

# 2015–16 Civil Rights Data Collection

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## Table of Contents

PART 1 LEA FORM: Fall Snapshot Data.....	2
Section I: LEA-Level Students and Characteristics .....	3
1. Count of Students Served in Non-LEA Facilities* <small>OPTIONAL FOR 2013–14, REQUIRED FOR 2015-16</small> .....	3
2. Count of Schools* .....	3
3. Civil Rights Coordinators Indicator* .....	3
4. Civil Rights Coordinators Contact Information .....	4
5. Desegregation Order or Plan.....	4
6. Harassment or Bullying Policy Indicator* .....	4
7. Harassment or Bullying Policy Web Link Indicator* .....	5
8. Harassment or Bullying Policy Web Link .....	5
Section II: LEA-Level Early Learning, Preschool, and Kindergarten.....	6
9. Early Childhood Program Indicator* .....	6
10. Early Childhood Program for Non-IDEA Children.....	6
11. Preschool Program Indicator* .....	6
12. Preschool Daily Length and Cost* .....	7
13. Preschool Age for Non-IDEA Children .....	7
14. Preschool Eligibility – All Children* .....	8
15. Preschool Eligibility – Children Groups .....	8
16. Preschool Children Served <small>Revised</small> .....	8
17. Kindergarten Program Indicator* .....	9
18. Kindergarten Daily Length and Cost* .....	9
PART 2 LEA FORM: Cumulative Data.....	10
Section I: Distance Education.....	10
19. Distance Education Enrollment Indicator* .....	10
20. Distance Education Enrollment <small>OPTIONAL FOR 2013–14, REQUIRED FOR 2015-16</small> .....	10
Section II: High School Equivalency Exam Preparation Programs.....	11
21. High School Equivalency Exam Preparation Program Indicator* <small>REVISED</small> .....	11
22. High School Equivalency Exam Preparation Program Student Participation* <small>REVISED</small> .....	11
23. High School Equivalency Exam Preparation Program Credentials* <small>REVISED</small> .....	12

## PART 1 LEA FORM: Fall Snapshot Data

### GENERAL INSTRUCTIONS

- Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns).
- Students counted in the race/ethnicity category may also be counted in the Students with Disabilities (IDEA), Students with Disabilities (Section 504 only), and Students who are limited English proficient (LEP) categories. For example, the following may occur:
  - *A Hispanic/Latino student with a disability served under IDEA and who is LEP will be counted three times in some tables, once under race/ethnicity, once under Students with Disabilities (IDEA), and once under Students who are LEP.*
  - *A student with a disability served under section 504 and who is LEP will be counted in both the Students with Disabilities (Section 504 only) category and the Students who are LEP category.*
- For tables that include data by race/ethnicity by sex, the Web-based survey tool will keep a running total of the values you enter in the race/ethnicity columns for each row. As you enter a number in any race/ethnicity category, that number will automatically be added to the Total column. Therefore, the sum of the counts that you enter for race/ethnicity by sex will be the total count of students for the particular row. Because it is not possible for your LEA to modify the total, you must ensure that every student is included in one and only one race/ethnicity category.

Version

# Section I: LEA-Level Students and Characteristics

## GENERAL INSTRUCTIONS

- Report data based on October 1 (or the closest school day to October 1), unless otherwise noted.

### 1. Count of Students Served in Non-LEA Facilities\* OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

All LEAs, preschool-grade 12, UG

- *Overall student enrollment (LEA)* refers to the unduplicated student enrollment, including students both present and absent, excluding duplicate counts of students within a specific LEA or students whose membership is reported by another LEA.
- *Non-LEA facilities* are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

#### Instructions

- Enter the number of students enrolled in the LEA, who are served in non-LEA facilities only. Include students in preschool, grades K-12, and comparable ungraded levels.
- An LEA that contracts with another LEA to serve one or more students should consider that contracted LEA a non-LEA facility. Students served under this arrangement should be counted.
- Non-LEA facilities may be public or private.

Data Element	Number
Students served in Non-LEA facilities	

### 2. Count of Schools\*

All LEAs

- A *school* is an institution that provides educational services and: (1) has one or more grade groups (preschool through grade 12) or is ungraded, (2) has one or more teachers, (3) is located in one or more buildings, (4) has assigned administrator(s), (5) receives public funds as its primary support, and (6) is operated by an educational agency. For purposes of this definition, "public funds" includes federal, state, and local public funds. "Located in a building" does not preclude virtual schools since the administrators and teachers are located in a building somewhere. An "educational agency" is not limited to the state or local educational agency, but can include other agencies (e.g., corrections or health and human services) charged with providing public education services.

#### Instructions

- Enter the number of public schools under the governance of the LEA, including all facilities where students attend. Include charter schools that are under the governance of the LEA.

Data Element	Number
Public schools in the LEA	

### 3. Civil Rights Coordinators Indicator\*

All LEAs and justice facilities

- A *civil rights coordinator* is an individual who is appointed by the LEA, to coordinate compliance with civil rights laws, including investigations of complaints alleging discrimination on a particular basis.
- *Civil rights laws that prohibit discrimination include:*
  - Title IX of the Education Amendments of 1972 (prohibits discrimination on the basis of sex).
  - Title VI of the Civil Rights Act of 1964 (prohibits discrimination on the bases of race, color, or national origin).
  - Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of disability).
  - Title II of the Americans with Disabilities Act of 1990 (prohibits discrimination on the basis of disability by public entities (including public schools), whether or not they receive Federal financial assistance).

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.

**Instructions**

- Indicate whether the LEA has appointed one or more responsible employees to coordinate efforts to comply with and carry out its responsibilities under federal law prohibiting discrimination against students and others on the basis of sex, race/color/nation origin, and/or disability.
- Civil rights coordinators may be part-time or full-time.

Civil Rights Coordinator	Yes	No
Sex (Title IX)		
Race, color, or national origin (Title VI)		
Disability (Section 504 and/or Title II)		

**4. Civil Rights Coordinators Contact Information**

Only for LEAs and justice facilities reporting having civil rights coordinators

**Instructions**

- Enter the contact information for the [civil rights coordinator](#)(s). Contact information includes, name, email address, and phone number.
- For each civil rights law, provide contact information for one civil rights coordinator only. If the LEA has more than one coordinator for a specific civil rights law, then the LEA should provide the contact information for the lead coordinator only.

Civil Rights Coordinator	Name	Phone	Email
Sex (Title IX)	First: _____ Last: _____	(xxx) xxx-xxxx	_____@____.____
Race, color, or national origin (Title VI)	First: _____ Last: _____	(xxx) xxx-xxxx	_____@____.____
Disability (Section 504 and/or Title II)	First: _____ Last: _____	(xxx) xxx-xxxx	_____@____.____

**5. Desegregation Order or Plan**

All LEAs

- A *desegregation order or plan* is an order or plan: (1) that has been ordered by, submitted to, or entered into with a federal or state court; the Office for Civil Rights (OCR), U.S. Department of Education, its predecessor the Department of Health, Education, and Welfare, or another federal agency; or a state agency or official, and (2) that remedies or addresses a school district's actual or alleged segregation of students or staff on the basis of race or national origin that was found or alleged to be in violation of the U.S. Constitution, Title VI of the Civil Rights Act of 1964, and/or state constitution or other state law. A school district remains subject to such a desegregation order or plan until the court, agency, or other competent official finds that the district has satisfied its obligations and has been released from the order or plan.

**Instructions**

- Indicate whether the LEA is covered by a desegregation order or plan.

Question	Yes	No
Is the LEA covered by a desegregation order or plan?		

**6. Harassment or Bullying Policy Indicator\***

All LEAs and justice facilities

- *Harassment or bullying on the basis of sex* includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.

may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.

- Harassment or bullying on the basis of race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.
- Harassment or bullying on the basis of disability refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.

**Instructions**

- Indicate whether the LEA has a written policy or policies prohibiting discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability. Written policy or policies must be for all the categories of discrimination.

Question	Yes	No
Does the LEA have a written policy or policies prohibiting discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability?		

**7. Harassment or Bullying Policy Web Link Indicator\***

Only for LEAs and justice facilities reporting having harassment or bullying policy

**Instructions**

- Indicate whether the LEA has a web link to its written policy or policies prohibiting discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability.

Question	Yes	No
Does the LEA have a web link to its written policy or policies prohibiting discriminatory harassment or bullying of students?		

**8. Harassment or Bullying Policy Web Link**

Only for LEAs and justice facilities reporting having harassment or bullying policy web link

**Instructions**

- Enter the web link to the LEA’s written policy or policies prohibiting discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability.

<b>Web Link</b>
http://_____.

## Section II: LEA-Level Early Learning, Preschool, and Kindergarten

### GENERAL INSTRUCTIONS

- Report data based on October 1 (or the closest school day to October 1), unless otherwise noted.

### KEY DEFINITIONS

- *Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.*

### 9. Early Childhood Program Indicator\*

#### All LEAs

- *Early childhood refers to early childhood education programs and services for children birth through age 2.*

#### Instructions

- Indicate whether the LEA provides one or more early childhood services or programs that serve children birth through age 2. The LEA may provide early childhood programs or services in LEA facilities, [non-LEA facilities](#), or both.
- The LEA may provide early childhood programs or services by contracting with another entity to provide them to children. Early childhood programs or services that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

Question	Yes	No
Does the LEA provide one or more early childhood services or programs that serve children birth through age 2?		

### 10. Early Childhood Program for Non-IDEA Children

#### Only for LEAs that provide early childhood programs/services

- *Early childhood refers to early childhood education programs and services for children birth through age 2.*
- *Non-IDEA children include children without disabilities and children with disabilities who are not served under the Individuals with Disabilities Education Act.*

#### Instructions

- Indicate whether any of the LEA's early childhood service(s) or program(s) serve non-IDEA children birth through age 2. The LEA may provide early childhood programs or services in LEA facilities, [non-LEA facilities](#), or both.
- The LEA may provide early childhood programs or services by contracting with another entity to provide them to children. Early childhood programs or services that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

Question	Yes	No
Do any of the LEA's early childhood service(s) or program(s) serve non-IDEA children birth through age 2?		

### 11. Preschool Program Indicator\*

#### All LEAs

- *Preschool refers to preschool programs and services for children ages 3 through 5.*

#### Instructions

- Indicate whether the LEA provides one or more preschool services or programs that serve children ages 3 through 5. The LEA may provide preschool programs or services in LEA facilities, [non-LEA facilities](#), or both.

- The LEA may provide the preschool programs or services by contracting with another entity to provide them to children. Preschool programs or services that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

Question	Yes	No
Does the LEA provide one or more preschool services or programs that serve children ages 3 through 5?		

## 12. Preschool Daily Length and Cost\*

Only for LEAs that provide preschool

- *Preschool* refers to preschool programs and services for children ages 3 through 5.
- A full-day preschool program is a program that a child attends each weekday for approximately six hours or more.

### Instructions

- Indicate the daily length(s) and cost(s) associated with the LEA’s preschool service(s) or program(s) that serve children ages 3 through 5. The LEA may provide preschool programs or services in LEA facilities, [non-LEA facilities](#), or both.
- The LEA may provide preschool programs or services by contracting with another entity to provide them to children. Preschool programs or services that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

Data Element	Yes	No
Full-day preschool (free; no charge to parent(s)/guardian)		
Full-day preschool (partial or full charge to parent(s)/guardian)		
Part-day preschool (free; no charge to parent(s)/guardian)		
Part-day preschool (partial or full charge to parent(s)/guardian)		

## 13. Preschool Age for Non-IDEA Children

Only for LEAs that provide preschool

- *Preschool* refers to preschool programs and services for children ages 3 through 5.
- Non-IDEA children include students without disabilities and students with disabilities who are not served under the Individuals with Disabilities Education Act.

### Instructions

- Indicate whether any of the LEA’s preschool services or programs serve non-IDEA children in the ages specified.
- Children must be the specified age as of the snapshot date (i.e., as of October 1 or the closest school day to October 1).
- The LEA may provide preschool programs or services by contracting with another entity to provide them to children. Preschool programs or services that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

Ages	Yes	No
Children age 3 years		
Children age 4 years		
Children age 5 years		

#### 14. Preschool Eligibility – All Children\*

Only for LEAs that provide preschool

- *Preschool* refers to preschool programs and services for children ages 3 through 5.

##### Instructions

- Indicate whether the LEA’s preschool service(s) or program(s) is(are) offered to all children ages 3 through 5.

Question	Yes	No
Does the LEA offer its preschool service(s) or program(s) to all children ages 3 through 5?		

#### 15. Preschool Eligibility – Children Groups

Only for LEAs that provide preschool, but not to all children

- *Preschool* refers to preschool programs and services for children ages 3 through 5.
- *Children with Disabilities (IDEA)* refers to children with intellectual disabilities; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance; orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program, Individual Family Service Plan, or service plan.
- *Title I schools* are schools with large concentrations of low-income students that receive Title I funds (i.e., supplemental funds under Title I of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act), to assist in meeting their students’ educational goals. For an entire school to qualify for Title I funds, at least 40% of students must enroll in the free and reduced lunch program.
- For the purposes of preschool eligibility, *low-income* is defined by the LEA, and may vary from LEA to LEA.

##### Instructions

- Indicate whether the LEA’s preschool service(s) or program(s) is (are) offered to the groups of children ages 3 through 5, as specified.

Groups	Yes	No
Children with disabilities (IDEA)		
Children in Title I schools		
Children from low income families		

#### 16. Preschool Children Served <sup>Revised</sup>

Only for LEAs that provide preschool

- *Preschool* refers to preschool programs and services for children ages 3 through 5.

##### Instructions

- Enter the number of children of a specific age served in the LEA’s preschool service(s) or program(s).
- Children must be the specified age as of the snapshot date (i.e., as of October 1 or the closest school day to October 1).
- For the children age 2 years served category, include only children who are 2 years of age who are allowed to be served in preschool at the start of the school year because they will turn 3 years of age sometime during the school year.
- Include children who are the responsibility of the LEA, who are served in preschool in LEA facilities and non-LEA facilities. The LEA may provide preschool programs or services in LEA facilities, [non-LEA facilities](#), or both.

- The LEA may provide preschool programs or services by contracting with another entity to provide them to children. Preschool programs or services that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

Data Element	Number
Children age 2 years served	
Children age 3 years served	
Children age 4 years served	
Children age 5 years served	

### 17. Kindergarten Program Indicator\*

All LEAs

#### Instructions

- Indicate whether the LEA provides one or more kindergarten programs that serve any students. The LEA may provide kindergarten programs in LEA facilities, [non-LEA facilities](#), or both.
- The LEA may provide kindergarten programs by contracting with another entity to provide them to students. Kindergarten programs that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

Question	Yes	No
Does the LEA provide one or more kindergarten programs that serve any students?		

### 18. Kindergarten Daily Length and Cost\*

Only for LEAs that provide kindergarten

- A full-day kindergarten program is a program in which a child attends school each weekday for approximately six hours or more.

#### Instructions

- Indicate the daily length(s) and cost(s) associated with the LEA's kindergarten program(s) that serve students. The LEA may provide kindergarten programs in LEA facilities, [non-LEA facilities](#), or both.
- The LEA may provide kindergarten programs by contracting with another entity to provide them to students. Kindergarten programs that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

Data Element	Yes	No
Full-day kindergarten (free; no charge to parent(s)/guardian)		
Full-day kindergarten (partial or full charge to parent(s)/guardian)		
Part-day kindergarten (free; no charge to parent(s)/guardian)		
Part-day kindergarten (partial or full charge to parent(s)/guardian)		

## PART 2 LEA FORM: Cumulative Data

### Section I: Distance Education

#### GENERAL INSTRUCTIONS

- Unless otherwise noted, count should be cumulative based on the entire regular school year.

#### KEY DEFINITIONS

- *Distance education courses must meet all of the following criteria: (1) be credit-granting; (2) be technology-delivered via audio, video (live or prerecorded), the Internet, or other computer-based technology (e.g., via district network); and (3) have either (a) the instructor in a different location than the students and/or (b) the course content developed in, or delivered from, a different location than that of the students.*

#### 19. Distance Education Enrollment Indicator\*

LEAs and justice facilities, grades K-12, UG

##### Instructions

- Indicate whether the LEA has any students in grades K-12 or comparable ungraded levels, who are enrolled in any distance education courses.
- The LEA should provide a response regardless of where the courses originated. However, distance education courses that students take independently or that are provided by entities outside the control of the LEA should not be considered unless the LEA has access to enrollment and monitoring information for those courses.
- Report data based on the entire regular school year.

Question	Yes	No
Does the LEA have any students enrolled in any <a href="#">distance education courses</a> ?		

#### 20. Distance Education Enrollment OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16

Only for LEAs and justice facilities (grades K-12, UG) reporting student enrollment in distance education

##### Instructions

- Enter the number of students enrolled in any distance education courses. Include students in grades K-12, and comparable ungraded levels.
- The LEA should provide a response regardless of where the courses originated. However, distance education courses that students take independently or that are provided by entities outside the control of the LEA should not be considered unless the LEA has access to enrollment and monitoring information for those courses.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Students enrolled in any <a href="#">distance education courses</a> :										
Male										
Female										
<b>Total</b>										

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.

## Section II: High School Equivalency Exam Preparation Programs

### GENERAL INSTRUCTIONS

- Unless otherwise noted, count should be cumulative based on the entire regular school year.

### KEY DEFINITIONS

- *High school equivalency exam preparation programs* are programs (e.g., courses) designed to prepare students to be successful on state-authorized high school equivalency exams. High school equivalency exams are used to certify the high school-level academic achievement of individuals who have not received a secondary school diploma or its recognized equivalent. Upon review of exam results, an education or government agency may award a high school equivalency credential. High school equivalency exams may include (but are not limited to) the following: the General Educational Development (GED) Test, the High School Equivalency Test (HiSet) and the Test Assessing Secondary Completion (TASC).
- *Non-LEA facilities* are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

### 21. High School Equivalency Exam Preparation Program Indicator\* *REVISED*

Only for LEAs and justice facilities with students ages 16 through 19

#### Instructions

- Indicate whether the LEA provides one or more high school equivalency exam preparation programs for students ages 16 through 19. The LEA may provide high school equivalency exam preparation programs in LEA facilities, non-LEA facilities, or both.
- The LEA may provide high school equivalency exam preparation programs by contracting with another entity to provide them to students. High school equivalency exam preparation programs that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided programs.
- Report data based on the entire regular school year.

Question	Yes	No
Does the LEA provide one or more <a href="#">high school equivalency exam preparation programs</a> for students ages 16 through 19?		

### 22. High School Equivalency Exam Preparation Program Student Participation\* *REVISED*

Only for LEAs and justice facilities that provide a high school equivalency exam preparation program

#### Instructions

- Enter the number of students ages 16 through 19 who participated in one or more high school equivalency exam preparation programs provided by the LEA. Include students who participated in one or more programs, regardless of whether they took the programs' high school equivalency exams.
- The LEA may provide high school equivalency exam preparation programs in LEA facilities, non-LEA facilities, or both.
- The LEA may provide high school equivalency exam preparation programs by contracting with another entity to provide them to students. High school equivalency exam preparation programs that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided programs.
- Do not include students who participated in high school equivalency exam preparation programs that were not provided by the LEA, even if the LEA recommended that these students enroll in the non-LEA provided programs.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Students who participated in one or more <a href="#">high school equivalency exam preparation programs</a> :										
Male										
Female										
<b>Total</b>										

### 23. High School Equivalency Exam Preparation Program Credentials\* *REVISED*

Only for LEAs and justice facilities reporting student participants in high school equivalency exam preparation program

#### Instructions

- Enter the number of students ages 16 through 19 who participated in one or more high school equivalency exam preparation programs provided by the LEA, took and passed a program exam, and received a high school equivalency credential.
- The LEA may provide high school equivalency exam preparation programs in LEA facilities, non-LEA facilities, or both.
- The LEA may provide high school equivalency exam preparation programs by contracting with another entity to provide them to students. High school equivalency exam preparation programs that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided programs.
- Do not include students who participated in high school equivalency exam preparation programs that were not provided by the LEA, even if the LEA recommended that these students enroll in the non-LEA provided programs.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Students who received a high school equivalency credential after participating in one or more <a href="#">high school equivalency exam preparation programs</a> :										
Male										
Female										
<b>Total</b>										

Items noted with an asterisk "\*" reflect guiding questions. Answers to these questions determine whether an LEA is presented with subsequent items.