<input type="checkbox"/>	OH	CLEVELAND MUNICIPAL	3904378	MCKINLEY SCHOOL	390437800510
<input type="checkbox"/>	OH	TOLEDO CITY	3904490	MCTIGUE ELEMENTARY SCHOOL	390449001814
<input type="checkbox"/>	OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MEDINA MIDDLE SCHOOL	390438000682
<input type="checkbox"/>	OH	CLEVELAND MUNICIPAL	3904378	MICHAEL R. WHITE	390437800515
<input checked="" type="checkbox"/>	OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MIFFLIN ALTERNATIVE MIDDLE SCHOOL	390438000684
<input type="checkbox"/>	OH	CLEVELAND MUNICIPAL	3904378	MILES SCHOOL	390437800513
<input type="checkbox"/>	MI	FRUIT CREEK CITY SCHOOL DISTRICT			

Proceed to **Step 14**.

Step 10a. Click Add District(s).

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ENTITY COMPARISON REPORT

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 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**
 -
 - ←
 -
- View your custom report:**

		Selected Data Set			
State	District Name	District ID	School Name	School ID	<input type="button" value="View Detail"/> <input type="button" value="Delete"/>
<input type="button" value="Clear All"/>					

Step 10b. Click Find Districts by Name or State.

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 -
 -
 - ←
 -
 -
- View your custom report:**

		Selected Data Set			
State	District Name	District ID	School Name	School ID	<input type="button" value="View Detail"/> <input type="button" value="Delete"/>
<input type="button" value="Clear All"/>					

Step 10c. Enter the **District Name** (e.g., “Columbus”).

Click **Find**. A list of districts will appear.

Note: **ID and **State** can be used to help narrow the results.*

ED.gov CIVIL RIGHTS Data Collection

ENTITY COMPARISON REPORT

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 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**

Find Districts by Name or State

If you know the district name, then type it in the district name field and click 'Find'. Additionally, you can search by State or ID only, or a combination of the three fields.

District Name	ID	State
<input type="text" value="Columbus City"/>	<input type="text"/>	<input type="text" value="- Select state -"/>
<input type="checkbox"/> (Select all)		
<input type="checkbox"/> COLUMBUS CITY SCHOOL DISTRICT	3904380	Ohio

Step 10d. Select the appropriate district to include in your analysis by checking the corresponding box on the left. To select all the districts, check **Select all**. Click **Add to Data Set** to add all of the selected districts to your analysis.

ED.gov CIVIL RIGHTS Data Collection

ENTITY COMPARISON REPORT

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- Select the data element**
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 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**

Add School(s)

Add District(s)

Find Districts by Name or State

If you know the district name, then type it in the district name field and click 'Find'. Additionally, you can search by State or ID only, or a combination of the three fields.

Reset

District Name: Columbus ID: State: - Select state - Find

(Select all)

<input type="checkbox"/>	COLUMBUS BILINGUAL ACADEMY-NORTH	3901375	Ohio
<input type="checkbox"/>	COLUMBUS CHARTER SCHOOL	3700140	North Carolina
<input checked="" type="checkbox"/>	COLUMBUS CITY SCHOOL DISTRICT	3904380	Ohio
<input type="checkbox"/>	COLUMBUS COLLEGIATE ACADEMY	3901305	Ohio
<input type="checkbox"/>	Columbus Comm School District	1907980	Iowa
<input type="checkbox"/>	COLUMBUS COUNTY SCHOOLS	3700960	North Carolina
<input type="checkbox"/>	COLUMBUS ELEM	3907100	Montana

Add to Data Set

Proceed to **Step 14**.

Step 11a. Click **Add District(s)**.

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- Select the data element**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
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 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**

Add School(s)

Add District(s)

Add State(s)

4. View your custom report: View Report

Selected Data Set						
State	District Name	District ID	School Name	School ID	View Detail	Delete
Clear All						

Step 11b. Click Find Districts by Name or State.

**Step 11c. Select the State (e.g., “Ohio”).
Click Find. A list of districts will appear.**

District Name	ID	State
<input type="checkbox"/> (Select all)		
<input type="checkbox"/> AKRON CITY	3904348	Ohio
<input type="checkbox"/> ALEXANDER LOCAL	3904590	Ohio
<input type="checkbox"/> ALLEN EAST LOCAL	3904575	Ohio
<input type="checkbox"/> ALLIANCE CITY	3904349	Ohio
<input type="checkbox"/> AMHERST EXEMPTED VILLAGE	3904519	Ohio
<input type="checkbox"/> ANTHONY WAYNE LOCAL	3904820	Ohio

Step 11d. Select the districts to include in your analysis by checking the corresponding boxes on the left. To select all the districts, check **Select all**. Click **Add to Data Set** to add all of the selected districts to your analysis.

ED.gov CIVIL RIGHTS Data Collection

ENTITY COMPARISON REPORT

Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**
 -
 -
 -

Find Districts by Name or State

If you know the district name, then type it in the district name field and click 'Find'. Additionally, you can search by State or ID only, or a combination of the three fields.

Reset

District Name	ID	State
<input type="checkbox"/> (Select all)		
<input type="checkbox"/> COLUMBIANA EXEMPTED VILLAGE	3904532	Ohio
<input checked="" type="checkbox"/> COLUMBUS CITY SCHOOL DISTRICT	3904380	Ohio
<input type="checkbox"/> CORY-RAWSON LOCAL	3904743	Ohio
<input type="checkbox"/> CRESTVIEW LOCAL	3904643	Ohio
<input type="checkbox"/> CROOKSVILLE EXEMPTED VILLAGE	3904535	Ohio
<input type="checkbox"/> CUYAHOGA FALLS CITY	3904383	Ohio

Step 12a. Click **Add District(s)**.

ED.gov CIVIL RIGHTS Data Collection

ENTITY COMPARISON REPORT

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 - One out-of-school suspension
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 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**
 -
 -
 -

4. View your custom report:

Selected Data Set					
State	District Name	District ID	School Name	School ID	View Detail Delete
<input type="button" value="Clear All"/>					

Step 12b. Click Search for Districts Based on Data Element Criteria.

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CIVIL RIGHTS Data Collection

School & District Search

Data Analysis Tools

Detailed Data Tables

State and National Estimations

Additional Resources

FAQs/User Guide

Office for Civil Rights(OCR)

ENTITY COMPARISON REPORT

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[Data Analysis](#)

Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

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 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**

+ Add School(s)

+ Add District(s)

+ Find Districts by Name or State

+ Search for Districts Based on Data Element Criteria ←

+ Add State(s)
- View your custom report:** [View Report](#)

Selected Data Set						
State	District Name	District ID	School Name	School ID	View Detail	Delete
Clear All						

Do you know the CRDC includes data about...

- * Enrollment
- * Demographics
- * Preschoolergarten
- * Math & Science Courses
- * Advanced Placement
- * SAT/ACT
- * Discipline
- * School Expenditures
- * Teacher Experience

[Looking for the 2013-14 CRDC?](#)

Step 12c. Select criteria from **Characteristics, Membership, Staffing and Finance; College and Career Readiness; or Discipline** tab to refine your search.

Click **Find**.

Note: A combination of criteria from any of the tabs can be selected. It is not necessary for you to enter a **District Name or **State**. If you leave the field empty, all districts are considered.*

For example, to create a list of all districts in Ohio that offer Gifted and Talented Programs, select “Ohio” for **State** and click “Yes” for **Gifted/Talented Program**.

The screenshot displays the 'ENTITY COMPARISON REPORT' interface. On the left is a navigation menu with options like 'School & District Search', 'Data Analysis Tools', and 'State and National Estimations'. The main content area includes instructions and a list of criteria to select. Under '1. Select the data element', several options are listed with radio buttons. Under '2. Select collection year', '2011-12' is selected. Under '3. Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.', there are sections for 'Add School(s)', 'Add District(s)', and 'Find Districts by Name or State'. The 'Find Districts by Name or State' section has a dropdown menu for 'State' with 'Ohio' selected. Below this, the 'Search for Districts Based on Data Element Criteria' section shows 'College and Career Readiness [1 Selection Made]' selected. Under this, 'Gifted/Talented Program' is selected with 'Yes'. Other subjects like Algebra I, Geometry, Algebra II, Advanced Math, Calculus, Biology, Chemistry, and Physics are listed with 'Not Selected' selected. At the bottom, there are input fields for 'SAT/ACT Participation Rate' and 'Discipline'. A 'Find' button is located at the bottom right of the form.

Step 12d. Select the districts to include in your analysis by checking the corresponding boxes on the left. To select all the districts, check **Select all**. Click **Add to Data Set** to add all of the selected districts to your analysis.

ED.gov CIVIL RIGHTS Data Collection

ENTITY COMPARISON REPORT

Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**

District Name: State:

Characteristics, Membership, Staffing and Finance

College and Career Readiness (1 Selection Made)

Gifted/Talented Program Yes No Not Selected Adv.Placement Yes No Not Selected
 Courses Offered: Algebra I Yes No Not Selected Calculus Yes No Not Selected
 Geometry Yes No Not Selected Biology Yes No Not Selected
 Algebra II Yes No Not Selected Chemistry Yes No Not Selected
 Advanced Math Yes No Not Selected Physics Yes No Not Selected

SAT/ACT Participation Sex: %
 Rate Race: %
 LEP: %
 IDEA: %

Discipline

(Select all)

State	District Name	District ID
<input type="checkbox"/> Ohio	CIRCLEVILLE CITY	3904376
<input type="checkbox"/> Ohio	CLARK-SHAWNEE LOCAL	3904628
<input type="checkbox"/> Ohio	CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS CITY	3904379
<input type="checkbox"/> Ohio	CLEVELAND MUNICIPAL	3904378
<input type="checkbox"/> Ohio	COLUMBIANA EXEMPTED VILLAGE	3904532
<input checked="" type="checkbox"/> Ohio	COLUMBUS CITY SCHOOL DISTRICT	3904380
<input type="checkbox"/> Ohio	CONTINENTAL LOCAL	3904932
<input type="checkbox"/> Ohio	CRESTVIEW LOCAL	3904643
<input type="checkbox"/> Ohio	CUYAHOGA FALLS CITY	3904383

Proceed to **Step 14.**

Step 13a. Click **Add State(s)**.

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ENTITY COMPARISON REPORT

Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**
 -
 -
 -
- View your custom report:**

State	District Name	District ID	School Name	School ID	View Detail	Delete
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Step 13b. Select the state (e.g., Ohio).
Click **Add to Data Set** to add the entire state to the analysis.

ED.gov CIVIL RIGHTS Data Collection

ENTITY COMPARISON REPORT

Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**
 -
 -
 -

State

- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio**
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota

Proceed to **Step 14.**

Step 14. Click **View Report**.

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ENTITY COMPARISON REPORT

Welcome to the 'entity comparison report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - At least one in-school suspension
 - One out-of-school suspension
 - Multiple out-of-school suspensions
 - At least one out-of-school suspension (one and multiple suspensions combined)
 - Expulsions (with and without educational services combined)
 - Referrals to law enforcement
 - School-related arrests
 - Corporal punishment
- Select collection year** 2011-12
- Further refine your report by selecting up to 12 schools, districts and/or states by name or by other criteria.**
 -
 -
 -
- View your custom report:**

Do you know the CRDC includes data about...

- Enrollment
- Demographics
- Prekindergarten
- Math & Science Courses

Step 15. View your generated report. Use the scroll bar to view the information presented on the far right of the graphics. To interpret the analysis, see *Interpreting the Results from the Entity Comparison Report* section starting on the following page.

Using and Interpreting the Results from the Entity Comparison Report

A short example was created to explain how to use and interpret the results from the Entity Comparison Report tool. The example reports are included on the following pages. Comparisons were made for 'at least one out-of-school suspension' (OSS) in Akron City, Cleveland Municipal City, and Columbus City school districts.

Notice there is a chart (i.e., graphical visualization) of the results and data (i.e., data table representation) of the results. To toggle between the two outputs while using the tool, Click **Chart->Data** button in the upper right of the output.

The chart view displays two separate bar charts. The top chart shows the OSS by race/ethnicity, sex, and disability status. The bottom chart shows the OSS by sex and LEP status. The default view displays the national percentage and a separate bar for each entity included in the report. Moreover, the default bar chart and accompanying percentages includes all race/ethnicities, both sexes, both disability statuses and both LEP statuses. To customize click the radio buttons on the bottom of the chart.

Suppose we want to include only male students of color. To do such, click the **Students of Color** and the **Male** radio buttons. Notice how the bar chart automatically adjusts accordingly. If we compare districts to the national percentage, it appears that Akron City, Cleveland Municipal City, and Columbus City school districts all have a greater percentage of male students of color that received at least one OSS compared to the nation. Now change the chart to show the OSS for Black male students. Notice that the percentage for Cleveland Municipal City district is closer to the national percentage, while the percentages for the other two districts appear greater.

A formula is provided at the top of the chart to aid in interpretation. The formula states:
 $\% = \text{At least one out-of-school suspension student counts} / \text{student enrollment count}$. For example, in the first bar chart, Akron City has a value of 27.7%. This tells us that of all the students enrolled in Akron City, 27.7% of them received at least one out-of-school suspension. Change the filter so that only male students of color are selected. Notice the value is now 45.1%. This tells us that of the male students of color enrolled in Akron City, 45.1% of them received at least one out-of-school suspension.

Now click on **Chart->Data** to display the data view. Notice there are no options to filter the data report, as with the bar charts. You must customize the data view from the chart view. The corresponding results will display in both views. The first table of the data view shows the raw data used to compute the first bar chart in chart view. The second table of the data view shows the raw data used to compute the second bar chart in chart view. The Data Set View and

Export is the third table in the data view. It displays the detailed raw data for each of the entities. The columns can be sorted by clicking on the blue column header. Also, to group on a variable drag the blue header to the white space above the header row. The data will adjust automatically.

To export the report from the data view, click the Export button on the upper right of the Data Set View and Export table.

ENTITY COMPARISON REPORT

U.S. (Nation)
 District(s): 1. AKRON CITY, OH
 2. CLEVELAND MUNICIPAL CITY, OH
 3. COLUMBUS CITY, OH

Data Element: At least one out-of-school suspension (one and multiple suspensions combined)

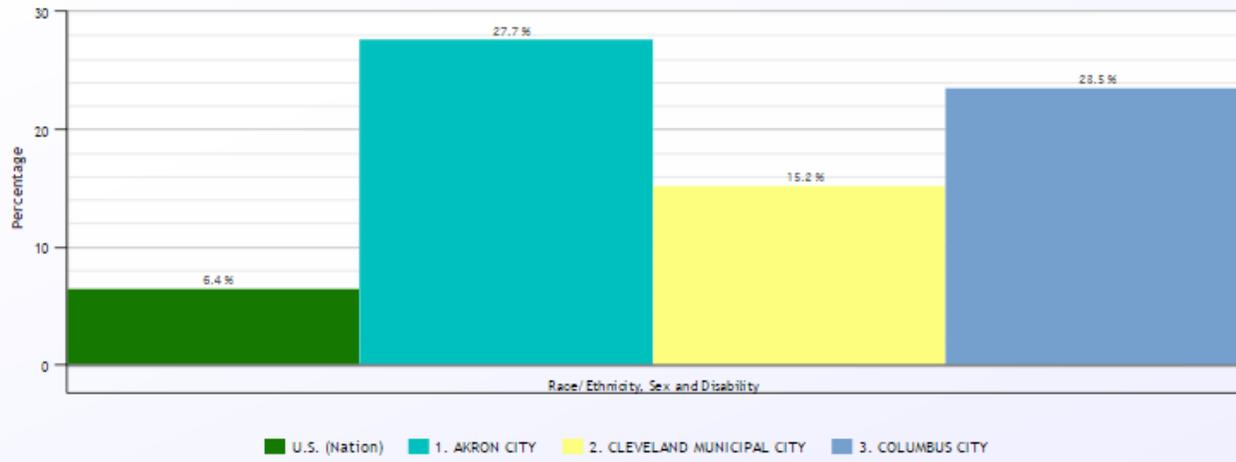
(% = at least one out-of-school suspension student count/student enrollment count)

Source: 2011-12 Civil Rights Data Collection

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- [Data Analysis](#)
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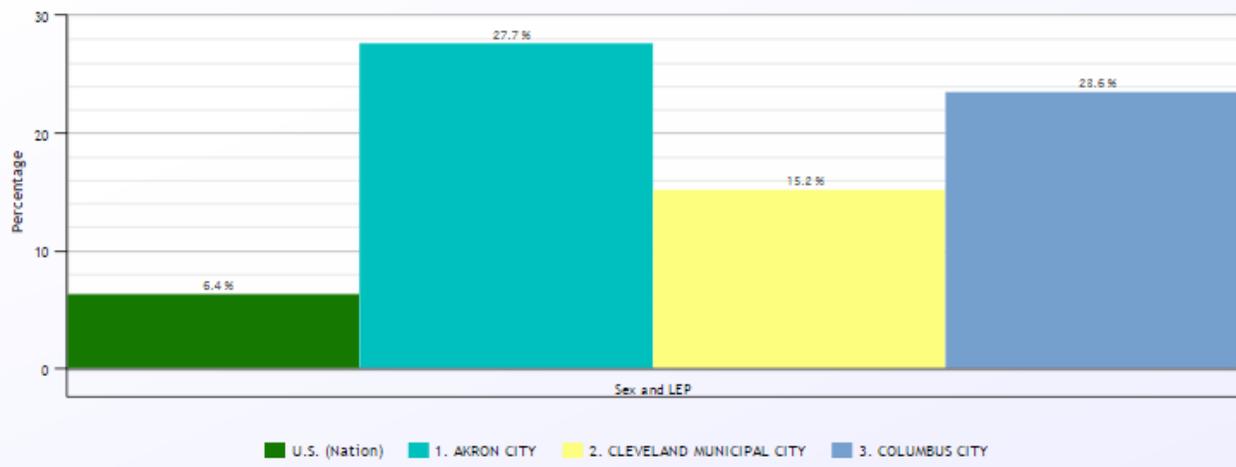
Scale Info Chart + Data

Race/Ethnicity, Sex and Disability Status



- Race All Students of Color Am Ind/AK Native Asian Nat HI/Pac Isl
 Black Hispanic White Two or More
- Sex All Male Female
- Disability Status All (Non-disabled + IDEA) Non-Disabled IDEA

Sex and LEP Status



- Sex All Male Female
- LEP Status All (Non-LEP + LEP) Non-LEP LEP

ENTITY COMPARISON REPORT

U.S. (Nation)
 District(s): 1. AKRON CITY, OH
 2. CLEVELAND MUNICIPAL CITY, OH
 3. COLUMBUS CITY, OH

Data Element: At least one out-of-school suspension (one and multiple suspensions combined)

(% = at least one out-of-school suspension student count/student enrollment count)

Source: 2011-12 Civil Rights Data Collection

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Scale Info Data > Charts

Race/Ethnicity, Sex and Disability Status

Race: All

Sex: All

Disability Status: All (Non-disabled + IDEA)

Entity	Race/Ethnicity	Sex	Disability Status	Discipline	Enrollment
U.S. (Nation)	All	All	All (Non-disabled + IDEA)	3141577	48867057
1. District: AKRON CITY	All	All	All (Non-disabled + IDEA)	6004	21686
2. District: CLEVELAND MUNICIPAL CITY	All	All	All (Non-disabled + IDEA)	6450	42411
3. District: COLUMBUS CITY	All	All	All (Non-disabled + IDEA)	11707	49780

Sex and LEP Status

Sex: All

LEP Status: All (Non-LEP + LEP)

Entity	Sex	LEP Status	Discipline	Enrollment
U.S. (Nation)	All	All (Non-LEP + LEP)	3172687	49605534
1. District: AKRON CITY	All	All (Non-LEP + LEP)	6043	21790
2. District: CLEVELAND MUNICIPAL CITY	All	All (Non-LEP + LEP)	6450	42503
3. District: COLUMBUS CITY	All	All (Non-LEP + LEP)	11845	50229

Data Set View and Export

In the grid below is the raw data for the entities above utilized to create the metrics in this report. The data can be sorted, grouped, summed and exported using the controls below.

Export

Drag a column here to group by that column.

Metric	ST	ENTITY	CRDC ID	GROUP	SEX	AME	ASI	HI PAC	BLA	HIS	WHI	2+	TOT	604	LEP
Students With Disabilities served under IDEA	OH	AKRON CITY	3904348	ENR	F	0	4	0	639	4	565	31	1243	0	11
Students With Disabilities served under IDEA	OH	AKRON CITY	3904348	ENR	M	0	8	0	1259	42	1011	132	2452	0	19
Students With Disabilities served under IDEA	OH	CLEVELAND MUNICIPAL CITY	3904378	ENR	F	0	0	0	2212	413	541	71	3237	0	183
Students With Disabilities served under IDEA	OH	CLEVELAND MUNICIPAL CITY	3904378	ENR	M	0	0	0	4417	865	932	125	6339	0	377
Students With Disabilities served under IDEA	OH	COLUMBUS CITY	3904380	ENR	F	0	0	0	1425	69	882	31	2407	0	66
Students With Disabilities served under IDEA	OH	COLUMBUS CITY	3904380	ENR	M	0	20	0	3017	200	1680	170	5087	0	228
Students With Disabilities served under IDEA	US	US	N/A	ENR	F	30671	44166	7346	381050	434918	1081590	49667	2029368	0	188249
Students With Disabilities served under IDEA	US	US	N/A	ENR	M	58367	93077	15888	778752	863705	2148825	98444	4057058	0	376460
Students With Disabilities served under Section 504, Not IDEA	OH	AKRON CITY	3904348	ENR	F	0	0	0	10	0	18	4	0	32	0
Students With Disabilities served under Section 504, Not IDEA	OH	AKRON CITY	3904348	ENR	M	0	0	0	23	0	41	8	0	72	0
Students With Disabilities served under Section 504, Not IDEA	OH	CLEVELAND MUNICIPAL CITY	3904378	ENR	F	0	0	0	24	4	0	6	0	34	4
Students With Disabilities served under Section 504, Not IDEA	OH	CLEVELAND MUNICIPAL CITY	3904378	ENR	M	0	0	0	34	14	6	4	0	58	6
Students With Disabilities served under Section 504, Not IDEA	OH	COLUMBUS CITY	3904380	ENR	F	0	4	0	92	2	67	8	0	173	2
Students With Disabilities served under Section 504, Not IDEA	OH	COLUMBUS CITY	3904380	ENR	M	2	0	0	130	10	109	28	0	279	10
Students With Disabilities served under Section 504, Not IDEA	US	US	N/A	ENR	F	2279	4972	843	37996	45201	179823	6980	0	278094	11125
Students With Disabilities served under Section 504, Not IDEA	US	US	N/A	ENR	M	3527	7030	1591	63602	72421	300549	11663	0	460383	19063
Suspensions, W/Out Dis, In-School (1+)	OH	AKRON CITY	3904348	ISS	F	6	16	2	1063	46	263	77	1473	0	22
Suspensions, W/Out Dis, In-School (1+)	OH	AKRON CITY	3904348	ISS	M	4	48	2	1270	45	362	119	1850	0	56
Suspensions, W/Out Dis, In-School (1+)	OH	CLEVELAND MUNICIPAL CITY	3904378	ISS	F	0	0	0	173	33	19	5	230	0	13
Suspensions, W/Out Dis, In-School (1+)	OH	CLEVELAND MUNICIPAL CITY	3904378	ISS	M	2	0	0	225	36	27	16	306	0	18