

Collection Overview and Frequently Asked Questions

What is the purpose of the Special Education Discipline data collection?

Section 618(a)(1)(A)(vii) of IDEA requires that states report the number of children with disabilities by their demographic information (Disability/Race/Gender/ELL Status) who were subject to the following discipline events:

- In-School and Out-of-School Suspensions
- Expulsions with and without education services
- Unilateral Removals by School Personnel for drugs, weapons, or serious bodily injury
- Removal Based on a Hearing Officer's Determination regarding likely injury

Who is responsible for completing this collection?

This is a collaborative collection in which both the district and associated Administrative Unit work together to complete. Each district is responsible for uploading a Special Ed Discipline Action file or marking "No Discipline Actions" in the Data Pipeline. The AU creates the snapshots and works with the district to resolve errors. The district must download and send a signed "District Authority Sign Off" form to their Admin Unit team at the end of the collection. This form is found in the Data Pipeline under Cognos Reports/Special Ed Discipline Interchange. Once the signed form has been received by the AU, they are responsible for submitting the final snapshot to the Data Pipeline and ultimately signing off on the data.

What is the file record expectation?

Each record represents a single discipline action - suspension, expulsion, or unilateral removal – involving a student with an active IEP. The action must have taken place during the current reporting period and there may be more than one record per student if the student had multiple incidents resulting in a discipline action or a single incident resulted in multiple actions during the school year.

Each record should contain either a "Discipline" OR a "Special Education Removal"

- **Disciplines:**
 - In-School Suspensions
 - Out-of-School Suspensions
 - Expulsions: With and Without Services
- **Removals:**
 - Unilateral Removal By School Personnel
 - Reason: Drugs, Weapons, or Serious Bodily Injury
 - Unilateral Removal By A Hearing Officer

What is the Action Identifier and can it be duplicated?

An Action Identifier is a unique ten digit number assigned to each discipline action by each reporting entity (Admin Unit/School District). An Action Identifier MUST be unique, unduplicated, and cannot match the Incident Identifier UNLESS the student was Unilaterally Removed by School Personnel for more than one of the three Removal Reasons.

What is the Incident Identifier and can it be duplicated?

The Incident Identifier is a ten digit number locally assigned to each incident by the reporting entity (Admin Unit/School District). The Incident Identifier may be duplicated in cases where a student incurs more than one action associated with an incident or more than one student is involved in an incident. Please note the incident/behavior type itself is not reported in this collection, except in the case of a Unilateral Removal by School Personnel.

What is a Unilateral Removal by School Personnel?

Instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate IAES (interim alternative educational setting) for not more than 45 school days for drugs, weapons, or serious bodily injury. The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do not include decisions by the IEP team to change a student's placement.

When should a Special Education Removal Reason be reported?

A Unilateral Removal by School Personnel for Drugs, Weapons, or Serious Bodily Injury is the only discipline action that requires a Removal Reason.

What is the allowable date range for reportable actions and their associated incidents?

Report Actions that occurred during the current reporting period July 1st – June 30th. Incidents may span between July 1st of the prior school year through June 30 of the current school year, but an exception will be necessary if the incident took place in the prior school year.

What should we report for the Discipline Action Length on Expulsions?

The Discipline Action Length field should contain the number of school days missed in the remainder of the reporting school year and should not exceed 260 days.

What is the process when we have no discipline actions to report?

This would be indicated by the district respondent in the Data Pipeline by clicking the Special Ed Discipline tab and then the "No Discipline Actions" button. From this screen, select the school year and click Submit. Select the bubble next to "Yes" and then click Save. You should see a green confirmation message flash across the top left. It is not necessary to upload a Sped Discipline Action file in this case.

Where can I find Special Education Discipline Interchange and Snapshot Resources?

The Special Ed Discipline Interchange documentation including Deadlines, File Layouts, Business Rules, Templates, Trainings, Exception Template and Instructions, and Additional Resources may be found on the [Special Education Discipline Interchange](#) page.

The Special Education Discipline Snapshot documentation including Deadlines, File Layout, Business Rules, Trainings, Exception Template and Instructions, and Additional Resources may be found on the [Special Education Discipline Snapshot](#) page.

LEA Example Questions

We are triggering snapshot error SD018 that says Primary Disability must be included in the snapshot and this student has a blank Primary Disability in the snapshot. This student was not in our Dec. 1 count and qualified for Special Education in February. How do we resolve this?

The Primary Disability is pulled into the snapshot from the Special Education Participation file so be sure the student is included. The AU will want to upload new Child and Participation files into the Data Pipeline IEP Interchange that include this student (along with any other updates that have taken place since December Count) and create a new Special Education Discipline snapshot.

On our discipline report there are 4 incidents that have 2 discipline actions for each of these incidents – an ISS & OSS was given for the same incident. How do we report this?

Please report one record for the ISS and one record for the OSS with a unique Discipline Action Identifier in each. The Incident Identifier should be the same since both actions were associated with the same incident. The incident type is not collected on suspensions or expulsions, so it is fine to combine the incidents based on the actions associated with them.

The Discipline Action Identifier should be unique per student, per action, while the Incident Identifier may be duplicated depending on how many students were involved in an incident or how many actions were given.

How do you code a student who was expelled without services early in the school year and then later enrolled in an Alternative Program within the AU?

Report the expulsion and applicable discipline date in the Sped Discipline Action file. In the Participation file the Date of Entry to Special Ed (which should always reflect the student’s latest Sped Status in the school year) should have the date the student began attending the program and a zero-filled Exit Type. Because the dates do not align, submit an exception request for SD024, explaining why the Discipline Date is prior to the latest Date of Entry to Special Ed. An exception request is also needed for edit SD026, explaining why you have reported an expulsion without services in the Sped Disc Action file, but have not reported an exit code of 50 (expulsion without services) in the Participation file for Sped EOY. If the expulsion without services lasted longer than 10 days, an exception for SD025 is also required.

We are cross collection discrepancy checking. In the School Discipline (SDA) collection, only the most severe action is reported for an incident. If a student receives both an in-school and out-of-school suspension for one incident, only the OSS is reported. Is this the case for SPED Discipline too? If not, then we could potentially see some differences in the in-school suspensions as all would be reported for SPED, but not reported for School Discipline. Am I understanding this correctly?

Yes, there could be differences between the two collections because Sped Discipline requires that every Discipline Action be reported, not just the most severe. This is one reason why the SDA and Sped Discipline comparison report may not tie out exactly.

Several of our districts are asking when and where they need to send the District Authority Sign Off form. Should they send one even if they did not have any discipline actions to report?

The District Authority Sign Off form should be sent to the Administrative Unit data respondent by each district whether they had discipline actions to report or not. Those who had “No Discipline Actions” may send the form early, but those that do will want to sign off on the data until the end of the collection once the data has been validated at both the Interchange and Snapshot levels. The form is located under Cognos Reports/Pipeline Reports/Special Ed Discipline Interchange. Double click the form titled “District Authority Sign Off”. You must have the DIS IdM role to access it. The form does not need to be sent to CDE.

For assistance, please contact Lindsey Heitman heitman_l@cde.state.co.us (303) 866-5759