How to Select a Principal Contact Person (PCP)

Ideally, the Principal Contact Person is the person who is actually coordinating the completion of the survey. Because many departments and staff may contribute data to the CRDC, the PCP should be someone who can forward on all pertinent information regarding the survey such as deadlines and changes, and can act as the liaison between the LEA and ED.

**Responsibilities:**

- Serve as the primary point of contact for the Office of Civil Rights and technical assistance providers for your LEA. Serve as point of contact for all email correspondences and phone calls related to Civil Rights Data Collection
- Understand CRDC due dates and timelines
- Understand the data and reporting requirements of 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 is reviewed by appropriate staff in LEA prior to certification
- Ensure complete and accurate data is provided to the CRDC

**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.