

## **REQUEST FOR FLAT-FILE FORMAT OF CIVIL RIGHTS DATA COLLECTION DATA**

Since 1968, the Civil Rights Data Collection (CRDC), formerly the Elementary and Secondary School Survey, has collected data on key education and civil rights issues in our nation's public schools for use by the Department of Education's Office for Civil Rights (OCR) in its enforcement and monitoring efforts, by other Department offices and federal agencies, and by policymakers and researchers outside of the Department. The data are collected in an aggregated format at the school and district level. The CRDC does not collect personally identifiable information (e.g., student's name, social security number, date of birth).

The data from this survey are published on the OCR website ([ocrdata.ed.gov](http://ocrdata.ed.gov)) and available for public use. OCR has applied various personal privacy protection techniques to this public-use data to protect against potential disclosure of individually identifiable data. In order to facilitate use of these data by members of the public who are interested in a more in-depth analysis, OCR will provide, upon request, a flat-file version of the suppressed data from the 2009-10 CRDC, 2011-12 CRDC, and 2013-14 CRDC that can be uploaded for use with most statistical software packages. Please fill out the attached form to request this flat-file version of the data.

To help prevent the CRDC from being used to identify any individuals, OCR requires that all users of the CRDC data agree that they will:

- Make no use of the identity of any person discovered inadvertently, and advise OCR via email at [ocrdata@ed.gov](mailto:ocrdata@ed.gov) of any such discovery.
- Not link this dataset with individually identifiable data from other datasets.

**REQUEST FOR FLAT-FILE FORMAT OF  
CIVIL RIGHTS DATA COLLECTION DATA**

*Please check one or more of the following:*

2009-10 CRDC Flat File

2011-12 CRDC Flat File

2013-14 CRDC Flat File

**Name of Applicant** \_\_\_\_\_

**Organization/Employer** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Phone #** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

I, \_\_\_\_\_, agree that, when using the Civil Rights Data Collection data, I will:

1. Make no use of the identity of any person discovered inadvertently, and advise OCR via email at [ocrdata@ed.gov](mailto:ocrdata@ed.gov) of any such discovery.
2. Not link this dataset with individually identifiable data from other datasets.

\_\_\_\_\_  
(Signature)

The completed request form should be emailed to [ocrdata@ed.gov](mailto:ocrdata@ed.gov) or mailed to:

U.S. Department of Education  
Office for Civil Rights  
LBJ  
400 Maryland Avenue, S.W.  
Room 4E344  
Washington, D.C. 20202  
ATTN: CRDC Survey Coordinator