A public-use data file containing the entire 2013-14 CRDC in CSV format can be downloaded in a zip file (25M). Warning - Large file.

1. Open the folder (unzip file). There are two Excel files. The "CRDC2013_14" file has the chronic absence data and the "CRDC2013_14content" file has a list of data variables and their definitions. The data file is VERY LARGE. It includes every school and district in the nation that reported their data.
2. Turn on the filter. (In the "Data" tab, select filter.)

3. Filter to your state - Click on header cell labeled "LEA_STATE" (Cell A1) to bring up the dropdown menu. Click on "Select All" to clear the selections, and scroll down to your state. For example, click on the checkbox next to CA.
4. Filter to your LEA - Click on header cell labeled "LEA_NAME" (Cell B1) to bring up the dropdown menu. Click on "Select All" to clear the selections, and scroll down to your LEA.

5. Identify the columns you are interested in. A listing of the data variables is in the separate Excel file labeled "CRDC2013_14content." You may be interested in other demographic data, however the chronic absence data are located in columns ADB through ADW.
a. You might want to hide columns that are not pertinent at this time. Do this by selecting the entire column(s) and right-click with your mouse, then scroll down and select "hide." Chronic absence data begins on the $782^{\text {nd }}$ column out of 1,929 columns of data.

b. You can also copy and paste the selected columns to a new file so that your file has a smaller amount of data.
6. Examine the chronic absence data - The numbers listed are the number of students for each category that were chronically absent, using OCR's definition of chronic absenteeism. (The federal Office for Civil Rights data is currently using 15 or more school days in a year to define a chronically absent student. A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused. Numerous research studies, and the practices of several states, define chronic absence as missing 10\% of the school year (or about 18 days in a 180 school year). Regardless of the slight difference in the number of days, chronic absence is a fundamental shift in how we take all student absences-excused, unexcused or out-of-school suspensions-into account as a missed opportunity for classroom learning.)

| NAME | VARNUM | LABEL |
| :--- | ---: | :--- |
| TOT_ENR_M | 76 | Total Number of Students Enrolled: Male |
| TOT_ENR_F | 77 | Total Number of Students Enrolled: Female |
| SCH_ABSENT_HI_M | 782 | Chronic Student Absenteeism: Hispanic Male |
| SCH_ABSENT_HI_F | 783 | Chronic Student Absenteeism: Hispanic Female |
| SCH_ABSENT_AM_M | 784 | Chronic Student Absenteeism: American Indian/Alaska Native <br> Male |
| SCH_ABSENT_AM_F | 785 | Chronic Student Absenteeism: American Indian/Alaska Native <br> Female |
| SCH_ABSENT_AS_M | 786 | Chronic Student Absenteeism: Asian Male |
| SCH_ABSENT_AS_F | 787 | Chronic Student Absenteeism: Asian Female |
| SCH_ABSENT_HP_M | 788 | Chronic Student Absenteeism: Native Hawaiian/Pacific <br> Islander Male |
| SCH_ABSENT_HP_F | 789 | Chronic Student Absenteeism: Native Hawaiian/Pacific <br> Islander Female |
| SCH_ABSENT_BL_M | 790 | Chronic Student Absenteeism: Black Male |
| SCH_ABSENT_BL_F | 791 | Chronic Student Absenteeism: Black Female |
| SCH_ABSENT_WH_M | 792 | Chronic Student Absenteeism: White Male |
| SCH_ABSENT_WH_F | 793 | Chronic Student Absenteeism: White Female |
| SCH_ABSENT_TR_M | 794 | Chronic Student Absenteeism: Two or More Races Male |
| SCH_ABSENT_TR_F | 795 | Chronic Student Absenteeism: Two or More Races Female |
| TOT_ABSENT_M | 796 | Total Chronic Student Absenteeism: Male |
| TOT_ABSENT_F | 797 | Total Chronic Student Absenteeism: Female |
| SCH_ABSENT_LEP_M | 798 | Chronic Student Absenteeism: LEP Male |
| SCH_ABSENT_LEP_F | 799 | Chronic Student Absenteeism: LEP Female |


| SCH_ABSENT_504_M | 800 | Chronic Student Absenteeism: Section 504 Only Male |
| :--- | :--- | :--- |
| SCH_ABSENT_504_F | 801 | Chronic Student Absenteeism: Section 504 Only Female |
| SCH_ABSENT_IDEA_M | 802 | Chronic Student Absenteeism: IDEA Male |
| SCH_ABSENT_IDEA_F | 803 | Chronic Student Absenteeism: IDEA Female |

7. To calculate your schoolwide chronic absence - The file does not have a column for schoolwide chronic absence. I recommend creating a column that adds male and female chronic absenteeism. (TOT_ABSENT_M plus TOT_ABSENT_F). To calculate a chronic absence rate, you might want to add male and female student enrollment to create the denominator (TOT_ENR_M plus TOT_ENR_F).
8. Save a copy - the file you downloaded was Read-Only. Don't forget to save a copy by selecting "Save As."

ED plans to release a database with search criteria in August (that will be more user-friendly).

