



# The Center for Civil Rights Remedies

at The Civil Rights Project | *Proyecto Derechos Civiles*

## **RECORDS REQUEST FOR CIVIL RIGHTS DATA COLLECTION: DISTRICT LEVEL ENROLLMENT AND DISCIPLINE DATA**

January 22, 2019

California Public Records Act Request  
Office of the General Counsel  
Los Angeles Unified School District  
333 S. Beaudry Avenue, 24<sup>th</sup> Floor  
Los Angeles, CA 90017  
P 213 241-6601  
pra@lausd.net

**Re: California Public Records Act Section 6250 – 6276.48 of the Cal. Gov’t Code: Request – Discipline Data**

Dear Custodian of the Record(s) for the Los Angeles Unified School District,

On behalf of the Center for Civil Rights Remedies at UCLA’s Civil Rights Project and pursuant to the California Public Records Act, I, Daniel J. Losen, request copies of the following public documents and/or data held by Los Angeles Unified School District:

1. School enrollment data required to be collected for 2017-18 as required by the Office of Civil Rights for the federal survey. The enrollment requirements are provided at <https://www2.ed.gov/about/offices/list/ocr/docs/2017-18-crdc-data-elements.pdf> This request is only seeking the district level information covering the following required reporting elements:

**a. School & District Characteristics** (for example in the school level form at pages 8-18 and in the LEA form this information can be found under SSPR at pages 3-4.

- Total number of students enrolled in school (disaggregated by race, sex, disability-IDEA, disability-504 only, LEP).
- Number of students with disabilities (disaggregated by race, sex, LEP).
- Number of LEP students and number of students enrolled in LEP programs (disaggregated by race, sex, disability-IDEA).

**b. School discipline data required to be collected for 2017-18 and reported to the Office of Civil Rights for the federal CRDC survey.** From the same above referenced document/CRDC survey response, we request the discipline data for the district disaggregated as required for reporting pursuant to the CRDC. These data include the following categories as defined by the CRDC survey:

- In-school suspensions
- Out-of-school suspensions
- Expulsions
- School-based arrests
- Referrals to law enforcement.
- Days of lost instruction due to out-of-school suspensions.

c. Please note that both “referrals to law enforcement” and the subset, “school-based arrests” are hereby requested. We are aware that LAUSD reported a zero for school-based arrests in 2015-16, although it is clearly a required data element of this collection.

2. If the district will not be fulfilling its obligation to report “school-based arrests” and/or “referrals to law enforcement” please provide an explanation for the non-compliance.
3. Nothing in this request should be construed as requesting school-level data. We strictly seek the LEA level data for each and every identified data element.

If the data requested have not yet been collected please regard this as a standing request for the data such that this request applies on the date that the data specified in this request are available. Once the data are available and certified as accurate pursuant to the CRDC requirements, please provide it to us, either before or immediately after LAUSD’s official submission is made to the U.S. Department of Education.

**Disaggregation of Discipline Data:** We request the data in the same format as required by OCR for the 2017-18 academic school year. With the exception of the report of days of lost instruction due to out of school suspension, in all other requested categories, the OCR format provides fully cross-tabulated data by race with gender and by disability status. This request seeks each requested data element in the same form as reported to the U.S. Department of Education. Nothing in this request should be construed to request any data that LAUSD is not already required to be report to meet compliance with the CRDC for the 2017-18 academic year.

**This request seeks no personally identifiable information:** Generally speaking, we request the same LEA level data submitted to U.S. Department of Education’s OCR and agree to the use of the minimum degree of redaction and/or rounding of numbers to safeguard our request from containing personally identifiable information and to conform with all federal and state privacy protection requirements. If any of the requested data are deemed exempt from disclosure, we agree that you may use rounding off and redaction as necessary.

Please be advised that this request is intended to be as broad and inclusive as permitted by law and is intended to apply to all officers, officials, employees, departments, divisions, and any other private agency, person, partnership, corporation or entity acting on behalf of, or with the knowledge of the Los Angeles Unified School District.

Please also be advised that the term “document” as used in this request shall be interpreted to include any and all nonexempt data contained in an electronic storage device or medium.

Pursuant to CA Gov’t Code Section 6250 et. seq., we request a waiver of any fees associated with this request since we are requesting the data on behalf of the non-profit Center for Civil Rights Remedies, part of the Civil Rights Project at UCLA, and its use will benefit the general welfare. To the extent that the requested documents are available in a computer storage system, we ask that they be provided in an electronic storage medium such as a CD rom or DVD. If fees cannot be waived, please provide a reasonable estimate of fulfilling this request.

If LAUSD claims that any requested document is exempt from inspection, please state the name and description of the document, and an explanation for the basis for the exemption, including the statutory citation to any exemption.

Please note that pursuant to the California Public Records Act (Cal. Gov’t Code at section 6245 (b) and (c) the requested records identified above must be provided within 10 business days of our request. Please do not hesitate to call if additional time is needed to fulfill this request.

On information and belief, each public school and district in the United States is required to collect and report the requested data to the U.S. Department of Education’s Office for Civil Rights (OCR) no later than April 1, 2019. If you are currently in the process of collecting this information, but cannot provide the data within either 10 days or an additional extension of 14 days because the data has not yet been submitted, and will not be submitted to the U.S. Department of Education before the extension period has ended, please treat this as a standing request for information to be provided as soon as your collection is complete and has been certified as accurate pursuant to the federal CRDC requirements and is therefore “available” as outlined on page 3 of the LAUSD policy bulletin.

Thank you for your assistance in this matter. If you have any questions, please do not hesitate to contact me at [losen@gseis.ucla.edu](mailto:losen@gseis.ucla.edu) or [losendan@gmail.com](mailto:losendan@gmail.com) or to call me at 781-861-1222.

Sincerely,

Daniel J. Losen

Director, The Center for Civil Rights Remedies,

The Civil Rights Project at UCLA

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Send to: Home Office: 20 Hillcrest Avenue, Lexington, MA 02420.