

SPED Discipline Report Check List

This document provides an **optional** checklist which data respondents and their directors may use to track their progress through the review and submission of SPED Discipline Reports. This checklist was created in response to a request from the field. If you have any suggestions regarding the checklist, please email Alyssa Ohleyer at Ohleyer_A@cde.state.co.us.

The Checklist is color-coded to match the colors of the slides from the Discipline Report Webinar.

The first section of the checklist covers the reports that must be **reviewed** by directors **between August 4 to August 11, 2022**.

The second covers the reports that must be signed by directors and **submitted by August 11, 2022**.

This year the number of signature reports remains at two for special education directors. Flag Explanations are also required if there are flags in the Year-to-Year report, but this does not require a signature.

The data captured in the SPED Discipline Snapshot are used for Significant Disproportionality, Indicator 4, Federal reporting, and to monitor state performance.



A signature report for districts was added at the request of special education directors. This report is to be sent by the district directly to your Administrative Unit Data Respondent - this report is **not** collected by CDE.



 **Colorado Department of Education** Page: 1
District Authority Sign-Off Form
Administrative Unit: _____
District: _____
School Year: _____

Do NOT submit to CDE, for your records





Error Reports - AU Must Resolve Errors Before August 4, 2022

Report	Looks like:	Notes	Pages	Format	Director Reviewed
District Activity Report	<p align="center"><u>Colorado Department of Education</u> District Activity Report Administrative Unit: _____ School Year: _____</p>	Gives status of errors on interchange files	varies	optional	
SPED Discipline Snapshot Error Summary Report	<p align="center"><u>Colorado Department of Education</u> SPED Discipline Snapshot Error Summary Report District: _____ School Year: _____</p>	Should show no errors.	varies	optional	
SPED Error Detail Report	<p align="center"><u>Colorado Department of Education</u> SPED Error Detail Report District: _____ School Year: _____</p>	Should have no errors.	varies	optional	
SPED Incident and School Enrollment Date Comparison Report	 <p align="center"><u>Colorado Department of Education</u> SPED Incident and School Enrollment Date Comparison Report Administrative Unit: _____ School Year: _____</p> <p align="right">Page: 1</p>	This report should be empty	varies	optional	
SPED Snapshot Records Excluded Due to Profile Errors	 <p align="center"><u>Colorado Department of Education</u> SPED Snapshot Records Excluded Due to Profile Errors District: _____ School Year: _____</p> <p align="right">Page: 1</p>	This report should be empty.	1	optional	

Review Week Checklist - August 4 - 11, 2022

Report	Looks like:	Notes	Pages	Format	Director Reviewed
SPED Snapshot Records	 <p>Colorado Department of Education SPED Snapshot Records</p> <p>Page: 1</p> <p>School Year: _____</p>	All the records needed for the collection should be here	varies	optional	
SPED Detail - Students Reported Inconsistently By More Than 1 Admin Unit/SOP	 <p>Colorado Department of Education SPED Detail - Students Reported Inconsistently By More Than 1 Admin Unit/SOP</p> <p>Administrative Unit: _____ Special Education Discipline Data Summary Report</p> <p>THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p>	The Errors appearing here may be legitimate entries	varies	optional	
SPED Detail - Unilateral Removals to an Interim Alternative Educational Setting	<p>This same data is also included in the SPED Excel Detail Report</p>  <p>Colorado Department of Education SPED Detail - Unilateral Removals to an Interim Alternative Educational Setting (IAES)</p> <p>Administrative Unit: _____ Special Education Discipline Data Summary Report</p> <p>Detail Listing: Unilateral Removals to an Interim Alternative Educational Setting (IAES) THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p>	Compare SPED Discipline Data Summary Report Pages 9-10	varies	optional	
SPED Detail - Children Subject to Expulsion	<p>This same data is also included in the SPED Excel Detail Report</p>  <p>Colorado Department of Education SPED Detail - Children Subject to Expulsion</p> <p>Administrative Unit: _____ Data Summary Report Special Education Discipline Children Subject to Expulsion-Receiving/Not Receiving Educational Services During Expulsion THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p>	Details on expulsions	varies	optional	
SPED Detail - Indicator 4	 <p>Colorado Department of Education SPED Detail - Indicator 4: Listing of Students with Removals Greater than 10 School Days</p> <p>Administrative Unit: _____ Special Education Discipline Data Summary Report</p> <p>THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p>	Details on all students removed greater than 10 days	varies	optional	
SPED End-of-Year and Discipline Expulsion Comparison Report	 <p>Colorado Department of Education SPED Discipline: End-of-Year and Discipline Expulsion Comparison Report</p> <p>Page: 1</p> <p>Administrative Unit: _____ School Year: _____</p>	Compares your current data to the SPED End-of-Year data	varies	optional	
SPED Discipline: School Discipline and Attendance & Special Education Data Comparison Report	 <p>Colorado Department of Education SPED Discipline: School Discipline and Attendance & Special Education Discipline Data Comparison Report</p> <p>Page: 1</p> <p>Administrative Unit: _____ School Year: _____</p>	Compares your current data to the School Discipline and Attendance Collection	1 page	optional	

Signature Reports and Flag Explanations– Due August 11, 2022

Discipline Reports - 2 Reports +1 - Due August 11, 2022												
Report	Looks like:	Pages	Format	Director Reviewed	Signed	Upload- ed						
SPED Discipline Data Summary Report	 <p>Colorado Department of Education Page: 1 SPED Discipline Data Summary Report SPED Discipline: Data Summary Report: Count of Discipline Action Events and Students Administrative Unit: Special Education Discipline</p>	10	PDF									
Year-to-Year Comparison Report	 <p>Colorado Department of Education SPED Discipline: Year to Year Comparison Report Administrative Unit: School Year</p>	1	PDF									
Special Education Discipline Snapshot Flag Explanations <i>(this report is only needed if categories were flagged in the Year-to-Year Comparison Report)</i>	 <p>Special Education Discipline Snapshot Flag Explanations 2</p> <p>Administrative Unit: _____ School Year: _____</p> <table border="1"> <thead> <tr> <th>Category Flagged</th> <th>Count Difference from Last Year</th> <th>Percentage Difference from Last Year</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Category Flagged	Count Difference from Last Year	Percentage Difference from Last Year				1-2			No Sig required	
Category Flagged	Count Difference from Last Year	Percentage Difference from Last Year										