



## School Discipline FAQ Document

### **What is the School Discipline collection and why is it ‘SDA’?**

The SDA collection is a periodic collection which collects school level data and prior to the 2019-2020 school year included 4 files (1) discipline by action, (2) discipline by student demographics, (3) firearm (GFSA) file and (4) attendance file.

The attendance file is now a separate student-level snapshot which pulls data from the student interchange files. The School Discipline is still considered the SDA collection and continues to be at the school-level. This collection captures the count of students disciplined based on the type of incident (behavior of the student), the demographics of the students disciplined and the counts students that brought or possessed a firearm and the action taken for those incidents for each school.

### **Is there a specific order to upload the 3 SDA files?**

Yes, the files must be uploaded in the following order: (1) Discipline by Action File, (2) Discipline by Student Demographics and (3) Firearm (GFSA) Discipline File.

If there are no Firearms to report, then firearm file would be skipped and not uploaded. If there are no incidents to report, then the district can finalize without uploading any of the 3 files. Instead, only the ‘No Reportable Incidents’ tab would be updated.

### **What is the process when there are no Firearms to report?**

This would be indicated by first updating the “No Reportable Incidents” tab under SDA in pipeline to reflect ‘No’ for every school within your district under the Firearm Incident column. Once that has been completed, no further action is necessary for the Firearm (GFSA) Discipline file.

### **What does the GFSA stand for in the Firearm file?**

The GFSA acronym refers to the Gun Free School Act which requires each state to collect this information.

### **Additional Information Needed?**

Refer to the sources online:  
<https://www.cde.state.co.us/datapipeline/schooldisciplineattendance>

Contact:  
Annette Severson  
[Severson\\_a@cde.state.co.us](mailto:Severson_a@cde.state.co.us) for  
more assistance



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### **What is the process when there are no disciplinary incidents to report in addition to no firearms to report?**

This would be indicated by first updating the “No Reportable Incidents” tab under SDA in pipeline to reflect ‘No’ for every school within your district under the Discipline Incident column and the Firearm column. Once that has been completed, no further action is necessary for the Discipline by Action or the Discipline by Demographic files. Once the No Reportable Incidents tab is updated to be ‘No’ for all schools in both columns, the district may finalize the data by following the finalizing steps.

### **What is the Unduplicated Count field in the Discipline by Student Demographic file?**

The Unduplicated count of students disciplined is the count of students disciplined, regardless of how many each student may have been disciplined. For example, Student A may have received an in-school suspension, an out-of-school suspension and an expulsion all in the same year. Each of these would be counted for individually for the actions taken but the unduplicated count would only count Student A as ‘1’ and not ‘3’.