

**SPECIAL EDUCATION DISCIPLINE DATA COLLECTION -2016-2017**

**ROLES AND RESPONSIBILITIES**

DISTRICTS	ADMINISTRATIVE UNITS
<ul style="list-style-type: none"> <li>• Submit Discipline Action records of students with disabilities which occurred during the current reporting period July 1, 2016- June 30, 2017.</li> <li>• Resolve Interchange and Snapshot errors in accordance with the timeline.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit Special Education IEP Child and Participation records of students who received Discipline Action events during the current reporting period July 1, 2016 – June 30, 2017.</li> <li>• Create Special Education Discipline “Snapshot”</li> <li>• Review reports with the Special Education Directors during report review week.</li> <li>• Submit data to CDE at the close of the collection</li> <li>• Upload Final Signed Reports to the Data Management System under the “Profile” tab</li> </ul>

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
<b>Monday, April 3, 2017</b>	Special Education Discipline Interchange - Action file may be submitted to the Data Pipeline	
<b>Monday, May 1, 2017</b>		SPECIAL EDUCATION DISCIPLINE DATA COLLECTION SNAPSHOT AVAILABLE
<b>Monday, May 8, 2017</b>	Date by which the following Interchange files must be <b>SUBMITTED BY DISTRICTS</b> with discipline events during the current reporting period (July 1, 2016 – June 30, 2017) for students with disabilities: <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>SPECIAL EDUCATION DISCIPLINE INTERCHANGE - ACTION</b></li> <li><input type="checkbox"/> <b>STUDENT DEMOGRAPHICS</b></li> <li><input type="checkbox"/> <b>STUDENT SCHOOL ASSOCIATION</b></li> </ul>	DATE BY WHICH THE FOLLOWING Interchange files must be submitted by THE ADMINISTRATIVE UNIT <ul style="list-style-type: none"> <li><input type="checkbox"/> SPECIAL EDUCATION IEP CHILD</li> <li><input type="checkbox"/> SPECIAL EDUCATION IEP PARTICIPATION</li> </ul>

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
Thursday, June 8, 2017	<p>Once the Administrative Unit respondent has created the Special Education Discipline Snapshot you will have access in COGNOS under Discipline to see Snapshot validation errors relative to your district.</p> <p><b>IT IS THE DISTRICTS RESPONSIBILITY TO MAKE CORRECTIONS TO THE DATA IN ACCORDANCE WITH THE TIMELINE.</b></p>	<p>Date by which you <b>must generate your first Special Education Discipline Snapshot</b> in Data Pipeline.</p> <p>Please let the District respondent know when a Snapshot is created.</p>
Thursday, June 22, 2017	Date by which <b>90%</b> of your total record count must be included in your Discipline Action file.	
Friday, June 30, 2017	<b>End of the 2016-2017 Special Education Discipline Data Reporting Period</b>	
Wednesday, July 12, 2017	<p>Date by which all <b>Discipline Action Interchange errors must be resolved.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All Discipline Action records are submitted and have passed all Interchange validations</li> </ul>	Date by which all <b>IEP Child/Participation Interchange errors must be resolved.</b>
Thursday, August 10, 2017		Date by which <b>All Snapshot Exception requests</b> must be received by CDE to allow sufficient time for processing and to allow you to pass all edits by the deadline.
Tuesday, August 15, 2017	<p>Date by which you must have generated your <b>complete</b> Special Education Discipline Snapshot dataset by passing all Interchange and Snapshot validations in preparation for report review. Administrative Units and Districts to work collaboratively to meet this deadline.</p> <p>All data records needed for the Special Education Discipline Snapshot should be submitted and passed Interchange and Snapshot edit validations.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All data records needed are included in the Special Education Discipline Included Snapshot report</li> <li><input type="checkbox"/> Discipline Action errors resolved</li> <li><input type="checkbox"/> Special Education Discipline Snapshot errors resolved.</li> </ul>	
Wednesday, August 16, 2017 – Wednesday, August 23, 2017	<b>DISTRICTS MUST BE AVAILABLE TO MAKE ANY CHANGES IN THE INTERCHANGE</b>	<b>REPORT REVIEW WEEK.</b> This is your opportunity to review your reports in detail and make any data corrections you deem necessary to make sure you are reporting valid and reliable data.

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
<b>Wednesday, August 23, 2017</b>	<p>All changes to files identified during report review are required by this date and a <b>complete</b> Special Education Discipline Snapshot created. Administrative Units and Districts to work collaboratively to meet this deadline.</p> <p>All data records needed for the Special Education Discipline Snapshot should be submitted and passed Interchange and Snapshot edit validations.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete means that all required data fields are completed for all students reported AND that all students who must be reported have been reported.</li> <li><input type="checkbox"/> All Interchange and Snapshot errors are resolved.</li> </ul>	
<b>Wednesday, August 23, 2017</b>		<p><b>FINAL DATA FILE APPROVAL AND REPORT SUBMISSION.</b> Date by which your <b>complete</b> and final Special Education Discipline Snapshot approval is due through electronic submission to the Data Pipeline</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approve final Special Education Discipline Snapshot by clicking “submit to CDE”</li> <li><input type="checkbox"/> Date by which ALL Final signed report must be received by CDE via the Data Management System (DMS) under the “Profile” tab.</li> </ul> <p>The following signed reports in their entirety are due today. Reports are to be uploaded to the Data Management system and must contain all pages of the reports listed below, not just the signature page.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Data Summary Report (all 14 pages)</li> <li><input type="checkbox"/> Year to Year Report <ul style="list-style-type: none"> <li>❖ Flag Explanation Document for “A” flags</li> </ul> </li> </ul>
<b>Wednesday, August 23, 2017</b>	<b>SPECIAL EDUCATION DISCIPLINE COLLECTION CLOSED</b>	