SPED Discipline Report Checklist

This document provides an **optional** checklist which data respondents and their directors may use to track their progress through the review and submission of SPED Discipline Reports. This checklist was created in response to a request from the field. If you have any suggestions regarding the checklist, please email Alyssa Ohleyer at Ohleyer_A@cde.state.co.us.

The Checklist is color-coded to match the colors of the slides from the Discipline Report Webinar.

The first section of the checklist covers the reports that must be **reviewed** by directors **between August 10 to August 17, 2023.**

The second section covers the reports that must be signed by directors and **submitted** by **August 17, 2023.**

This year the number of signature reports remains at two for special education directors. Flag Explanations are also required if there are flags in the Year-to-Year report, but this does not require a signature.

The data captured in the SPED Discipline Snapshot are used for Significant Disproportionality, Indicator 4, Federal reporting, and to monitor state performance.

A signature report for districts was added at the request of special education directors. This report is to be sent by the district directly to your Administrative Unit Data Respondent – this report is **not** collected by CDE.

Error Reports - AU Must Resolve Errors Before August 10, 2023

Report	Looks like:	Notes	Pages	Format	Director Reviewed
District Activity Report	**Colorado Department of Education** District Activity Report Administrative Unit: School Year:	Gives status of errors on interchange files	varies	optional	
SPED Discipline Snapshot Error Summary Report	**Colorado Department of Education** SPED Discipline Snapshot Error Summary Report District: School Year:	Should show no errors.	varies	optional	
SPED Error Detail Report	**Colorado Department of Education** SPED Error Detail Report District: School Year:	Should have **no errors.**	varies	optional	
SPED Incident and School Enrollment Date Comparison Report	**Colorado Department of Education** SPED Incident and School Enrollment Date Comparison Report Administrative Unit: School Year: Page: 1	This report should be empty	varies	optional	
SPED Snapshot Records Excluded Due to Profile Errors	**Colorado Department of Education** SPED Snapshot Records Excluded Due to Profile Errors District: School Year: Page: 1	This report should be empty.	1	optional	

Review Week Checklist – August 10 – 17, 2023

Report	Looks like:	Notes	Pages	Format	Director Reviewed
SPED Snapshot Records	Colorado Department of Education SPED Snapshot Records Page: 1 School Year:	All the records needed for the collection should be here	varies	optional	
SPED Detail – Students Reported Inconsistently by More Than 1 Admin Unit/SOP	Colorado Department of Education SPED Detail – Students Reported Inconsistently By More Than 1 Admin Unit/SOP Administrative Unit: Special Education Discipline Data Summary Report THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY	The Errors appearing here may be legitimate entries	varies	optional	
SPED Detail – Unilateral Removals to an Interim Alternative Educational Setting	This same data is also included in the SPED Excel Detail Report Colorado Department of Education SPED Detail – Unilateral Removals to an Interim Alternative Educational Setting (IAES) Data Summary Report Special Education Discipline Detail Listing: Unilateral Removals to an Interim Alternative Educational Setting (IAES) THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY Administrative Unit:	Compare **SPED Discipline Data Summary Report** Pages 9-10	varies	optional	
SPED Detail – Children Subject to Expulsion	This same data is also included in the SPED Excel Detail Report Colorado Department of Education SPED Detail - Children Subject to Expulsion Data Summary Report Special Education Discipline Children Subject to Expulsion-Receiving/Not Receiving Educational Services During Expulsion THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY Administrative Unit:	Details on expulsions	varies	optional	
SPED Detail – Indicator 4	Colorado Department of Education SPED Detail – Indicator 4: Listing of Students with Removals Greater than 10 School Days Administrative Unit: Special Education Discipline Data Summary Report THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY	Details on all students removed greater than 10 days	varies	optional	
SPED End-of-Year and Discipline Expulsion Comparison Report	Colorado Department of Education Page: 1 SPED Discipline: End-of-Year and Discipline Expulsion Comparison Report Administrative Unit: School Year	Compares your current data to the SPED End-of-Year data	varies	optional	
SPED Discipline: School Discipline and Attendance & Special Education Data Comparison Report	Colorado Department of Education Page: 1 SPED Discipline: School Discipline and Attendance & Special Education Discipline Data Comparison Report Administrative Unit: School Year	Compares your current data to the School Discipline and Attendance Collection	1 page	optional	

Signature Reports and Flag Explanations– Due August 17, 2023

Discipline Reports – 2 Reports +1 - Due August 17, 2023

Report	Looks like:	Pages	Format	Director Reviewed	Signed	Upload-ed
SPED Discipline Data Summary Report	Colorado Department of Education Page: 1 SPED Discipline Data Summary Report SPED Discipline: Data Summary Report: Count of Discipline Action Events and Students Administrative Unit: Special Education Discipline	10	PDF			
Year-to-Year Comparison Report	Colorado Department of Education SPED Discipline: Year to Year Comparison Report Administrative Unit: School Year	1	PDF			
Special Education Discipline Snapshot Flag Explanations *(this report is only needed if categories were flagged in the Year-to-Year Comparison Report)*	Special Education Discipline Snapshot Flag Explanations │ 2 Administrative Unit: School Year: Category Flagged / Count Difference from Last Year / Percentage Difference from Last Year	1-2	W		No Sig required	