



School Discipline Collection Process

Overview

This document is provided as a resource for districts to complete the Data Pipeline School Discipline (SDA) periodic data collection, *formerly the School Discipline and Attendance collection*. The purpose of the SDA collection is to capture: (1) the count of students disciplined based on the type of incident (behavior of the student); (2) the demographics of the students disciplined; and (3) the count of students that brought or possessed a firearm with the action taken. In the event there are no reportable behaviors or firearm incidents for a school to report, LEAs will utilize the “No Reportable Incidents” tab within data pipeline.

Identity Management Roles

An Identity Management Role must be assigned by a Local Access Manager (LAM) for district respondent(s) prior to having access to the SDA data collection in Data Pipeline. Contact your LAM and ask to be assigned to the appropriate role. You may only be assigned to one role for SDA. This role also provides access for the new Attendance snapshot.

Identity Management Role	Enables User to:
SDA~LEAAPPROVER	Finalize, Submit, Modify and View Data
SDA~LEAUSER	Submit, Modify and View Data
SDA~LEAVIEWER	View Data

File Information

For the SDA data collection, there are 3 separate files to be submitted. Information pertaining to (1) the file formats allowed in data pipeline, (2) detailed information on each of the 3 files and (3) creating the files is provided in this section.

File Format

- Submit files with extensions of: csv; txt; xls; or xlsx
 - Pipeline only accepts field delimiters of: , | ~
- Include a header row in the first row of each file for csv and excel files
- Include leading zeros (0) for required fields (for instance 01 or 02 for gender)
- Save files for reference and perhaps re-loading
- Do not include non-numeric/non-letter characters (except underscore) in file names as they can cause problems due to the fact that they have special system meanings. # is one of them.
- Do not include spaces in file name
- Do not edit a text file with Excel; you may lose preceding zeros
- Do not include any blank lines in file

Brief Guide

Update the [‘No Reportable Incidents’ Tab](#) FIRST

Do NOT upload a file with only the headings. If there are no disciplinary incidents or firearms to report:

- the file is not required to be uploaded and
- All schools are indicated as No in the [‘No Reportable Incidents’ tab](#)

To Finalize – select the ‘All Discipline File’ in the Status Dashboard Screen

- This finalizes ALL 3 files

[Step by Step Directions](#)

[File Layouts and Additional Resources](#)

Additional Assistance Needed?

Contact Annette Severson:
Severson_a@cde.state.co.us



File Types

There are 3 separate data files for this collection. The file layout documentation and definitions are accessed at: <http://www.cde.state.co.us/datapipeline/schooldisciplineattendance>. These files are listed and summarized below.

Please note, the files are required to be uploaded in the following order:

1. Discipline by Action
2. Discipline by Student Demographic
3. Firearm (GFSA) Discipline (*if applicable*)

Discipline by Action File

- Count of behaviors by school
 - Most severe action taken per behavior
 - Only 1 action taken per behavior
 - Referrals to Law Enforcement reported in addition to most severe action taken if applicable
- Only report those behaviors that meet the definitions found in the [file layout documentation](#)
- A record will be included per behavior and school if applicable
 - Able to report one record per incident utilizing the new 'Optional Sort Field' for the identifier
- If there were no disciplinary behaviors to report for a school or schools, please reference [No Reportable Incidents](#)

Discipline by Student Demographic File

- One record per subset of students disciplined by school
 - Able to report one record per student utilizing the new 'Optional Sort Field' for the identifier
- Detailed demographic information on students disciplined
- Count of Students by Demographic Details and Action Taken
- If there were no disciplinary behaviors to report for a school or schools, please reference [No Reportable Incidents](#)

Firearm (GFSA) Discipline File

- One record per subset of students who brought/possessed firearm weapon with action taken
- Demographic information on students include:
 - Grade Level
 - IDEA/Special Education Status
- Expulsions reported are a subset of Dangerous Weapon Expulsions reported
- If there were no firearm incident to report for a school or schools, please reference [No Reportable Incidents](#)

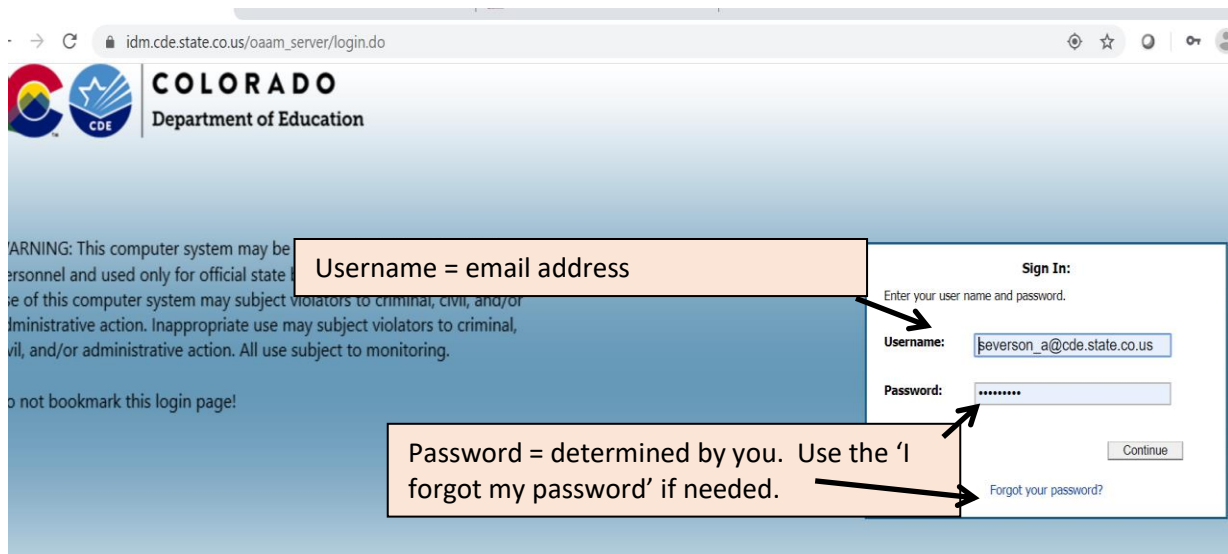
File Creation

File layouts can be found at: All fields within the files must have a valid number or code and cannot be left blank. These files can be created by either: <http://www.cde.state.co.us/datapipeline/schooldisciplineattendance>.

- System Vendor: Districts may have the availability of these data files created by a vendor system, and in that case, the district should reference their vendor system user guide to create, save and review the data reports.
- Districts may have to create these files manually using Microsoft Excel. Excel file templates are available at: <http://www.cde.state.co.us/datapipeline/schooldisciplineattendance>.

Step by Step Process

- 1) Login to Data Pipeline: <https://cdx.cde.state.co.us/pipeline>



WARNING: This computer system may be used by personnel and used only for official state business. Use of this computer system may subject violators to criminal, civil, and/or administrative action. Inappropriate use may subject violators to criminal, civil, and/or administrative action. All use subject to monitoring. Do not bookmark this login page!

Username = email address

Sign In:
Enter your user name and password.

Username:

Password:

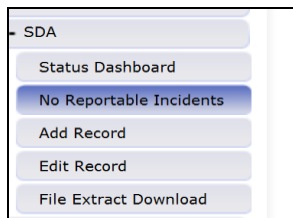
Continue

[Forgot your password?](#)

Password = determined by you. Use the 'I forgot my password' if needed.

- 2) Make updates to the “No Reportable Incidents” tab. This is required and indicates whether or not there were (1) Disciplinary actions to report for one or multiple schools and/or (2) Firearm incidents to report for one or multiple schools. **This step must be completed prior to upload data files**, however it can also be updated throughout the SDA process if needed. For more information; refer to [No Reportable Incidents](#). To make updates:

- a. Click on “SDA” then “No Reportable Incidents”:



SDA

Status Dashboard

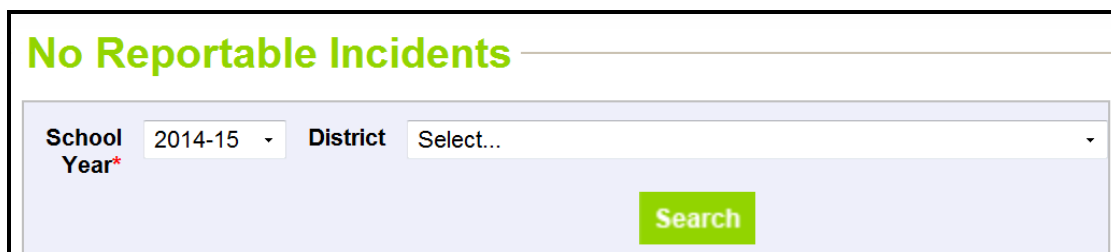
No Reportable Incidents

Add Record

Edit Record

File Extract Download

- b. Select the appropriate School Year and your LEA, then “Search”:



No Reportable Incidents

School Year: 2014-15 District: Select...

Search

c. Make the appropriate selection for each school:

Please answer the following questions in the table below.

1. Were there disciplinary incidents to report for any of the following schools within your district?

2. Were there any firearms brought or possessed at the following schools within your district?

School Code	School Name	(1) Disciplinary Incidents? All to Yes All to No	(2) Firearms Brought? All to Yes All to No
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d. Save changes before navigating away from page:

Page 1 of 2  25 Per Page Total No. of Records: 35

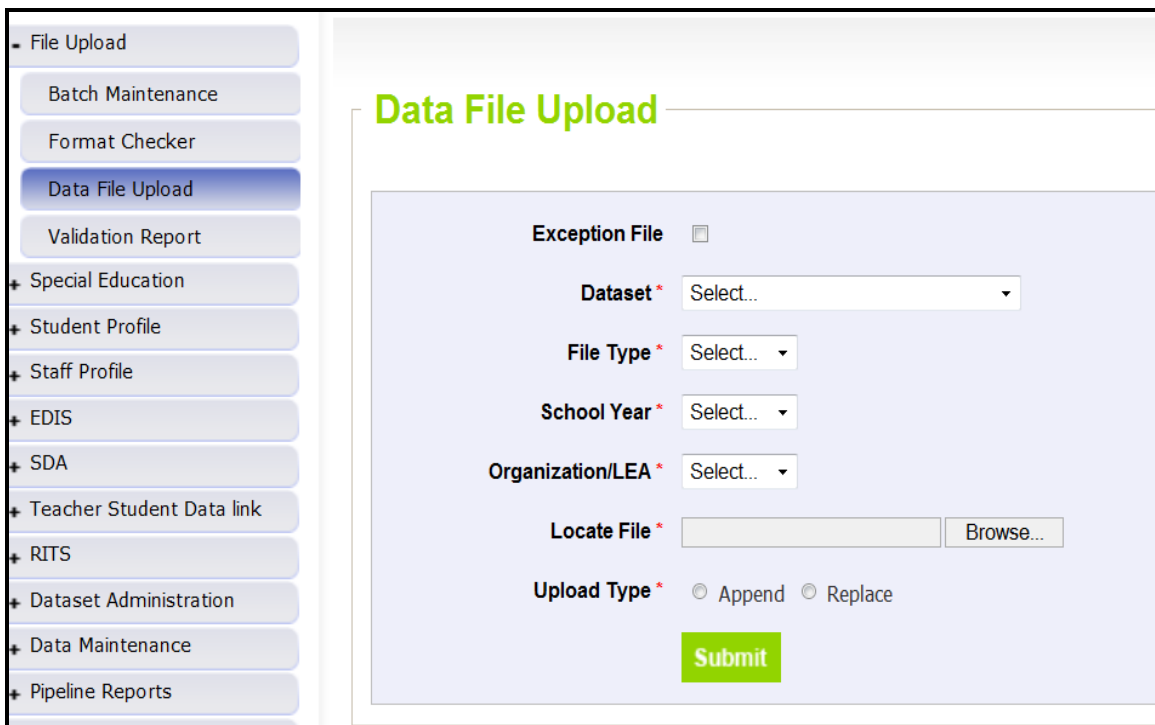
[Save](#)

3) Upload each applicable School Discipline data files in the following order (refer to [File Types](#) for more info):

- (1) Discipline by Action,
- (2) Discipline by Student Demo and
- (3) Firearm Discipline.

NOTE: There is a required order of files to be uploaded; to assist with validating the data reported. If any of the files are not to be reported (either no incidents to be reported for the district or no firearm data to be reported for the district), then that file may be skipped and the next file uploaded in the appropriate order. For example, if there are no firearms to be reported, the district would upload in order: Discipline by Action and then the Discipline by Student Demo and skip uploading the Firearm file in this case.

a. Select “File Upload” then “Data File Upload”:



The screenshot shows the 'Data File Upload' interface. On the left is a sidebar menu with options: File Upload, Batch Maintenance, Format Checker, Data File Upload (highlighted), Validation Report, Special Education, Student Profile, Staff Profile, EDIS, SDA, Teacher Student Data link, RITS, Dataset Administration, Data Maintenance, and Pipeline Reports. The main content area is titled 'Data File Upload' and contains the following fields:

- Exception File: ☐
- Dataset *:
- File Type *:
- School Year *:
- Organization/LEA *:
- Locate File *: [Browse...](#)
- Upload Type *: ☐ Append ☐ Replace
- [Submit](#)

Note: you may upload data into “Format Checker” to see if the format is correct for all four files first.

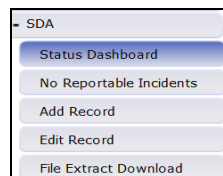
b. Data File Upload Selections:

Dataset	School Discipline Attendance
File Type	Discipline by Action <i>first</i> Discipline by Student Demo <i>second</i> Firearm Discipline <i>third (or skipped)</i>
School Year	Current School Year
Organization/LEA	Select your District/BOCES
Locate File	Browser and select file to upload
Upload Type	Replace if your file is complete within the one file upload
	Append if you are adding additional data to what has been previously uploaded

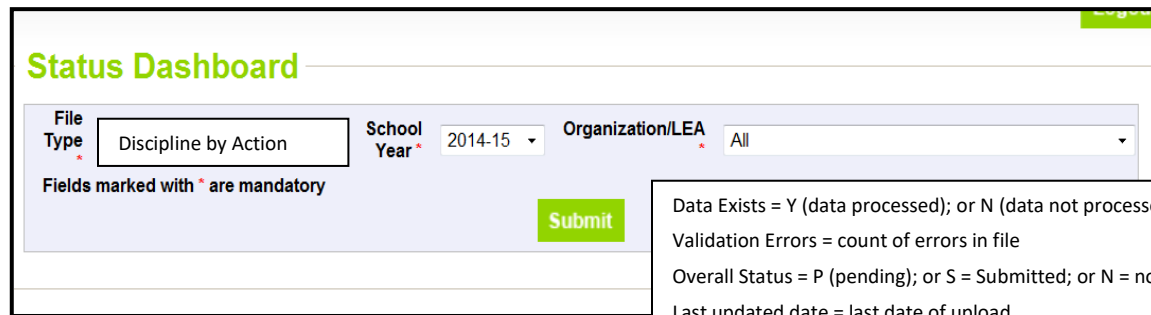
c. Select "Submit"

4) Check Status Dashboard for each file uploaded. This will provide confirmation the file uploaded and processed within the system. This will also provide the error count for the file.

a. To check the status dashboard select the "SDA" then "Status Dashboard":

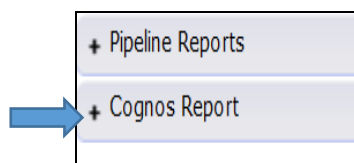


b. Then, choose the file type, school year and LEA and select "Submit"



5) Review Errors and Warnings – Using Cognos (OR Using Pipeline Reports, skip to Step 6):

a. Select "Cognos Report":



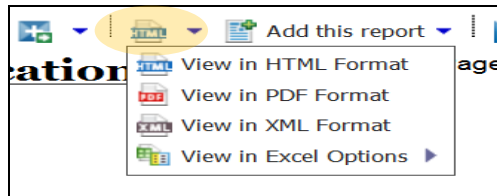
b. Then choose "School Discipline and Attendance" by clicking on the title:



- c. Select the appropriate Error Report to view:
 - i. For Discipline by Action data errors: “Discipline Action Error Detail Report”
 - ii. For Discipline by Student Demographic data errors: “Demographics Error Detail Report”
 - iii. For Firearm Incident data errors: “Firearm Error Detail Report”

NOTE: If there are no errors for your district for the file OR the file was not processed for your district yet, there will be no error report available

- d. Error reports can be downloaded into excel:



6) Review and Correct Edit Errors – Using Pipeline Reports (OR Using Cognos Reports, refer to Step 5):

- a. Select “Pipeline Reports” then “Error Report”:



Error Report

Dataset *
School Discipline Attendance

File Type *
Select...

School Year *
Select...

Organization/LEA *
Select...

Error Type *
Select...

Search

- b. Select the following:

Data Set: School Discipline Attendance	File Type: Discipline by Action <i>first</i> Discipline by Student Demo <i>second</i> Firearm Discipline <i>third</i>
School Year: 2015-16	Organization/LEA: Select your District/BOCES
Error Type: Errors and Warnings	

- c. Click “Search”

- d. If there are no errors for your district in the file OR the file was not processed for your district yet, there will be no error report available. If there are errors, the summary and count of each will be provided first.

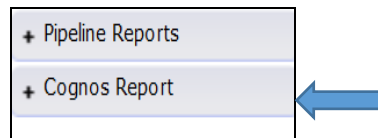
Select All Deselect All Excel				
Select	Error Code	Error Type	Error Message	Count
<input checked="" type="checkbox"/>	SC003	E	Behaviors must contain a valid code.	13
<input checked="" type="checkbox"/>	SC062	E	Disciplinary Incidents marked Y for these schools, but no data uploaded in file	10
<input checked="" type="checkbox"/>	SC063	E	Behavior Incidents marked N for this school, but unexpected school data was uploaded in file	6
<input checked="" type="checkbox"/>	SC070	E	Behaviors is mandatory	1
View Details				

- e. You may select all or one at a time and then “View Details” to see which records have each error.
f. This error report can also be downloaded into excel, by clicking on the “Excel” at the top of the error report.

7) Make appropriate corrections to the data file(s) with errors and re-upload the files (Step 3)

8) Once all errors are corrected: Review and Validate Reports:

- a. Select “Cognos Report”



- b. Then select “School Discipline and Attendance”



- c. Select each report to review for accuracy.

9) LEAAPPROVER role: Finalize Uploaded Data (if data reports are accurate):

- a. Ensure all data reported in each file is accurate and can be finalized by reviewing appropriate reports.
b. Select “SDA” then select “Status Dashboard”
c. Select the ‘All Discipline’ File to be finalized; school year and LEA, then click “Submit”

[Logout](#)

Status Dashboard

File Type * Select...
School Year * Select...
Organization/LEA * All

Fields marked with * are mandatory

[Submit](#)

d. Click on “Submit to CDE” to finalize

ATT Status Dashboard (2014-15): 0880-DENVER COUNTY 1

Data Exists	<input type="text" value="Y"/>	Ignore Errors	<input type="text" value="N"/>
Validation Errors	<input type="text" value="0"/>		
Overall Status	<input type="text" value="P"/>		
LEA Comments	<input type="text"/>		

Y - Yes | N - No | P - Pending | S - Submitted | A - Accepted

Data Exists = Y (data must be processed)
Validation Errors = 0 (must be 0 in order to finalize)
Overall Status = Will be updated to “S” once finalized
Last updated date = last date of upload

e. Download the Verification Form. This will need to be reviewed and signed by the superintendent and then sent to Annette Severson, via email at Severson_a@cde.state.co.us. Electronic signatures are acceptable.

No Reportable Incidents tab

In the event that a school(s) had no incidents or firearms to report to CDE, the No Reportable Incidents tab can be utilized. This tab is accessible within the Data Pipeline screen, under “SDA” and can be updated throughout the SDA process. If marked as “No” initially, this can be updated to “Yes” for a school if needed and vice versa, until the data is finalized.

Select the appropriate response for each school, or choose “All to Yes” or “All to No” to update all schools listed in the page at once. Click on Save for each page updated.

- First column of “(1) Disciplinary Incidents”:
 - “Yes” indicates the school is included in both the Discipline by Action file AND the Discipline by Student Demographic files.
 - “No” indicates the school is not included in either the Discipline by Action file or the Discipline by Student Demographic files.
 - If all schools in the district have this marked as “No” then the LEA will not upload either the Discipline by Action file or the Discipline by Student Demographic file.
- Second column of “(2) Firearms brought”:
 - “Yes” indicates the school is included in the Firearm (GFSA) data file uploaded.
 - “No” indicates the school is not included in the Firearm (GFSA) data file uploaded.
 - If all schools in the district have this marked as “No”, then the LEA will not upload the Firearm (GFSA) data file