

2014-15 School Discipline and Attendance (SDA)



Formerly the ADE Safety Discipline Incident (SDI)
collection

Agenda

- SDA Review
- File Descriptions with Reporting Examples
- No Reportable Incidents
- Checklist of Steps
- Resources

Review



General Information

- Opens May 11th and deadline is Friday, June 26th
- Periodic collection in Pipeline
- 4 files:
 - Discipline by Action File
 - Firearm (GFSA) Discipline File
 - Discipline by Student Demographic File
 - Attendance Data File
- **School Level Data**
 - count of incidents
 - count of students
- **ALL Students disciplined counted and reported**



Why is data required?

- **22-11-503 (3)(c):** The information shall be consistent for each type of report and, at a minimum, shall include the occurrence of each of the following types of incidents, expressed as a number and as a percentage of the total occurrences of all of the incidents:
 - Substance abuse-drugs
 - Substance abuse- alcohol
 - Substance abuse- tobacco
 - Felony assaults
 - Fights
 - Possession of dangerous weapons; and
 - Other violations of the code of conduct at the public school

Why is data required? (part 2)

- **22-32-109.1(2)(b)(IV) The number of conduct and discipline code violations...only in the most serious category that is applicable to that violation including to specific information on the number of and the action taken with respect to the following types of incidents:**
 - Dangerous Weapon
 - Alcohol
 - Drug
 - Disobedient/Defiant
 - Detrimental Behavior
 - 1st, 2nd or Vehicular Assault
 - 3rd degree Assault/Disorderly Conduct
 - Destruction of Property
 - Tobacco
 - Robbery

Identity Management Roles

- Roles have been created and are available for your Local Access Manager to assign:

IdM Role	Enables User to:
SDA~LEAAPPROVER	Finalize, Submit, Modify and View Data
SDA~LEAUSER	Submit, Modify and View Data
SDA~LEAVIEWER	View Data

File Descriptions with Reporting Examples



Discipline by Action File

- **Count of Behaviors per school**
 - Most severe action taken per behavior (behavior = incident)
 - Only 1 student/incident reported
 - Referrals to Law Enforcement reported in addition to most severe action taken if applicable
- **Only report those behaviors which occurred in school during school year**
- **Each Behavior now has a code associated with it**
 - A record will be reported per behavior and school

Discipline by Action File: Behaviors

Code	Behavior Type
01	Drug Violation
02	Alcohol Violation
03	Tobacco Violation
04	1st, 2nd Degree or Vehicular Assault
05	Dangerous Weapons
06	Robbery
07	Other Felony
08	Disobedience/Defiant or Repeated Interference
09	Detrimental Behavior
10	Destruction of School Property
12	Other Violation of Code of Conduct
13	3rd Degree Assault/Disorderly Conduct

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Reporting Incident Example 1



3 students expelled with Educational Services provided. These students were also referred to law enforcement for drugs

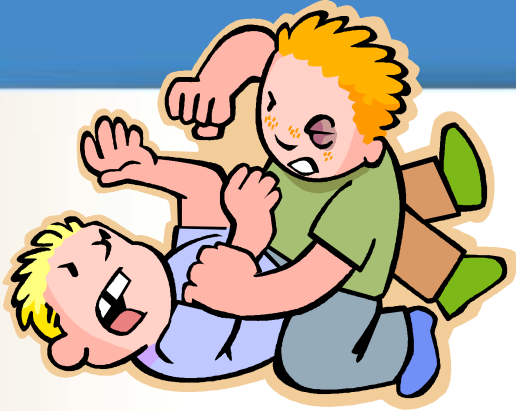
Discipline by Action File

- 1 Incident
- 1 Expulsion
- 1 Referral to Law Enforcement

Discipline by Student Demographic File

- 1 White, Male, 7th grader, Non IDEA, Non 504, Non ELL Student Expelled with Services
- 1 Black, Female, 7th grader, Non IDEA, Non 504, Non ELL Student Expelled with Services
- 1 Hispanic, Female, 7th grader, Non IDEA, Non 504, Non ELL Student Expelled with Services

Reporting Incident Example 2



2 students fight and
suspended
(1 out of school and
the other in school)

Discipline by Action File

1 Incident of 3rd Degree
Assault, Out of School
Suspension

Discipline by Student
Demographic File

1 White, Male, 10th grader,
Non IDEA, Non 504, Non
ELL Student, Only 1 Out-of-
School Suspended

1 White, Male, 9th grader,
Non IDEA, Non 504, Non
ELL Student, 1 In-School
Suspended

Discipline by Student Demographic File

- **One record per subset of students disciplined by school**
- **More detailed information on students disciplined:**
 - Ethnicity/Race
 - Gender
 - Grade Level
 - IDEA/Special Education status
 - Section 504 Status
 - ELL Status
- **Counts of students by action taken**

Discipline by Student Demographic File: FAQs

■ Unduplicated count of the students:

- If 1 student receives 3 in-school suspensions and expelled with services once, he/she would be reported as:
 - 3 in the in-school suspensions
 - 1 in the expulsions with educational services
 - 1 in the unduplicated count of students disciplined

■ Habitually Disruptive:

- No longer required – please report as 0 in all records

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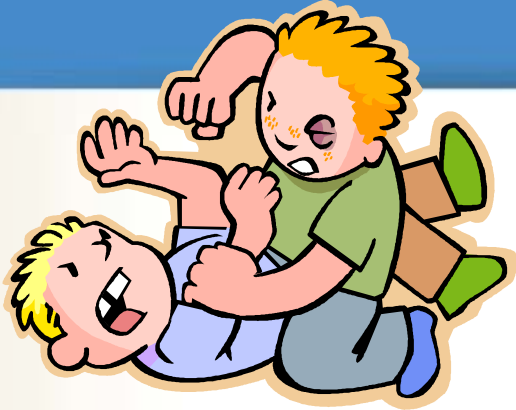
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Discipline by Student
Demographic File

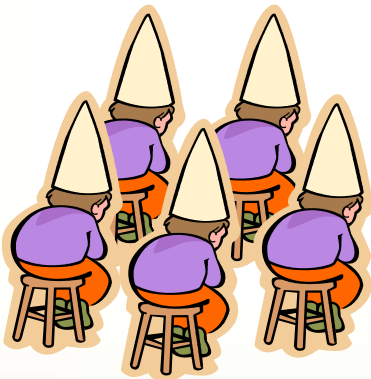
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1 White, Male, 9th grader,
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Suspended

Discipline by Demographics

Reporting Incident Example 3: Unduplicated Count Focus

- Provide an unduplicated count of students involved reported incidents.
- Regardless of how many times a student is counted for any category within the Discipline by Student Demographics file, only count the student once in the unduplicated count of students disciplined.



Same Student, counted
multiple times in Discipline by
Student Demographics File

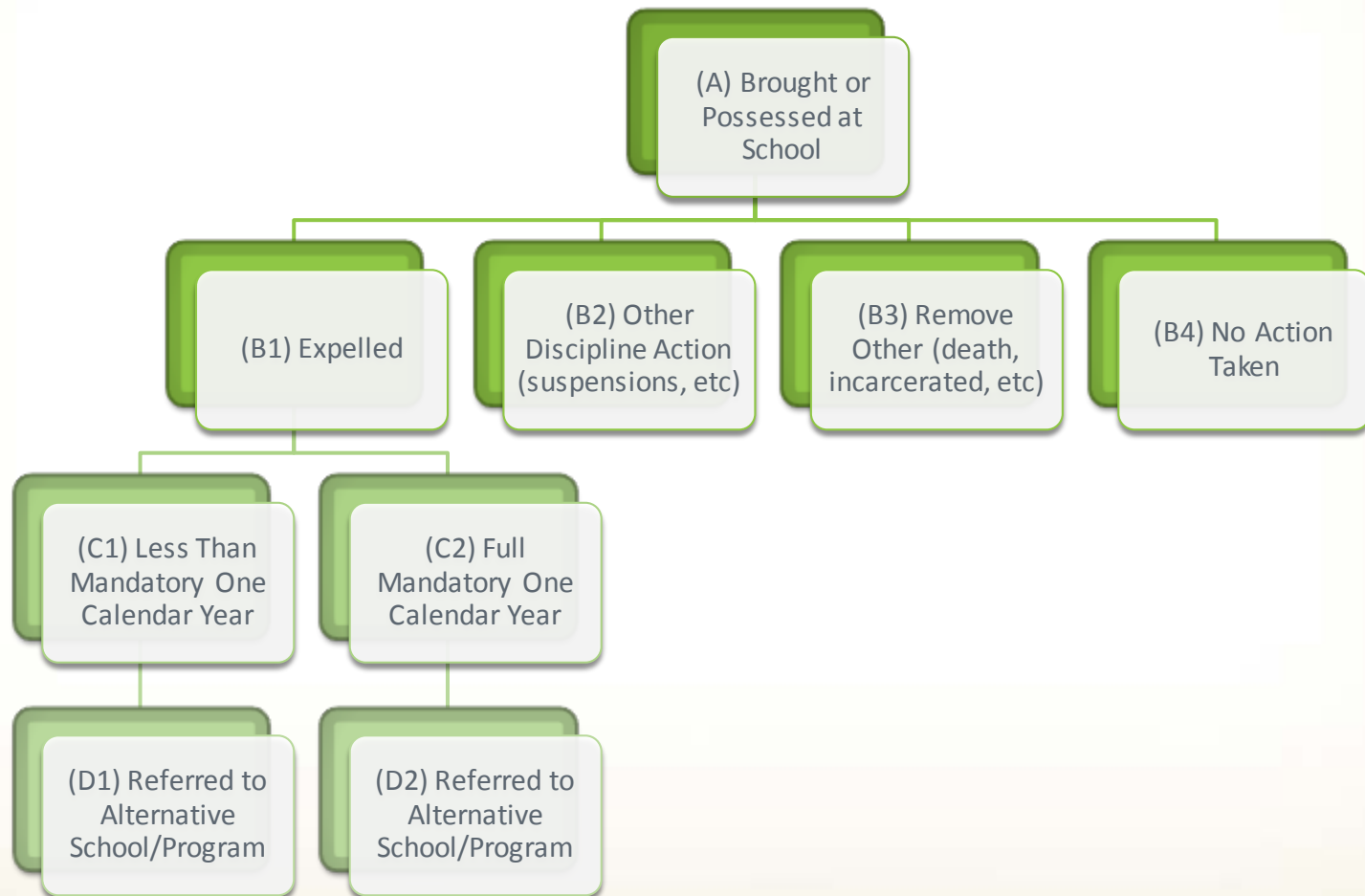


Same Student, counted once in the
Unduplicated Count of Students
Disciplined field

Firearm (GFSA) Discipline File

- One record per school and firearm weapon with counts of actions taken.
- If there are no firearms to report for a school, no record will be needed in file (based on No Reportable Incidents screen)
- 3 types of Firearms reported
 - Handgun - Rifle/Shotgun - Other Firearm
- Expulsions reported are a subset of Dangerous Weapon Expulsions reported

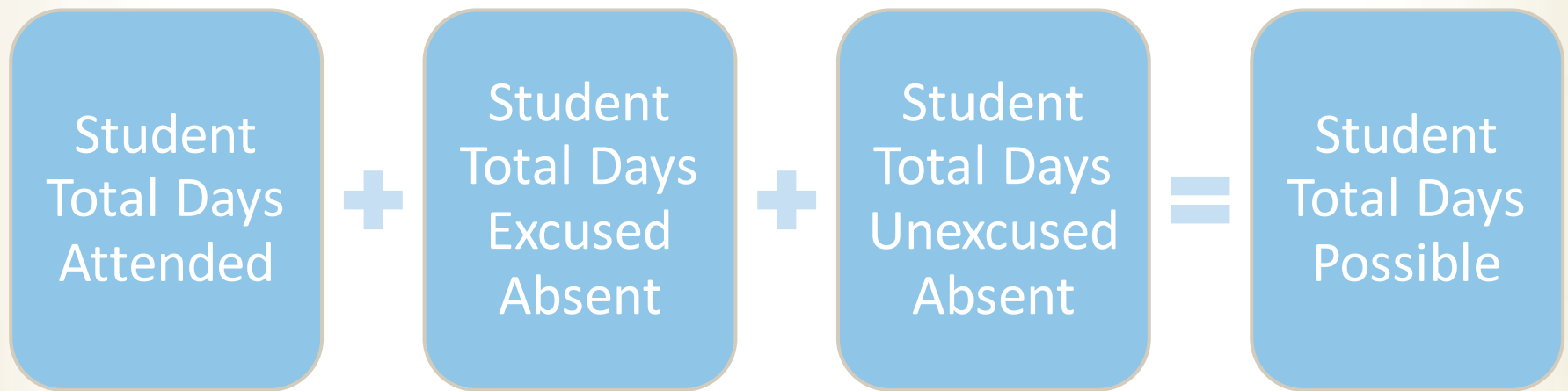
Firearm (GFSA) Discipline File Flowchart



Attendance Data File

- **One record required per school**
- **Same data collected in previous years by school:**
 - Length of school year
 - Total days attended by students
 - Total days excused by students
 - Total days unexcused by students
 - Total possible attendance days
 - Number of students truant four or more days in a month
 - Number of students truant ten or more days in a school year
 - Number of students truant for both conditions listed above

Attendance Data File: Relationship Equation



Habitually Truant Definition

- A child between 6 and 17 years of age having four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year. Absences due to suspension expulsions is considered excused absences.

Habitually Truant Counts

- **3 fields capture this required data:**
 - Truancy: Four or more days in any one calendar month
 - Truancy: Ten or more days in one school year
 - Truancy: Met both conditions
- **Students are to be reported in only 1 category per school as applicable**

Reporting Habitually Truancy Example

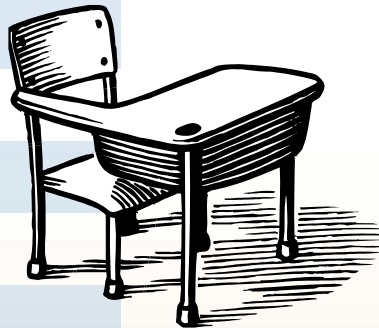


1 count of
Truancy: 4 or
more Days in
one calendar
month

✗ Unexcused Absences for Sally in March. (Total Unexcused Absences in the School year is less than 10)

Reporting Habitually Truancy Example

Month	# Unexcused Absences for Shirley
Aug	0
Sept	1
Oct	1
Nov	0
Dec	1
Jan	1
Feb	0
March	2
April	0
May	4
TOTAL	10



1 count of
Truancy:
Met Both
Conditions

No Reportable Incidents



No Reportable Incidents

- **Use when a school has no incidents to report to CDE; either**
 - No Disciplinary Incidents and/or
 - No Firearms to report
- **A separate tab in Data Pipeline, under “SDA”**
- **Can be updated throughout the SDA process.**
 - If marked as “No” initially, this can be updated to “Yes” for a school if needed and vice versa, until the data is finalized.

No Reportable Incidents – Disciplinary Incidents

- **Disciplinary Incidents column:**

- “Yes” indicates:

- the school is included in the Discipline by Action file AND
 - The school is included in the Discipline by Student Demographic file

- “No” indicates:

- The school is not included in the Discipline by Action file AND
 - The school is not included in the Discipline by Student Demographic file
 - If all schools are marked as “No”, then the LEA will not upload either the Discipline by Action file or the Discipline by Student Demographic file.

No Reportable Incidents – Firearm Incidents

- **Firearms brought column:**

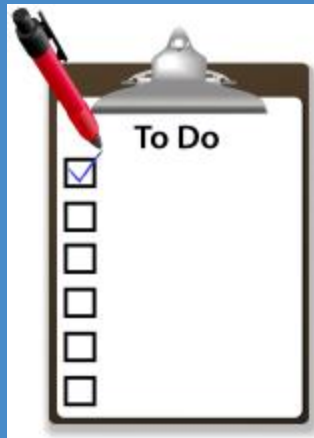
- “Yes” indicates:

- The school is included in the Firearm (GFSA) data file uploaded

- “No” indicates:

- The school is not included in the Firearm (GFSA) data file uploaded.
 - If all schools in the district have this indication, then the LEA will not upload the Firearm (GFSA) data file.

Checklist of Steps



1st - Login to Data Pipeline

<https://cdx.cde.state.co.us/pipeline>

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Colorado Department of Education

Username:

Password:

Login

[I forgot my password](#)

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2nd* – No Reportable Incidents

SDA

- Status Dashboard
- No Reportable Incidents**
- Add Record
- Edit Record
- File Extract Download

No Reportable Incidents

School Year* 2014-15 District Select...

Search

Please answer the following questions in the table below.

1. Were there disciplinary incidents to report for any of the following schools within your district?
2. Were there any firearms brought or possessed at the following schools within your district?

School Code	School Name	(1) Disciplinary Incidents?	(2) Firearms Brought?
		All to Yes All to No	All to Yes All to No

Page 1 of 2 25 Per Page Total No. of Records: 35

Save

*Note: this step can be performed throughout the process if changes are needed

3rd – Upload each File

File Upload

Batch Maintenance

Format Checker

Data File Upload

Validation Report

Special Education

Student Profile

Staff Profile

EDIS

SDA

Teacher Student Data link

RITS

Dataset Administration

Data Maintenance

Pipeline Reports

Data File Upload

Exception File ☐

Dataset *

File Type *

School Year *

Organization/LEA *

Locate File *

Upload Type * ☐ Append ☐ Replace

Submit

Dataset	School Discipline Attendance
File Type	Attendance Data OR Discipline by Action OR Discipline by Student Demo OR Firearm Discipline
School Year	2014-15
Organization/LEA	Select your District/BOCES
Locate File	Browser and select file to upload
Upload Type	Replace if your file is complete within the one file upload
	Append if you are adding additional data to what has been previously uploaded

Click “Submit” for each file

4th – Status Dashboard

- Confirms file processed and provides the error count in the file

The interface consists of three main parts:

- Navigation Menu (Left):** A sidebar with the following options: SDA, Status Dashboard (selected), No Reportable Incidents, Add Record, Edit Record, and File Extract Download.
- Status Dashboard Form (Top Right):** A form titled "Status Dashboard" with the following fields:
 - File Type:** A dropdown menu with "Attendance Data" selected.
 - School Year:** A dropdown menu with "2014-15" selected.
 - Organization/LEA:** A dropdown menu with "All" selected.Below the fields is a note: "Fields marked with * are mandatory". A green "Submit" button is located below the form.
- ATT Status Dashboard (2014-15):** A section below the form showing the results of the file upload. It includes a table with the following data:

Field	Value
Data Exists	Data Exists = Y (data processed) or N (data not processed)
Validation Errors	Validation Errors = # (# of errors in file)
Overall Status	Overall Status = P (Pending) or N (No data)
LEA Comments	Last updated date = last date of upload

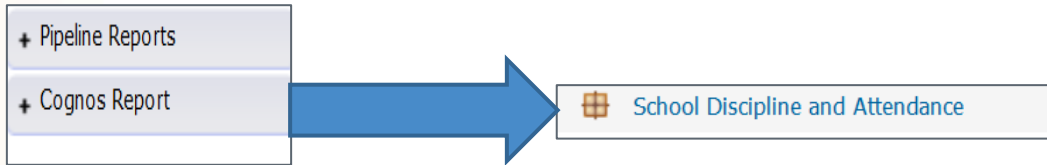
At the bottom of the ATT Status Dashboard section, there is a legend: Y - Yes | N - No | P - Pending | S - Submitted | A - Accepted.

Review Errors and Errors

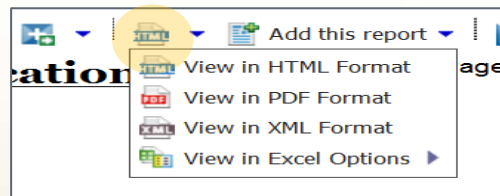
- Two options:
 - Using Cognos
 - Using Pipeline Error Reports
- You may use either options exclusively or both options throughout

5th –Using Cognos

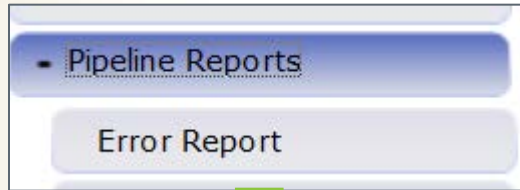
(Errors and Warnings)



- **Select the appropriate Error Report to view:**
 - For Attendance data errors: “Attendance Error Detail Report”
 - For Discipline by Student Demographic data errors: “Demographics Error Detail Report”
 - For Discipline by Action data errors: “Discipline Action Error Detail Report”
 - For Firearm Incident data errors: “Firearm Error Detail Report”
- **If there are no errors for your district for the file OR the file was not processed for your district yet, there will be no error report available**
- **Error reports can be downloaded into excel**



6th – Using Data Pipeline (Errors and Warnings)



Error Report

Dataset * File Type *

School Year * Organization/LEA *

Error Type *

Select file type, year, LEA and Errors and Warnings – then select “Search”

Select All | Deselect All

[Excel](#)

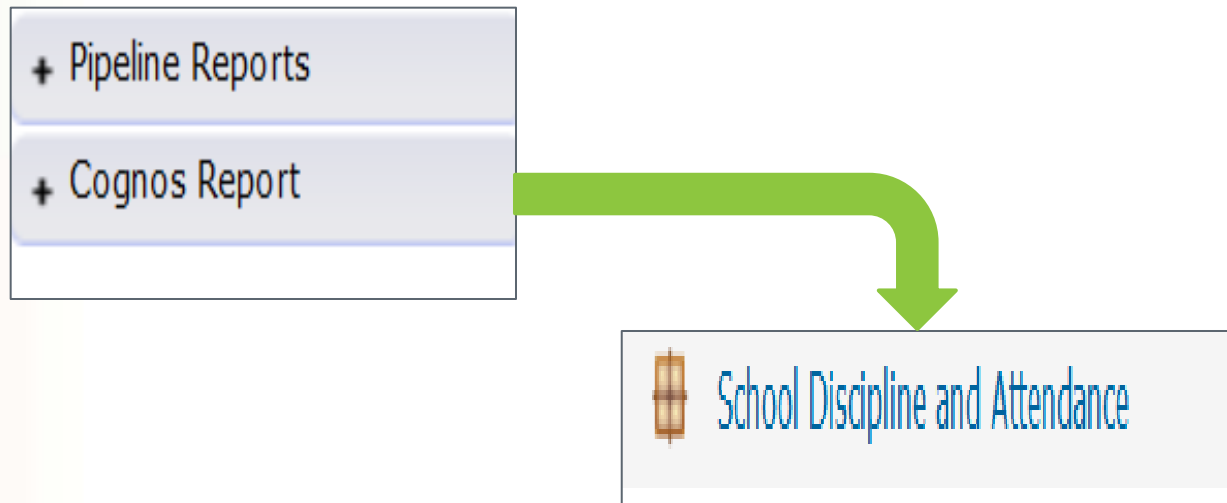
Select Excel to view report

Select	Error Code	Error Type	Error Message	Count
<input checked="" type="checkbox"/>	SC003	E	Behaviors must contain a valid code.	13
<input checked="" type="checkbox"/>	SC062	E	Disciplinary Incidents marked Y for these schools, but no data uploaded in file	10
<input checked="" type="checkbox"/>	SC063	E	Behavior Incidents marked N for this school, but unexpected school data was uploaded in file	6
<input checked="" type="checkbox"/>	SC070	E	Behaviors is mandatory	1

7th - Correct Data

- Update data in data files based on errors/warnings and re-upload files as needed.
- Repeat steps until all errors in file are resolved

8th – Review Reports



Reports Available

- **Attendance and Truancy Data**

- provides attendance and truancy rate calculated for each school. Data is generated using the Attendance file.

- **Summary of Behavior by Action**

- provides each behavior reported by school with the count of actions taken for each. Data is generated using the Discipline by Action file.

- **Summary of Discipline by Demographic File**

- All incidents reported with all student demographic data provided. Data is generated using the Discipline by Student Demographic file.

Reports Available (continued)

- **Summary of Disciplinary Actions by Federal Race/Ethnicity**
 - Count of Disciplinary Actions reported for all students by Federal Race/Ethnicity and School. Data is generated using the Discipline by Student Demographic file.
- **Summary of Disciplinary Actions by Gender**
 - Count of Disciplinary Actions reported for all students by Gender and School. Data is generated using the Discipline by Student Demographic file.
- **Summary of Disciplinary Actions by Grade**
 - Count of Disciplinary Actions reported for all students by Grade and School. Data is generated using the Discipline by Student Demographic file.

9th -Finalize Uploaded Data

- LEAAPPROVER role can perform this step only

SDA

- Status Dashboard
- No Reportable Incidents
- Add Record
- Edit Record
- File Extract Download

Logout

Status Dashboard

File Type * Select... School Year * Select... Organization/LEA * All

Fields marked with * are mandatory

Submit

ATT Status Dashboard (2014-15):

Must finalize each SDA File separately

Data Exists	Data Exists = Y (data must be processed)
Validation Errors	Validation Errors = 0 (must be 0 in order to finalize)
Overall Status	Overall Status = Will be updated to "S" once finalized
LEA Comments	Last updated date = last date of upload

Y - Yes | N - No | P - Pending | S - Submitted | A - Accepted

Submit to CDE

Resources



Current Status

- **SDA is not available in Data Pipeline yet – hoping to have it viewable by Friday, May 1st.**
 - Collection will not be open (no files can be uploaded) but you can check to ensure you have access to the collection and update the No Reportable Incidents tab if needed.
- **SDA Process Document (checklist of steps) now available online**
- **Coming Friday, May 1st online:**
 - Behavior Statutes and Clarifications
 - Guideline for Determining Most Serious Incident
 - Updated business rules for each file if applicable from



SDA Resources and Reminder

- File Layouts, business rules and templates available at:
<http://www.cde.state.co.us/datapipeline/safetyanddisciplineindicators>
- Opens Monday, May 11th and will close Friday, June 26th
 - Exceptions may be allowed, if school(s) are in session on or later than due date. Please contact me if this is needed.
- For assistance please contact Annette Severson at
severson_a@cde.state.co.us



Thank You!

