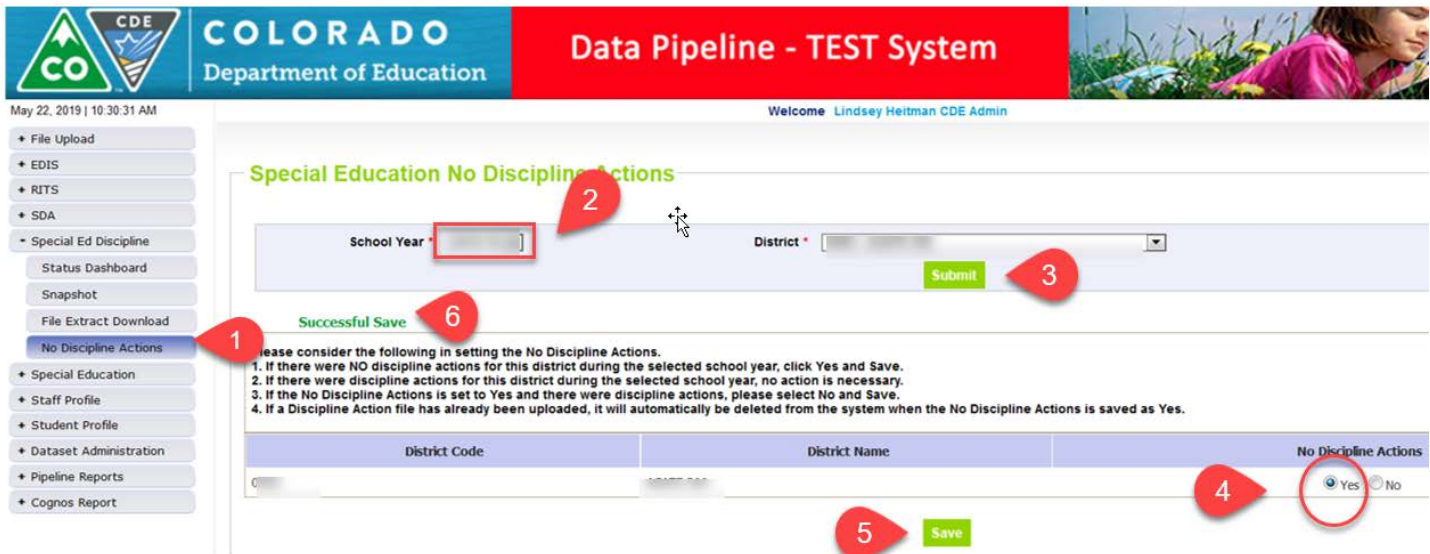


# Special Education Discipline: No Reportable Discipline Actions

If no reportable discipline actions for students with an active IEP occurred within a school district this year, it is not necessary to submit a Special Ed Discipline Action file. The respondent with the DIS role for the district will simply need to mark no discipline actions within the Data Pipeline. Please see steps below.

## Steps for Reporting *No Discipline Actions*

1. Under the **Special Ed Discipline** tab click the **No Discipline Actions** tab
2. Select the applicable **School Year**
3. Click **Submit**
4. Mark **Yes** under No Discipline Actions
5. Click **Save**
6. Be sure you see the “**Successful Save**” message at the top



May 22, 2019 | 10:30:31 AM

Colorado Department of Education

Data Pipeline - TEST System

Welcome Lindsey Heitman CDE Admin

**Special Education No Discipline Actions**

School Year: [ ] District: [ ]

Submit

Successful Save

Please consider the following in setting the No Discipline Actions.

1. If there were NO discipline actions for this district during the selected school year, click Yes and Save.
2. If there were discipline actions for this district during the selected school year, no action is necessary.
3. If the No Discipline Actions is set to Yes and there were discipline actions, please select No and Save.
4. If a Discipline Action file has already been uploaded, it will automatically be deleted from the system when the No Discipline Actions is saved as Yes.

District Code	District Name	No Discipline Actions
		<input checked="" type="radio"/> Yes <input type="radio"/> No

Save

## District Authority Sign-Off Form

### District Responsibility

The district is responsible for downloading and signing the ‘District Authority Sign Off’ form whether they have uploaded a Special Ed Discipline Action file or marked No Discipline Actions. The Superintendent or a local designee that makes the most sense to approve and sign off on this data, should sign the form.

This form is located in Cognos under the *Special Ed Discipline Interchange* folder. Please return the form to your local Administrative Unit Data Respondent by the final submission due date.

Questions? Please contact Lindsey Heitman [Heitman\\_l@cde.state.co.us](mailto:Heitman_l@cde.state.co.us)