



Civil Rights Compliance (CRC) What's Next?

The district is to be commended for all of the great work that has been accomplished to this point. The staff's time and energy has provided a great foundation for the remainder of the CRC process.

So, what is the "rest of the CRC process"?

The rest of the process amounts to identifying and fulfilling those activities that will bring the district into full compliance with federal Civil Rights requirements and documenting these activities for submission to the federal Office for Civil Rights.

First, the district contact person will receive an official (mailed) copy of the **Letter of Findings (LOF)** that was previewed at the Exit Interview. An emailed copy will also be provided. (The LOF will be provided within 30 days of the visit.)

Be sure to complete and sign the **CAP cover page** and return to DPI within 10 days of the CRC visit; unless this step was completed at the exit interview.

Upon receipt of the Letter of Findings, the district contact person (and team) should review the **draft Corrective Action Plan (CAP)** that was left at the Exit Interview. Be sure to complete the unfinished sections of the CAP (responsible party and timeline) and verify that all directives listed in the LOF are covered by the activities of the CAP; as well as, be sure to review and update any suggested activities to align to district expectations and needs. **Send a completed copy of the CAP to the DPI team leader within 60 days of receipt of the Letter of Findings.**

Your DPI team leader will **review and approve** (sometimes with changes) **the CAP** submitted via email to the district contact person. (If changes are required, the district will need to confirm acceptance).

At this point, the district should **begin working on activities from the CAP** while ensuring proper documentation of completed activities. Any questions in the process should be directed to the DPI team leader.

Submit quarterly updates and evidence to DPI. These updates and evidence should be submitted electronically (as much as is feasible) to the DPI contact person. Dates for submission begin on the next calendar date listed below after CAP approval:

- September 15
- December 15
- March 15
- June 15

NOTE: All submissions should be accompanied by the **CAP Progress Cover Page** to assist the DPI team leader in matching evidence to directives and activities. If any pictures are submitted as evidence of facilities updates, the **PI-1377 Certificate of Authenticity** is required.

Upon submission of updates and evidence submission, the DPI team leader will review this documentation and provide feedback and request further clarification, as needed. Once all directives and CAP activities have been completed, the DPI team leader will request closure of the civil rights compliance file.

A closure letter will be received by the district superintendent and the district contact person.

Materials and resources can be found here: <http://www.crc.dpi.wi.gov>