

# 2021-2022 Special Education Discipline Interchange – Discipline Action File

**Purpose:**

The purpose of the Discipline Action file is to obtain discipline information on students with disabilities that resulted in suspension, expulsion, or unilateral removal by school personnel or hearing officer.

**Dependencies:**

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


**Record Expectation:**

Each record represents a single suspension, expulsion, or unilateral removal of a student with an active IEP at the time of the discipline start date. The discipline action must have taken place within the current reporting period. Students with multiple actions throughout the school year should have multiple records on the file.

**Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):**


[Special Education Discipline](#)

 - Indicates Primary Key

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
<b>DISCIPLINE INTERCHANGE</b>							
* Indicates required (ZERO-FILL ALL NON-APPLICABLE FIELDS) Accepted formats are CSV, Excel, or Text and a header row is required in CSV and Excel No spaces permitted in file name							
Admin Unit/BOCES Code	5	1	5	1	A2	30011	Valid AU Code. If zero-filled, will automatically populate in the snapshot based on district code
School District/BOCES Code* 	4	6	9	2	B2	1420	Must be a valid district code within the



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							reporting Administrative Unit
School Code	4	10	13	3	C2	0187	Report school code attended within the district at time of the incident
Special Education Program Code	4	14	17	4	D2	0004	Report if student attends a valid AU run Special Education Program. Zero-fill if not applicable
Incident Identifier*	10	18	27	5	E2	1345768923	10 digit number assigned by LEA
Date of Incident *	8	28	35	6	F2	12052016	Format is MMDDYYYY. Field may not be zero-filled
Student's State ID (SASID)*	10	36	45	7	G2	1234567891	Validated against RITS at time of submission using four locator fields: last name, first name, date of birth, and gender
Student's First Name*	30	46	75	8	H2	valid name	Validated against RITS
Student's Last Name*	30	76	105	9	I2	valid name	Validated against RITS
Student's Gender *	2	106	107	10	J2	01	Validated against RITS
Student's Date of Birth *	8	108	115	11	K2	06152005	Calculated age must be <22 as of December Annual Count Date.
Discipline Action Identifier* 	10	116	125	12	L2	3579847612	<b>Must be unique and unduplicated unless student had a unilateral removal for two removal reasons.</b>
Discipline	2	126	127	13	M2	01	Populate if student was suspended or expelled. Must be zero-filled if student was unilaterally removed
Discipline Start Date*	8	128	135	14	N2	01082017	Start date of the discipline or removal
Discipline Action Length*	4	136	139	15	O2	0100	Report the number of school days missed. Must be between a half day and 260 days (0005 and 2600). Half days included in 4 <sup>th</sup> position. 4 <sup>th</sup> position must either be a 0 or a 5



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Special Education Removal Type	2	140	141	16	P2	01	Populate if student was unilaterally removed by school personnel or hearing officer. Must be zero-filled if Discipline field is populated (i.e. student was suspended or expelled)
Special Education Removal Reason	2	142	143	17	Q2	01	ONLY required if student was unilaterally removed by school personnel
Received Education Services During Expulsion	1	144	144	18	R2	0	Only required on expulsion records. Zero-fill if no services were received during an expulsion
Special Education Action Flag*	1	145	145	19	S2	1	Must be 1. Indicates Special Education student

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

**Admin Unit/SOP Code** - A unique code assigned to an Administrative Unit/State Operated Program by CDE. Refer to the Administrative Unit and District Codes list found under Frequently Requested Codes [http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes). May be zero-filled and field will automatically populate in the snapshot based on district code.

**School District/BOCES Code** – Enter a valid four-digit district code for each student’s District of Attendance.

**School Code** – A unique code assigned to a school by CDE. Refer to School Building Codes list under Frequently Requested Codes [http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes). Report the School Code student was attending at the time of the discipline incident.

**Special Education Program Code** - A unique code assigned to an AU run Special Education Program by CDE. List found under Frequently Requested Codes [http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes).

**Incident Identifier** – A locally assigned ten digit number for each incident. An Incident Identifier may be duplicated in cases where a student



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incurs more than one discipline action associated with the incident or more than one student is involved in the incident.

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

**Student's State ID (SASID)** – A unique ten digit number assigned to each student by CDE.

**Student's First Name** – A name given to an individual at birth, baptism or during another naming ceremony; or through legal change.

**Student's Last Name** – The name born in common by members of a family.

**Student's Gender** – An individual's sex.

01	Female
02	Male

**Student's Date of Birth** – The month, day, and year on which an individual was born (i.e. 09152005).

**Discipline Action Identifier** - A unique ten digit number assigned to each discipline action by each reporting entity (Admin Unit/School District). Action Identifier **MUST** be unique and unduplicated unless the student had a unilateral removal by school personnel for two removal reasons. If an Action spans two school years, the same Action Identifier should be used to report the record in both school years.

**Discipline** – Indicates student had an In-School Suspension, Out-of-School Suspension, or Expulsion. **MUST** be zero-filled if the student was Unilaterally Removed and the Special Education Removal Type is “01 – Unilateral Removal by School Personnel” or “02- Unilateral Removal Based on a Hearing Officer”.



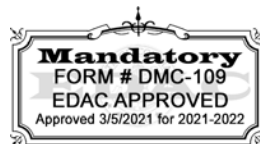
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<b>00</b>	<b>Used when reporting Unilateral Removals only</b>
<b>01</b>	<b>In-School Suspension</b> - Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.
<b>02</b>	<b>Out-of-School Suspension</b> - Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center). This includes both removals in which no IEP services are provided because the removal is 10 days or less as well as removals in which the child continues to receive services according to his/her IEP.
<b>03</b>	<b>Expulsion</b> - An action taken by the LEA removing a child from his/her regular school for disciplinary purposes for the remainder of the school year or longer in accordance with local educational agency policy. Include removals resulting from violations of the Gun-Free Schools Act that are modified to less than 365 days.

**Discipline Start Date** – The start date of the discipline action. The Date of Entry to Special Education reported in the Participation File must precede the Discipline Start Date. An Action that spans two school years should contain a start date of the days missed from school within that reporting year.

**Discipline Action Length** - The number of school days missed as a result of the discipline. Must be 4 characters and between a half day and 260 days (0005 and 2600). Half days included in 4<sup>th</sup> position. 4<sup>th</sup> position must either be a 0 or a 5. An Action that spans two school years should be reported in both collection years and reflect the number of school days missed within each year.

**Special Education Removal Type** – For each incident in which the student was unilaterally removed to an IAES (either by school personnel or as determined by a hearing officer), indicate the type of removal. Must be zero-filled if Discipline is “01 – In-School Suspension”, “02 – Out-of-School Suspension”, or “03 – Expulsion”.



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<b>00</b>	<b>USED WHEN DISCIPLINE = 01, 02, or 03</b>
<b>01</b>	<b>Unilateral Removal by School Personnel</b> – Instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate *Interim Alternative Educational Setting (IAES) for <b>45 days or less</b> . The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do <b>NOT</b> include decisions by the IEP team to change a student’s placement.
<b>02</b>	<b>Removal Based on a Hearing Officer’s Determination</b> – Instances in which an impartial hearing officer orders the removal of children with disabilities from their current educational placement to an appropriate *Interim Alternative Educational Setting (IAES) for <b>45 days or less</b> based on the hearing officer’s determination that maintaining the child’s current placement is substantially likely to result in injury to the child or others.
<p><b>*Interim Alternative Educational Setting (IAES)</b> – An appropriate setting determined by the child’s IEP team or hearing officer 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.</p>	

**Special Education Removal Reason** - Provide a removal reason code **ONLY** in instances in which the student was **Unilaterally Removed by School Personnel and sent to an IAES**. (For instances where the removal was based on a Hearing Officer, this field **MUST** be zero-filled).



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00	N/A
01	<b>Unilateral Removal by School Personnel for Drugs</b> – the use, possession, sale, or solicitation of drugs as identified in 21 U.S.C. Section 812(c). These offenses do not include the use, possession, sale, or solicitation of alcohol or tobacco.
02	<b>Unilateral Removal by School Personnel for Serious Bodily Injury</b> – A bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of a bodily member, organ or faculty. (18 USC Section 1365(h)(3))
03	<b>Unilateral Removal by School Personnel for Weapons</b> – A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury; such a term does <b>NOT</b> include a pocket knife with a blade of less than 2 ½ inches in length. (18 USC Section 930(g)(2))

**Received Special Education Services During Expulsion** – Only required when Discipline Field is “03” Expulsion. Indicate “1-YES” if students with disabilities received special education and related services, as provided in Section 621(a)(1), that allows them to progress toward meeting the goals set out in the child's IEP during expulsion.

0	No
1	Yes

**Special Education Action Flag** – MUST be 1 YES indicating student is a Special Education student. This is currently the only category of students collected on this file. Record will not pull into the Special Education Discipline snapshot unless it is marked 1.

1	Yes
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## REPORTING NOTES:

Report children with disabilities who were ages 3 through 21 as of the child count date and were subject to a:

1. **Discipline:**
  - a. In-School Suspension (01)
  - b. Out-of-School Suspension (02)
  - c. Expulsion (03)

**AND/OR a**

2. **Unilateral Removal to an Interim Alternative Education System (IAES) for 45 days or less:**
  - a. Unilateral Removal by School Personnel
  - b. Unilateral Removal based on a Hearing Officer's determination

A Discipline Action that spans two school years (school days missed in both years) should be reported in both collection years with the same Action Identifier, Incident Identifier, and Incident Date. The Discipline Start Date and Discipline Action Length should reflect only the days missed within each school year.

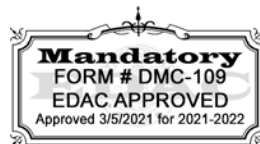
Students who were removed by school personnel for drugs, weapons, or serious bodily injury for 10 days or less and were not sent to an interim alternative educational setting should be reported as having been suspended.

Exclude students who have cumulatively been suspended for less than half a school day from this file.

Exclude parentally-placed private school students from this file.

In instances in which the IEP team meets to determine the appropriate setting where a child will receive educational services following a unilateral removal by school personnel, a removal by a hearing officer for likely injury, or a suspension or expulsion, the removal *must* be reported on the discipline report.

If, following a discipline offense, the IEP team meets and determines that the child's current placement is not the least restrictive





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environment for that child, and therefore makes a **\*permanent change** in the child’s IEP placement , DO NOT report that specific action on the discipline report. If the child is suspended *pending* an IEP team meeting in which his or her IEP placement is changed, the suspension must be reported.

**\*A permanent change of placement is a situation in which, following a student’s violation of a code of student conduct, the IEP Team decides to change the student’s placement, and such placement is intended to be permanent, i.e., extend beyond the period of any disciplinary action.**

### Document Changes (for major changes to collection that would impact districts)

Date	Description of change	Reason for change	Elements affected

