



How to Select a Principal Contact Person (PCP)

Ideally, the Principal Contact Person (PCP) is the person who is coordinating the completion of the Civil Rights Data Collection (CRDC). Because many departments and staff in the local educational agency (LEA) may contribute data to the CRDC, the PCP should be someone who can communicate all pertinent information regarding the survey such as deadlines and changes to staff, and who can act as the liaison between the LEA and the U.S. Department of Education (ED) Office for Civil Rights (OCR).

Responsibilities:

- Serve as the primary point of contact for OCR, and technical assistance providers for the LEA
- Serve as point of contact for all email correspondences and phone calls related to CRDC
- Understand CRDC due dates and timelines
- Understand the data and reporting requirements for the CRDC
- Have knowledge of LEA data systems and data sources (or work closely with those who do)
- Ensure appropriate staff are involved in compiling and gathering data as needed
- Plan, organize and manage the CRDC data gathering and submission efforts
- Ensure data entries are reviewed by appropriate LEA staff prior to certification
- Ensure complete and accurate data are provided for the CRDC on a timely basis

Skills, Knowledge and Ability

- Ability to plan, organize and manage the data reporting process
- Knowledge and understanding of data
- Ability to coordinate with others in the agency as needed to gather, compile and review the data
- Ability to motivate others to participate in effort as needed