

Special Education Discipline

Snapshot Business Rules Guidance



Overview

Business Rules are edit validations that are in place to ensure the data reported meets specified reporting requirements. There are two types of Business Rules that run at the time of the Snapshot:

1. **Errors** - require resolution in order to finalize the snapshot
2. **Warnings** – data should be reviewed, but are not required to be resolved in order to finalize the snapshot

You will find a current list of the Business Rules [here](#) under the Business Rules section.

Business Rules

Below are the Special Education Discipline Business Rules and guidance around how to resolve.

BUSINESS RULE:		HOW TO RESOLVE:
SD001	Special Education Removal Type is required if Suspension/Expulsion is zero.	Error triggers when the 'Discipline' field is zero-filled. If record is indeed a 'Removal' instead of a Discipline report: <ul style="list-style-type: none"> • 01 Unilateral Removal by School Personnel for Drugs/Weapons/Serious Bodily Injury OR • 02 Unilateral Removal by Hearing Officer in the 'Removal' field and add a 'Removal Type' to indicate Drugs, Weapons, or Bodily Injury. If the record is actually a Discipline <ul style="list-style-type: none"> • 01 In-School Suspension OR • 02 Out-of-School Suspension OR • 03 Expulsion) or Both report the applicable Discipline code and zero-fill the Removal and Removal Type fields.
SD002	Discipline Action Length cannot exceed 260 days for a student.	Be sure 'Discipline Action Length' total for a student is not more than 260 days. Length should total number of school days missed.
SD003	Birth Date calculated age must be greater than or equal to 3 and less than 22 as of December 1st for this school year.	File should only include students whose birth date is greater than or equal to 3 and less than 22 as of December 1 st
SD004	A child cannot be reported with a Primary Disability of Developmental Delay if they were 9 or older as of December 1st of this school year.	The student's Primary Disability cannot be Developmental Delay/code 11 if the student was 9 years old or older as of December 1 st .
SD005	Record must be included in the snapshot. This field is blank because a matching record could not be found in the Student Profile Interchange.	The SASID comes from the Student Profile file. You can check the status of the Student Profile file by going to COGNOS Special Education Discipline "District Activity Report". You will be able to see if a file was successfully uploaded. You may need to

		contact the district respondent to ensure the student is included in the report and that their record is error free at the interchange.
SD009	At least one race must be selected for each student in the Student Interchange - Student Demographic File.	The student's race is pulled from the Student Interchange - Student Demographic file. Contact district respondent for resolution.
SD017	The Grade Level pulls from the Student Interchange-Student School Association (SSA) file and is missing from your snapshot. It is missing because either a record with a School Code matching the one reported in your Discipline Action file could not be found in the SSA file OR the Incident Date does not fall between the School Entry and Exit Date in the SSA file. Please check the Cognos Sped Incident and School Enrollment Date Comparison Report for details and adjust your file(s) as necessary.	Please check the Cognos Sped Incident and School Enrollment Date Comparison Report for details and adjust file(s) as necessary. Contact the district respondent because a change is likely needed in either the district uploaded Student Interchange SSA file or the Sped Discipline Action file. Until the school and dates are in sync the error will remain.
SD018	Primary Disability must be included in the snapshot. This field is blank because a matching student record could not be found in the Participation file in the Special Education IEP Interchange.	A student reported in your Sped Discipline Action File would indicate they were actively receiving Sped services at the time of the discipline action and should, therefore, have a corresponding record in the Special Education IEP Participation file.
RULES WHICH MAY REQUIRE AN EXCEPTION		
SD020	Student's age is outside of the valid range for the reported grade.	An exception that explains the reason the student's grade is outside the acceptable range for their age. Please see instructions for reporting an exception under Additional Links .
SD024	The Discipline Date should fall between the Dates of Entry and Exit of Special Education in the IEP Participation file. First check to be sure student is included in your Participation file with up-to-date entry and exit dates and is error free. If so, did the student exit your AU after this Discipline Action occurred? If yes, please submit an exception request.	First, check to be sure the record is included in the Sped Participation file and is error free. Next, verify the Sped entry and exit dates are correct and contain the latest attendance information within the school year. A student may have exited earlier in the school year, and returned at a later point. If the discipline event did not occur during the current attendance, an exception is required. Please see instructions for reporting an exception under Additional Links .
SD025	The student associated with this action was reported as expelled without services greater than 10 days, please request an exception and provide the reason services were not received.	An exception is required when a student is reported as expelled for longer than 10 days and services were not received during expulsion. Please see instructions for reporting an exception under Additional Links .



SD022	The following record(s) have a duplicate record (Discipline, Discipline Action Length, Incident Date, and Discipline Date combination matches)	Adjust the following field(s) so record is not a duplicate: Discipline, Discipline Action Length, Incident Date, and Discipline Date.
SD026	If Type of Suspension/Expulsion is 04 (expulsion without services), the Exit Type should be 50 (expulsion without services) in the Sped EOY Snapshot. If student was expelled and then re-entered later in the school year, an exception may be necessary, please contact CDE.	Verify the Dates of Entry and Exit to Special Education in the Participation file are correct. If student was indeed expelled without services, add a Date of Exit from Sped and a Sped Basis of Exit code of 50. If student was expelled and re-entered later in the year, please see instructions for reporting an exception under Additional Links .
SD027	If Exit Type is 50 (Expulsion Without Services) in the Sped EOY Snapshot and Type of Suspension/Expulsion is not 04 (Expulsion Without Services) in the Sped Discipline snapshot, double check the data. If correct, please provide an exception request.	If student was indeed expelled without services, the Discipline Action file should contain a 'Discipline' code of 03, and a 'Received Services' field of 1.
WARNINGS N/A		