

Frequently Asked Questions

**School Discipline and Attendance Data Collection**

FAQ SHEET

What is the School Discipline and Attendance (SDA) data collection?

The SDA collection is a periodic collection which collects school level data. This school level data does not contain individual student information. Instead SDA collects (1) the count of students disciplined based on the type of incident (behavior of the student) and the demographics of the students, (2) the counts students that brought or possessed a firearm and the action taken for those incidents and (3) the overall attendance information for each school.

Is there a specific order I must upload the data files into data pipeline?

Yes, the files must be uploaded in the following order: (1) Discipline by Action File, (2) Discipline by Student Demographics (3) Firearm (GFSA) Discipline File and (4) Attendance.

If there are no Firearms to report, then the files would be uploaded in the following order instead (skipping the Firearm file): (1) Discipline by Action File, (2) Discipline by Student Demographics and (3) Attendance. If there are also no disciplinary incidents to report for the district, then the attendance data file would only be required to be uploaded.

What is the process when there are No Firearms to report?

This would be indicated by first updating the “No Reportable Incidents” tab under SDA in pipeline to reflect ‘No’ for every school within your district under the Firearm Incident column. Once that has been completed, no further action is necessary for the Firearm (GFSA) Discipline file; no file would need to be uploaded, the file would not need to be ‘Submitted to CDE’. However, you are required to still upload the Attendance data file and the 2 Incident files (Discipline by Action and Discipline by Student Demographics). The Attendance verification form will need to be signed indicating the accuracy of not having firearms reported for your district.

<http://www.cde.state.co.us/datapipeline/schooldisciplineattendance>

School Discipline and Attendance

* What is the process when there are also No Incidents to report?

This would be indicated by first updating the “No Reportable Incidents” tab under SDA in pipeline to reflect ‘No’ for every school within your district under the Discipline Incident column. Once that has been completed, no further action is necessary for the Discipline by Action or the Discipline by Demographic files. If there were no discipline incidents, there would also be no firearm data to report, so both columns should reflect ‘No’ in the “No Reportable Incidents” tab under SDA in pipeline. This would indicate that only the Attendance Data file would need to be uploaded by the district. The other three files, Discipline by Action, Discipline by Demographics and Firearm (GFSA) would not be uploaded. The Attendance verification form will need to be signed indicating the accuracy of not having either discipline incidents or firearms reported for your district.

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School Discipline and Attendance

* How should the attendance data be reported in the file; is the decimal point included?

The decimal point is implied in the attendance fields (Total Days Possible, Total Days Attended, Total Days Excused and Total Days Unexcused). If there are errors/warnings in the attendance data file that are unclear, first verify the following are true in your file and update if needed:

1. The tenth position is included in the attendance data, even though there is no decimal point typed (as it is implied). For example 265.4 would be reported as 2654 in the file.
2. The ‘Total Days Possible’ = ‘Total Days Attended’ + ‘Total Days Excused’ + Total Days Unexcused’
3. All K-12 schools are included in your data file. This is based on the current year K-12 public school list.

For the Discipline by Student Demographic file, what exactly is the unduplicated count?

The Unduplicated count of students disciplined is the count of students disciplined, regardless of how many each student may have been disciplined. For example, Student A may have received an in-school suspension, an out-of-school suspension and an expulsion all in the same year. Each of these would be counted for individually for the actions taken but the unduplicated count would only count Student A as ‘1’ and not ‘3’.

For the Attendance data file, is there additional guidance on how full or partial day absences are calculated?

This is best answered with a few examples:

1. For a student expected to attend 5 class periods per day, and they are absent from 1 class period, but in attendance for the other 4, that student is considered absent for 1/5 of the day, or 0.2 days absent.
2. For the same student expected to attend 5 classes per day- if they were to miss 1 class period on 6 separate days, that would be 6 classes total absent, which would be 6/5 days, or 1.2 days absent.
3. If a student is expected to attend 7 classes per day and misses all 7 classes, then they are absent the full day, 1.0 day absent.

![C:\Users\severson_a\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\Q4EIZ1FB\Animated-PinnedNote-New[1].gif]()For the Attendance data file, how would the demographic fields be reported, as they may change throughout the year?

Once a student is designated as any of the following: IDEA/Special Education; Section 504; ELL; or Homeless; they would be reported in that category for the attendance file. This would be the case regardless if their status changed during the year.

![C:\Users\severson_a\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\Q4EIZ1FB\Animated-PinnedNote-New[1].gif]()Could a student be reported as both Chronically Absent AND Habitually Truant?

Yes, if they meet the separate criteria. For a student to be Chronically Absent, they would have been absent (excused and unexcused) for 10% of the days they were enrolled at your school. For a student to be Habitually Truant; they would have had 4 unexcused absences in any given calendar month; 10 unexcused absences in the school year or both of these. The difference being the chronically absenteeism field is referring to all absences and the habitually truant count fields are referring to only unexcused absences.

Where does the verification page need to be sent?

First, have the superintendent sign the verification page and then it may be emailed or faxed to Annette Severson (Severson\_a@cde.state.co.us/303-866-6888).