

2014-2015 Discipline Interchange - Incident

Purpose:

The purpose of the Discipline Interchange Incident file is to capture and verify the attributes of a student with disabilities who were reported with a disciplinary incident in the currently selected school year.

Dependencies:

Student has been assigned a SASID and updated in the RITS system.

A record for the student exists in the Discipline Interchange Action file. (Incident Identifier must match the Incident Identifier in the Action file for the student and the incident).

Record Expectation:

In the Discipline Interchange - Discipline Incident file the LEA should submit 1 record per "Incident" per LEA for every discipline incident which occurred at any point in the currently selected school year.




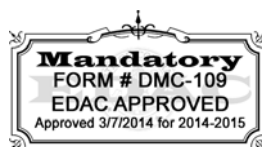
- Indicates Primary Key

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
DISCIPLINE INCIDENT							
<p>NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS</p> <p>* Indicates required</p> <p>** Indicates fields which are not required for the Special Education Discipline Collection and may be zero-filled.</p> <p>You may name your file anything that works for you; however the system will not allow spaces in the file name.</p> <p>When submitting CSV or Excel you must include a header row with titles in the fields.</p>							




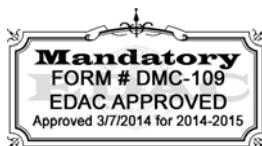
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Admin Unit/SOP Code*	5	1	5	1	A2	00000	REQUIRED FIELD MUST be zero-filled.
School District/BOCES Code* 	4	6	9	2	B2	0010	REQUIRED FIELD Must be a valid District Code within the reporting district/BOCES.
School Code*	4	10	13	3	C2	0187	REQUIRED FIELD School code must be a valid school within the district. Grades served at the reported school must include grade reported for the student. If student attends a program this field should be zero-filled and a valid Program Code will be included in the Program Code field.
Program Code <small>NEW 2013-2014</small>	4	14	17	4	D2	0025	Valid 4 digit Special Education Program code. http://www.cde.state.co.us/datapipeline/org_sped_program_codes .



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Incident Identifier* 	10	18	27	5	E2	0000000001	REQUIRED FIELD. MUST match Incident Identifier number in the Discipline Action File for the student. MUST be Unique and UNDUPLICATED in the file. Incident Identifier may not be zero-filled. If there are more than one student involved in an incident and attend different schools report the school closest to where the discipline incident occurred.
Date of Incident*	8	28	35	6	F2	02052015	REQUIRED FIELD Format is MMDDYYYY. Field may not be zero-filled.
Behaviors**	2	36	37	7	G2	00	REQUIRED FIELD - Field checked for valid codes only. May be zero-filled. Cannot be blank.
Weapons**	2	38	39	8	H2	00	REQUIRED FIELD - Field checked for valid codes only. May be zero-filled. Cannot be blank.
Reported To Law Enforcement**	1	40	40	9	I2	00	REQUIRED FIELD - Field checked for valid codes only. May be zero-filled. Cannot be blank.



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Serious Bodily Injury**	1	41	41	10	J2	00	REQUIRED FIELD - Field checked for valid codes only. May not be zero-filled. Cannot be blank.
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BACKGROUND INFORMATION

NOTE: Zero-fill all non-applicable fields. No blanks are allowed.

Admin Unit/SOP Code – MUST be zero-filled. Administrative Unit number will populate in the Special Education Discipline Snapshot when the Administrative Unit Respondent creates the snapshot.

School District/BOCES Code – Enter the appropriate four-digit district code for each student's District of Attendance. Refer to School District/BOCES Code table.

School Code – A unique code assigned by CDE to a school building. Refer to School Building Code table.

Program Code NEW 2013-2014 – A unique number assigned to a Program by CDE for students who attend one of the valid programs. Refer to the Data Pipeline website for code tables. http://www.cde.state.co.us/datapipeline/org_sped_program_codes.

Incident Identifier - A UNIQUE ten digit number assigned to each incident by each reporting entity (Admin Unit/School District). MUST be Unique. Cannot be duplicated in the Incident Interchange File.

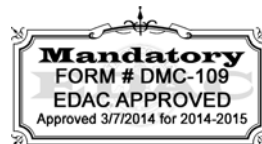
Date of Incident - The month, day, year (mmddyyyy) the discipline incident occurred.

Behaviors - Provide the behavior associated with the incident. (This field may be zero-filled. Blanks are not allowed).



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00	N/A
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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Weapons - The weapon associated with the incident. (This field may be zero-filled. Blanks are not allowed).

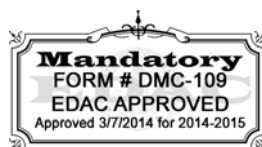
00	N/A
01	Handgun
02	Rifle/Shotgun
03	Other Firearms
04	Non-Firearm Weapon

Reported to Law Enforcement - Indicator if the incident was reported to law enforcement. (This field may be zero-filled. Blanks are not allowed).

0	No
1	Yes

Serious Bodily Injury - Indicator if serious bodily injury was associated with the incident. (This field may be zero-filled. Blanks are not allowed).

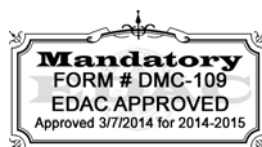
0	No
1	Yes



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Document Changes

Date	Description of change	Reason for change	Elements affected
04/01/2014	Add "Program Code" field	Moving from an exception process.	School Code and Program Code fields
Announced changes in 2014	Regular Education Students will NOT be reported in the Discipline interchange files.	The Safety and Discipline Indicator Collection will be a separate collection in the Data Pipeline beginning in the 2014-2015 year.	Behaviors Weapons Report to Law Enforcement Serious Bodily Injury
03/23/2015	<p>Changed Record Expectation description from</p> <p>In the Discipline Interchange - Discipline Incident file the LEA should submit 1 record per student per LEA for any student or students who had a discipline incident at any point in the currently selected school year.</p> <p>To</p> <p>In the Discipline Interchange - Discipline Incident file the LEA should submit 1 record per student Incident per LEA for any student or students who</p>	<p>More than one student could be associated with a discipline incident as well as there could be more than one action for a single incident but the incident in the incident file is only reported once. If there are two students involved in an incident and attend two different schools report the school closest to the incident. The action records will provide additional details.</p>	How incidents are reported.



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	had a discipline incident at any point in the currently selected school year.		
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