2024-2025 Student Discipline Snapshot File Layout

Purpose:

The purpose of the Student Discipline Snapshot is to obtain discipline, <mark>restraint, and seclusion</mark> data on all students during the reporting school year.

Dependencies:

Students have been assigned a SASID and updated in the RITS system. Students have a record in the Discipline Action Interchange file.

Students have a record in the Student Demographics Interchange file and the Student School Association Interchange file.

Criteria:

Pull all error-free records from the Discipline Action file joining data from the student interchange files.

Notes:

The records selected will be joined with data from the Student Interchange- Demographic and Student School Association Files.

For joining Student Demographic, use District Code, School Year, and SASID.

For joining the Student School Association, use District Code, School Code, School Year, and SASID where Date of Discipline >= Entry Date and <= Exit Withdraw Date (or Exit Date is null).

File Notes:

- New changes from 2023-2024 are <mark>emphasized with yellow shading</mark>.
- *Indicates primary key

Data Field List:

Name of Field	Field Length	Source Interchange	Source File	Remarks
School District/BOCES Code	4	Discipline	Discipline Action	
School Code	4	Discipline	Discipline Action	
Student's State ID (SASID)	10	Discipline	Discipline Action	
Local ID (LASID)	10	Student Profile	Student Demographic	
Student's First Name	30	Discipline	Discipline Action	
Student's Last Name	30	Discipline	Discipline Action	
Student's Gender	2	Student Profile	Student Demographic	
Student's Date of Birth	8	Discipline	Discipline Action	
Student's Federal Race/Ethnicity	2	Student Profile	Student Demographic	**Internal Flag** – calculated value based on ethnicity and race. See the criteria below.
English Learner Y/N	1	Student Profile	Student Demographic	**Internal Flag** – calculated value. See the criteria below.
Grade Level	3	Student Profile	Student Demographic	
Section 504 Status		Student Profile	Student Demographic	
Incident Identifier	10	Discipline	Discipline Action	
Date of Incident	8	Discipline	Discipline Action	
Special Education Action Flag	1	Discipline	Discipline Action	
Discipline Action Identifier	10	Discipline	Discipline Action	
Behavior Type	2	Discipline	Discipline Action	
Weapon Type	2	Discipline	Discipline Action	
Discipline Action Type	2	Discipline	Discipline Action	
Discipline Action Length	4	Discipline	Discipline Action	Max length is 260 days
Referral to Law Enforcement	1	Discipline	Discipline Action	Yes -1 or No - 0
Handcuffed Status	1	Discipline	Discipline Action	Yes -1 or No - 0
School-Related Arrest Status	1	Discipline	Discipline Action	Yes -1 or No - 0
Physically Restrained	1	Discipline	Discipline Action	Yes -1 or No - 0
Mechanically Restrained	1	Discipline	Discipline Action	Yes -1 or No - 0
Placed in Seclusion	1	Discipline	Discipline Action	Yes -1 or No - 0
Received Education Services During Expulsion	1	Discipline	Discipline Action	Yes -1 or No - 0
Transferred to Alternative School (for Disciplinary Reasons)	2	Discipline	Discipline Action	Yes -1 or No - 0
Special Education Removal Type	2	Discipline	Discipline Action	
Special Education Removal Reason	2	Discipline	Discipline Action	

Internal Flag Descriptions:

Internal flags are columns in the Discipline snapshot that are derived based on other values.

Student's Federal Race/Ethnicity

The single category used to classify the student or staff member in aggregated federal or state reporting such as pupil counts, graduation rates, and assessment results. This designation is based on the race and ethnicity information provided to the reporting district by the student (or their parent/guardian) or staff member. For the method used for determining the federal race/ethnicity code reported, reference the PowerPoint document 'How Collected Race and Ethnicity Information will be Reported'.

Code	Description
01	American Indian or Alaska Native
02	Asian
03	Black or African American
04	Hispanic or Latino
05	White
06	Native Hawaiian or Other Pacific Islander
07	Two or More Races

Multilingual Learner Y/N (formerly English Learner)

The English Learner (ELL) status for the student record. If the student's Language Background is not 'Eng' and Language Proficiency = 1, 2, 6, or 7 (NEP, LEP, FEP Monitor Year 1, or FEP Monitor Year 2) then the ELL status is '1' (Yes). Students with Language Proficiency = 0, 4, 5, 8, 9 (N/A, PHLOTE, FELL, FEP Exit Year 1, or FEP Exit Year 2) are indicated as '0' (No).

Code	Description
0	No
1	Yes

Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected
2/20/2025	Added Special Education removal type and reason	To be added to Student Discipline snapshot data	Special Education removal type and reason
3/1/2023	New Snapshot for Student level discipline data reporting	HB22-1376 New snapshot process	all