Special Education Discipline
Data Content Guide

The Special Education Discipline data collection is required to fulfill Federal reporting requirements and special education Indicators 4A and 4B. Section 618(a)(I)(A)(vii) of IDEA requires that states report to the federal government the number of children with disabilities by race, ethnicity, and disability category who are removed to an interim alternative educational setting or are subject to long-term suspensions or expulsion.

The following federal data files are reported from the Special Education Discipline:
- FS005 - Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting
- FS006 - Children with Disabilities (IDEA) Suspensions/Expulsions
- FS007 - Children with Disabilities (IDEA) Reasons for Unilateral Removal
- FS088 - Children with Disabilities (IDEA) Disciplinary Removals
- FS143 - Children with Disabilities (IDEA) Total Disciplinary Removals
- FS144 - Educational Services During Expulsion
- Indicator 4A: Whether the AU has significant discrepancy from the state in the rate of out-of-school suspensions/expulsions of students with disabilities that sum up to greater than 10 days in a school year.
- Indicator 4B: Whether the AU has disproportionate representation by race/ethnicity in the rate of out-of-school suspensions/expulsions of students with disabilities that sum up to greater than 10 days in a school year, and the disproportionate representation is due to inappropriate policies, procedures, or practices.

Which students should be reported?
- Students with an active IEP who attended within your Administrative Unit during the school year and were subject to a disciplinary action during the school year. This includes students attending public schools, on-line schools, or programs located within your Administrative Unit.

A Discipline Action includes*:*
1) REMOVAL - Unilateral Removals by School Personnel to an IAES for one of the following reasons
   a) Drug
   b) Weapons
   c) Serious Bodily Injury
2) REMOVAL - Removal based on a Hearing Officer Determination regarding likely injury to an IAES
3) DISCIPLINE - Suspensions
   a) In-School and Out-of-School
4) DISCIPLINE - Expulsions
   a) With and without educational services

Which students should not be reported?
- Exclude Parentally Placed Private School students from file.
- Exclude students who have cumulatively been suspended for less than half a school day.
- Exclude students who were moved from their current educational placement as a result of a decision by the IEP team to permanently change a student's placement.

Zero-fill any non-applicable fields, blanks are not allowed.

Data Collected

Admin Unit/SOP Code
- Required
- Must be the valid 5-digit code for reporting Administrative Unit/State Operated Program

School District/BOCES Code
- Must be a valid district code within the reporting Administrative Unit/BOCES

School Code
- Frequently Requested Codes webpage
- Must be a valid school code for the specified school district unless zero filled
- Must be zero-filled if a Special Education Student Program Code is reported
- Must be School Code 1924 when Admin Unit is 66050
- Grades served at the reported school must include grade reported for the student

Special Education Program code
- Frequently Requested Codes webpage
- If reported, must be a valid SPED Program code
- Must be zero-filled if a School Code is reported

Student's State ID (SASID)
- Must be 10 digits
- Will be validated against RITS at the time of submission using four locater fields: last name, first name, date of birth, and gender
- SASID must match across the Sped Discipline, IEP and Student Interchanges for data to pull into the Sped Discipline Snapshot from the various source interchanges. Please see the Sped Discipline Snapshot layout posted on the snapshot webpage for details on what data fields pull from which Interchange files.

Local ID (LASID)
- Must be 10 digits
- Right justify and pad to the left with zeros
- LASID must match across the IEP and Student Interchanges for data to pull into the Sped Discipline Snapshot from the various source interchanges. Please see the Sped Discipline Snapshot layout posted on the snapshot webpage for details on what data fields pull from which Interchange files.

Student's Last Name
- Required
- Must be a valid character (A-Z, a-z, "'", "-")
- Must contain only one space between names

Student's First Name
- Required
- Must be a valid character (A-Z, a-z, "'", "-")
- Must contain only one space between names

Student's Middle Name

- Required
- Must be a valid character (A-Z, a-z, "'", "-")
- Use NMN (no middle name) for students whose parents <u>did</u> <u>not</u> give their child a middle name (there is no legal middle name for the student)

Student's Gender
- Must be a valid Gender Code (01-Female, 02-Male)
- Will be validated against RITS at the time of submission using four locater fields: last name, first name, date of birth, and SASID

Student's Date of Birth
- Required
- Must be a valid date in MMDDYYYY format
- Calculated age must be greater than 3 and less than 22 as of December 1 of the reporting school year
- Will be validated against RITS at the time of submission using four locater fields: last name, first name, SASID, and gender

Student's Ethnicity: Hispanic/Latino
- Must be a valid Ethnicity: Hispanic/Latino Code 0-no/1-yes

Student's Race: American Indian or Alaska Native Racial Category
- Must be a valid Race: American Indian or Alaska Native Racial Category Code 0-no/1-yes

Student's Race: Asian Racial Category
- Must be a valid Race: Asian Racial Category Code 0-no/1-yes

Student's Race: Black or African American Racial Category
- Must be a valid Race: Black or African American Racial Category Code 0-no/1-yes

Student's Race: White Racial Category
- Must be a valid Race: White Racial Category Code 0-no/1-yes

Student's Race: Native Hawaiian or Other Pacific Islander Racial Category
- Must be a valid Race: Native Hawaiian or Other Pacific Islander Racial Category Code 0-no/1-yes

Federal Race/Ethnicity Reporting Category
- This field is calculated when the Snapshot runs based upon the responses reported in the Student Interchange-Student Demographic file, Ethnicity and Race fields.
- At least one Racial Category must be reported for each student.
- Will be calculated as 04-Hispanic of Latino if Ethnicity: Hispanic/Latino is 04-yes.
- Will be calculated as 01-American Indian or Alaska Native if Race: American Indian or Alaska Native is 01-yes, all other Race fields are 00-no and Ethnicity: Hispanic/Latino is 00-no.
- Will be calculated as 02-Asian if Race: Asian is 02-yes, all other Race fields are 00-no and Ethnicity: Hispanic/Latino is 00-no.
- Will be calculated as 03-Black or African American if Race: Black or African American is 03-yes, all other Race fields are 00-no and Ethnicity: Hispanic/Latino is 00-no.
- Will be calculated as 05-White if Race: White is 05-yes, all other Race fields are 00-no and Ethnicity: Hispanic/Latino is 00-no.

- Will be calculated as 06-Native Hawaiian or Other Pacific Islander if Race: Native Hawaiian or Other Pacific Islander is 06-yes, all other Race fields are 00-no and Ethnicity: Hispanic/Latino is 00-no.
- Will be calculated as 07-Two or More Races if more than one Race category is reported as yes and Ethnicity: Hispanic/Latino is 00-no.

ELL Status
- This field is calculated when the Snapshot runs based upon the responses reported in the Student Demographic file on the Student Interchange for this student. If the student is not reported in the Student Interchange then the EL Status reported in the Child file on the IEP Interchange will be pulled into this snapshot.

Grade Level
- Required for ALL students. Pulled primarily from the Student Interchange- Student School Association file and secondarily from the IEP Interchange- Participation file.
- If a matching record is not found for the student in the Student Interchange or IEP Interchange, the grade level will be blank and an error will generate.
- The grade level will populate from the Student School Association file (or Participation file) based upon the Date of Incident and entry/exit enrollment dates.
- If the age calculation for the grade entered is outside of the min/max range for that grade, an error is generated and documentation stating the reason the student is not in an "age appropriate" grade must be submitted via Syncplicity. Please refer to the Exception Request Template and Instructions document posted on Pipeline for instructions on how to request an exception. An exception will be entered which will allow that Grade Code to be accepted for that student.

Primary Disability
- Required for ALL students
- If a matching record is not found for the student in the IEP Interchange, the primary disability will be blank and an error will generate.
- If Primary Disability is "11 – Developmental Delay", then calculated age as of December 1st must be >=3 and <9

Date of Incident
- Required
- Must be a valid date in MMDDYYYY format
- Should be between July 1st and June 30th of the current school year. If a Discipline Action took place during the current school year as the result of an incident occurring in the prior year, please refer to the Exception Request Instructions.

Special Education Removal Type
- Must be a valid code or zero-filled
- Must be zero-filled on records reporting suspensions or expulsions
    - Unilateral Removals rarely occur, most of your records will be for suspensions and expulsions
- Required if suspension/expulsion is zero-filled
- What is a Unilateral Removal?
    - Instances in which School Personnel (not the IEP team) or Hearing Officer's Determination order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 school days. 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.
- *What is an Interim Alternative Educational Setting (IAES)*?

- An appropriate setting determined by the child's IEP team or hearing office in which the child is placed for no more than 45 school days. This setting enables the child to continue to receive educational services and participate in the general education curriculum (although in another setting) and to progress toward meeting the goals set out in the IEP. As appropriate, the setting includes a functional behavioral assessment and behavioral intervention services and a modification to address the behavior violation so that it does not recur.

Special Education Removal Reason
- Must be a valid code or zero-filled
- Required and cannot be zero-filled when the Special Education Removal Type is 01-Unilateral Removal by School Personnel
  - Only one Removal Reason can be reported in each record
  - If an incident involves multiple removal reasons then multiple records must be reported
- Must be zero-filled on records reporting suspensions, expulsions or a removal based on a hearing officer's determination

Type of Suspension/Expulsion
- Must be a valid code or zero-filled
- Must be zero-filled when reporting a Unilateral Removal
- This value is calculated based on Discipline and Received Services
  - Default to '00'
  - IF DISCIPLINE = '11' then '01'
  - IF DISCIPLINE = '12' then '02'
  - IF DISCIPLINE = '13' and RECEIVED_SERVICES_DISCIPLINE = '1' then '03'
  - IF DISCIPLINE = '13' and RECEIVED_SERVICES_DISCIPLINE = '0' then '04'
- If Type of Suspension/Expulsion = 04-Expulsion without Services and Discipline Action Length is greater than 10 days, please request an exception and provide the reason services were not received.
- Records where Type of Suspension/Expulsion = 04-Expulsion without Services will be cross-referenced with the Special Education EOY submission to verify the student is reported as expelled.

Received Services During Expulsion
- Must be a valid code or zero-filled
- Required only if Discipline is 13-Expulsion
- Must be zero-filled when reporting a Unilateral Removal or suspensions

Discipline Action Length
- Required, must be 4 digits (0-9) and not contain a decimal, pad to the left with zeros if needed
- For Suspensions and Expulsions must be between a half day minimum and 260 days maximum, reflective of the number of school days affected by the action
- For Unilateral Removals must be between a half day minimum and 45 days maximum, reflective of the number of school days affected by the action
- Format is a 4-digit number where the first 3 numbers reflect the number of whole days of the action and the last 4th number reflects a 0 for whole days and a 5 for half days
  - A half day action would be reported as 0005
  - A 260 day action would be reported as 2600
  - A 10.5 day action would be reported as 0105
- Please note that under Colorado statute, a student may not be suspended for more than 25 school days for any disciplinary incident (CRS 22-33-105)

Incident Identifier
- Required, must be 10 digits in length, pad to the left with zeros if needed
- Must be unique to each incident
- 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

Action Identifier
- Required, must be 10 digits in length, pad to the left with zeros if needed
- Must be unique to each discipline action reported and unduplicated, unless the Special Education Removal Type is 01
- If an Action spans two school years, the same Action Identifier should be used to report the record in both school years

Discipline Date
- Required and must be a valid date in MMDDYYYY format
- Must be between July 1st and June 30th of the current school year
- Must be between the Date of Entry to Special Education and Date of Exit from Special Education. If you believe the data is correct, please send an exception
- If an Action spans two school years, report only the number of days affected in this school year

Date of Entry to Special Education
- Must be a valid date in MMDDYYYY format
- This date is pulled in from the Special Education IEP Interchange Participation file and joined on AU Code, School Code, School Year and Sasid

Date of Exit from Special Education
- Must be a valid date in MMDDYYYY format or zero-filled for non-exited students
- This date is pulled in from the Special Education IEP Interchange Participation file and joined on AU Code, School Code, School Year, and SASID

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