



Overview

This document is provided as a resource for districts to complete the Data Pipeline School Discipline and Attendance (SDA) periodic data collection. The purpose of the SDA collection is to capture: (1) the count of students disciplined based on the type of incident (behavior of the student); (2) the demographics of the students disciplined; (3) the count of students that brought or possessed a firearm with the action taken for those incidents and (4) the attendance information for each school. In the event there are no reportable behaviors or firearm incidents for a school to report, LEAs will utilize the “No Reportable Incidents” tab within data pipeline.

Identity Management Roles

An Identity Management Role must be assigned by a Local Access Manager (LAM) for district respondent(s) prior to having access to the SDA data collection in Data Pipeline. Contact your LAM and ask to be assigned to the appropriate role. You may only be assigned to one role for SDA.

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

File Information

For the SDA data collection, there are 4 separate files to be submitted. Information pertaining to (1) the file formats allowed in data pipeline, (2) detailed information on each of the 4 files and (3) creating the files is provided in this section.

File Format

- Submit files with extensions of: csv; txt; xls; or xlsx
 - Pipeline only accepts field delimiters of: , | ~
- Include a header row in the first row of each file
- Include leading zeros (0) for required fields (for instance 01 or 02 for gender)
- Save files for reference and perhaps re-loading
- Do not include non-numeric/non-letter characters (except underscore) in file names as they can cause problems due to the fact that they have special system meanings. # is one of them.
- Do not include spaces in file name
- Do not edit a text file with Excel; you may lose preceding zeros
- Do not include any blank lines in file



File Types

There are 4 separate data files for this collection. The file layout documentation and definitions are accessed at: <http://www.cde.state.co.us/datapipeline/schooldisciplineattendance>. These files are listed and summarized below. Please note, the files will now be required to be uploaded in the following order:

- Discipline by Action
- Discipline by Student Demographic
- Firearm (GFSA) Discipline
- Attendance Data

Discipline by Action File

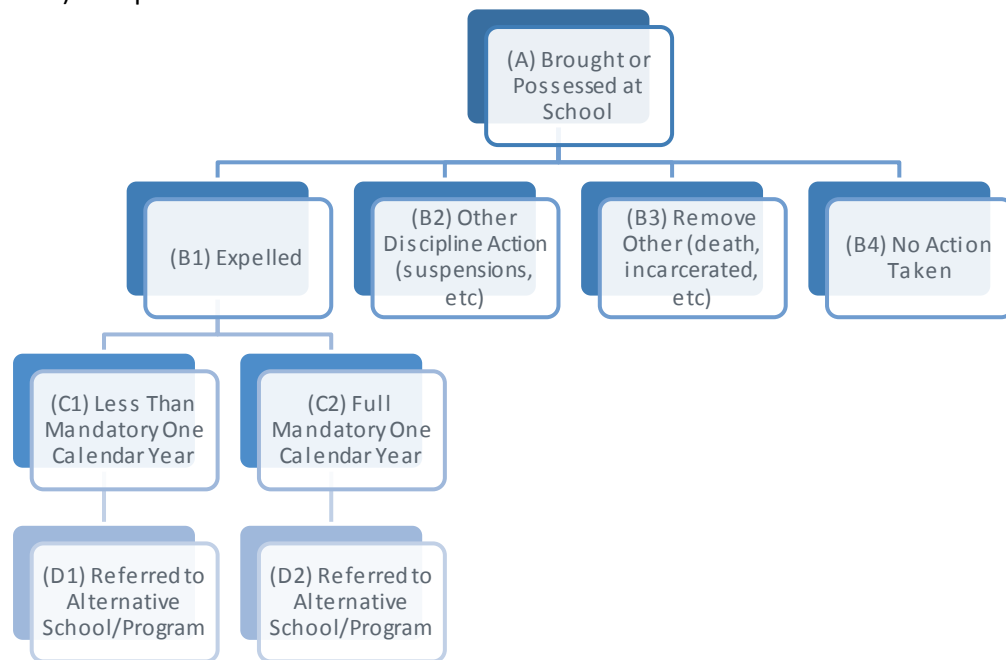
- Count of behaviors by school
 - Most severe action taken per behavior
 - Only 1 student per behavior
 - Referrals to Law Enforcement reported in addition to most severe action taken if applicable
- Only report those behaviors that meet the definitions found in the [file layout documentation](#)
- Each behavior has a code associated with it
 - A record will be included per behavior and school if applicable.
- If there were no disciplinary behaviors to report for a school or schools, please reference [No Reportable Incidents](#)

Discipline by Student Demographic File

- One record per subset of students disciplined by school
- Detailed demographic information on students disciplined:
 - Ethnicity/Race
 - Gender
 - Grade Level
 - IDEA/Special Education Status
 - Section 504 Status
 - ELL Status
- Count of Students by Demographic Details and Action Taken
- If there were no disciplinary behaviors to report for a school or schools, please reference [No Reportable Incidents](#)

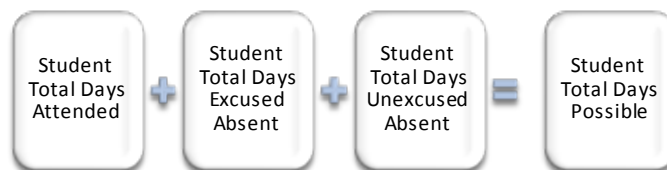
Firearm (GFSA) Discipline File

- One record per school and firearm weapon with counts of actions taken
- Expulsions reported are a subset of Dangerous Weapon Expulsions reported
- If there were no firearm incident to report for a school or schools, please reference [No Reportable Incidents](#)
- Firearm (GFSA) Discipline File Flowchart:



Attendance Data File

- One record **required** per school
- Partial days can be included
- One decimal point is implied in all data fields. For example: 170 days would be reported as 1700 days in the file to indicate 170.0 days. In addition, 165.5 days would be reported as 1655.
- Attendance Data Relationship Equation:



- Habitually Truant – count of students who meet one of the descriptions below. A student should only be counted in one category per school if applicable.
 - Truancy: Four or more days in any one calendar month
 - Truancy: Ten or more days in one school year
 - Truancy: Met both conditions

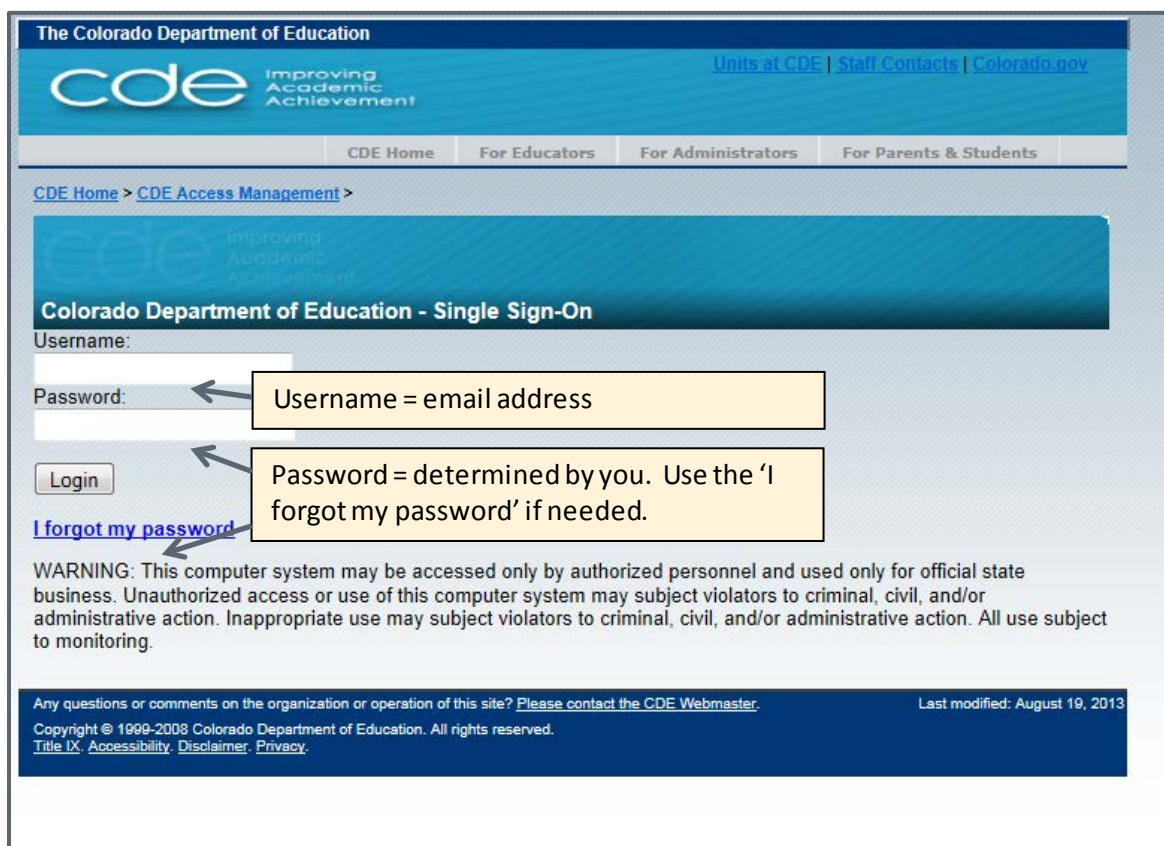
File Creation

File layouts can be found at: All fields within the files must have a valid number or code and cannot be left blank. These files can be created by either: <http://www.cde.state.co.us/datapipeline/schooldisciplineattendance>.

- System Vendor: Districts may have the availability of these data files created by a vendor system, and in that case, the district should reference their vendor system user guide to create, save and review the data reports.
- Districts may have to create these files manually using Microsoft Excel. Excel file templates are available at: <http://www.cde.state.co.us/datapipeline/schooldisciplineattendance>.

Checklist of Steps

- 1) Login to Data Pipeline: <https://cdx.cde.state.co.us/pipeline>



The screenshot shows the login page for the Colorado Department of Education. The header includes the CDE logo and navigation links. The main content area is titled "Colorado Department of Education - Single Sign-On" and contains fields for "Username:" and "Password:". A "Login" button is present, along with a link for "I forgot my password". Annotations with arrows point to the fields: "Username = email address" points to the Username field, and "Password = determined by you. Use the 'I forgot my password' if needed." points to the Password field and the forgot password link. A warning message is displayed below the login fields, and a footer contains contact information and copyright details.

The Colorado Department of Education
Units at CDE | Staff Contacts | Colorado.gov

CDE Home | For Educators | For Administrators | For Parents & Students

CDE Home > CDE Access Management >

Colorado Department of Education - Single Sign-On

Username:
Password:

Username = email address

Password = determined by you. Use the 'I forgot my password' if needed.

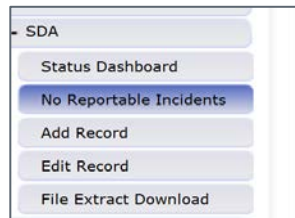
Login

[I forgot my password](#)

WARNING: This computer system may be accessed only by authorized personnel and used only for official state business. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. Inappropriate use may subject violators to criminal, civil, and/or administrative action. All use subject to monitoring.

Any questions or comments on the organization or operation of this site? [Please contact the CDE Webmaster.](#) Last modified: August 19, 2013
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[Title IX](#) [Accessibility](#) [Disclaimer](#) [Privacy](#)

- 2) Make updates to the “No Reportable Incidents” tab if applicable, meaning there were either (1) No disciplinary actions to report for one or multiple schools and/or (2) No firearm incidents to report for one or multiple schools. Although this step is listed at the beginning of the process, this tab can also be updated throughout the SDA process if needed. For more information; refer to [No Reportable Incidents](#). To make updates:
- Click on “SDA” then “No Reportable Incidents”:



- Select: School Year= 2015-16 and your LEA, then “Search”:

No Reportable Incidents

School Year*

District

- Indicate the timeframe for any behavior counts related to the new behavior codes of 1) Marijuana, 2) Sexual Violence/Battery (other than Rape) and 3) Rape or Attempted Rape by typing in a response for each line.
- Make updates to each school as needed:

Please answer the following questions in the table below.

- Were there disciplinary incidents to report for any of the following schools within your district?
- 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

- Save changes before navigating away from page:

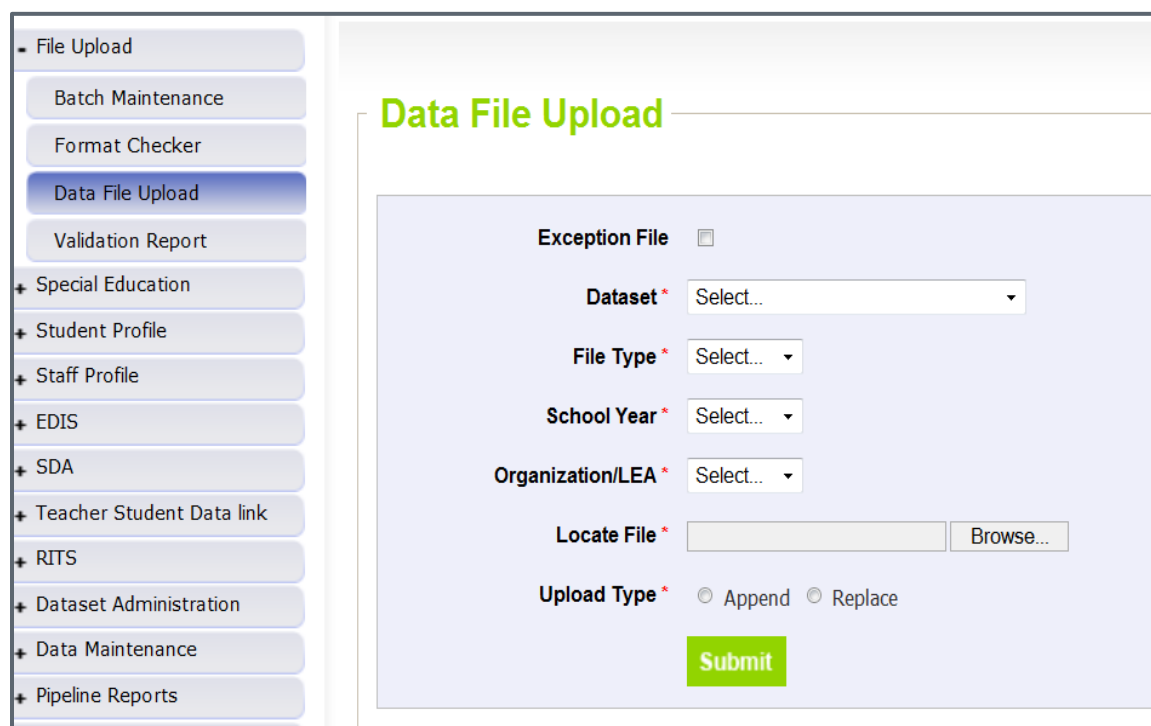
Page 1 of 2

Per Page

Total No. of Records: 35

Upload each applicable School Discipline and Attendance data files in the following order (refer to [File Types](#) for more info): (1) Discipline by Action, (2) Discipline by Student Demo (3) Firearm Discipline and (4) Attendance Data. There is now a required order of files to be uploaded; to assist with validating the data reported. If any of the files are not to be reported (either no incidents to be reported for the district or no firearm data to be reported for the district), then that file may be skipped and the next file uploaded in the appropriate order. For example, if there are no firearms to be reported, the district would upload in order: Discipline by Action, Discipline by Student Demo, skip uploading the Firearm file and upload the Attendance Data last.

- g. Select “File Upload” then “Data File Upload”:



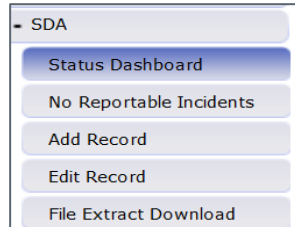
Note: you may upload data into “Format Checker” to see if the format is correct for all four files first.

- h. Data File Upload Selections:

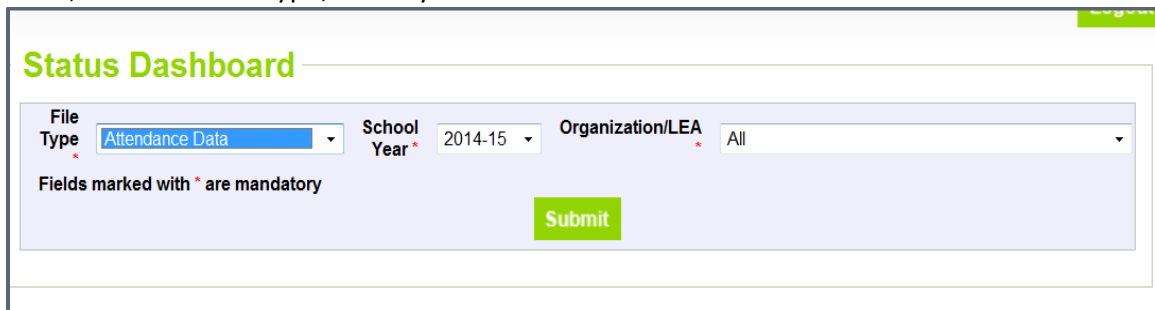
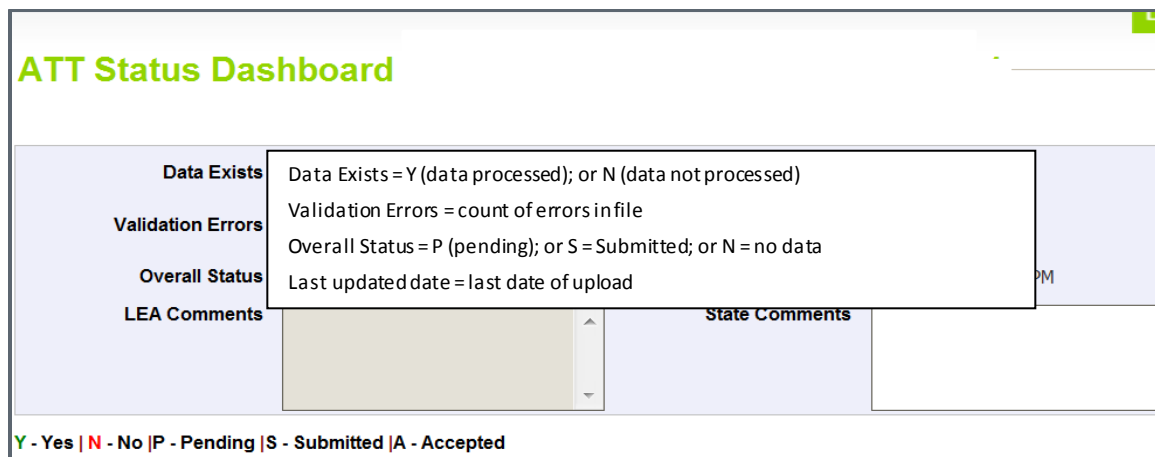
Dataset	School Discipline Attendance
File Type	Discipline by Action <i>first</i> Discipline by Student Demo <i>second</i> Firearm Discipline <i>third</i> Attendance Data <i>fourth</i>
School Year	2015-16
Organization/LEA	Select your District/BOCES
Locate File	Browser and select file to upload
Upload 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

- i. Select “Submit”

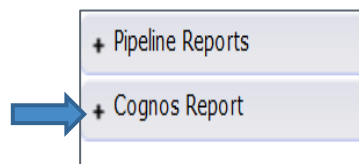
- 3) Check Status Dashboard for each file uploaded. This will provide confirmation the file uploaded and processed within the system. This will also provide the error count for the file.
 - a. To check the status dashboard select the “SDA” then “Status Dashboard”:



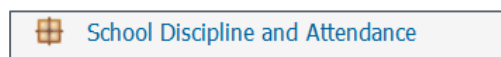
- b. Then, choose the file type, school year and LEA and select “Submit”

- 4) Review Errors and Warnings – Using Cognos (OR Using Pipeline Reports, skip to Step 6):
 - a. Select “Cognos Report”:

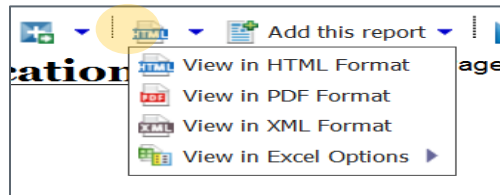


- b. Then choose “School Discipline and Attendance” by clicking on the title:

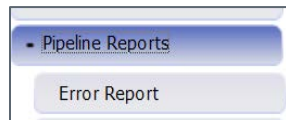


- c. Select the appropriate Error Report to view:

- i. For Discipline by Action data errors: “Discipline Action Error Detail Report”
- ii. For Discipline by Student Demographic data errors: “Demographics Error Detail Report”
- iii. For Firearm Incident data errors: “Firearm Error Detail Report”
- iv. For Attendance data errors: “Attendance Error Detail Report”
- d. 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
- e. Error reports can be downloaded into excel:



- 5) Review and Correct Edit Errors – Using Pipeline Reports (OR Using Cognos Reports, refer to Step 5):
 - a. Select “Pipeline Reports” then “Error Report”:



Error Report

Dataset *
School Discipline Attendance

File Type *
Select...

School Year *
Select...

Organization/LEA *
Select...

Error Type *
Select...

Search

- b. Select the following:

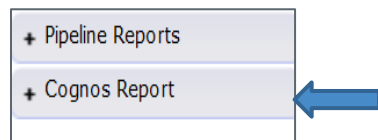
Data Set: School Discipline Attendance	File Type: Discipline by Action <i>first</i> Discipline by Student Demo <i>second</i> Firearm Discipline <i>third</i> Attendance Data <i>fourth</i>
School Year: 2015-16	Organization/LEA: Select your District/BOCES
Error Type: Errors and Warnings	

- c. Click “Search”

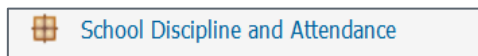
- d. If there are no errors for your district in the file OR the file was not processed for your district yet, there will be no error report available

Select All Deselect All Excel				
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
View Details				

- e. You may select all or one at a time and then “View Details”
- f. This error report can also be downloaded into excel, by clicking on the “Excel” at the top of the error report.
- 6) Make appropriate corrections to the data file(s) with errors and re-upload the files
- 7) Once all errors are corrected: Review and Validate Reports:
- a. Select “Cognos Report”

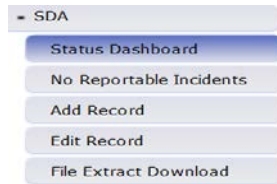


- b. then select “School Discipline and Attendance”



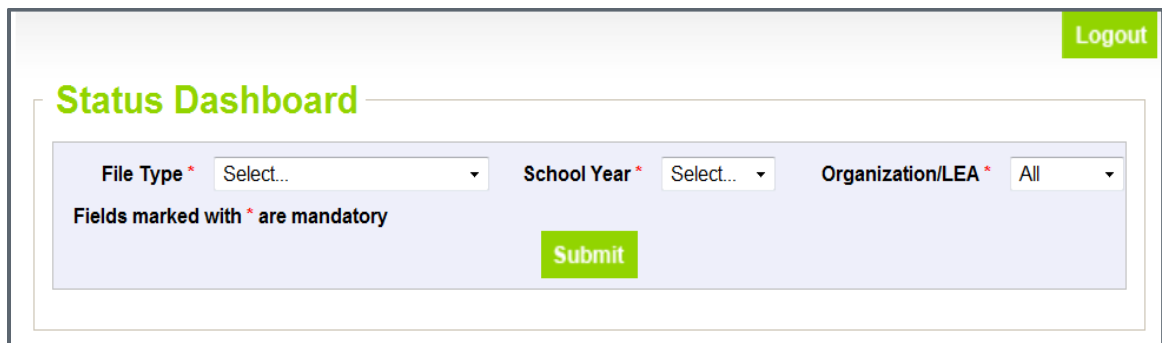
- c. Select reports for review:
- Attendance and Truancy Data: provides attendance and truancy rate calculated for each school. Data is generated using the Attendance file.
 - Summary of Behavior by Action: provides each behavior reported by school with the count of actions taken for each. Data is generated 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.
 - 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.

- 8) LEAAPPROVER role: Finalize Uploaded Data (if data reports are accurate):
 - a. Ensure all data reported in each file is accurate and can be finalized by reviewing appropriate reports.
 - b. Select “SDA” then select “Status Dashboard”



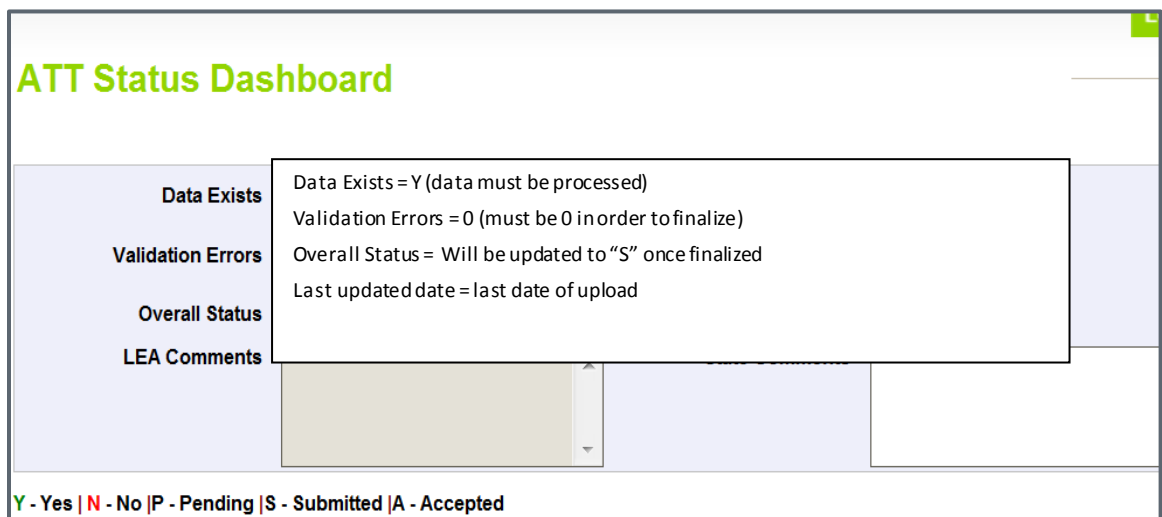
A vertical menu with a dropdown arrow next to "SDA". Below it are five buttons: "Status Dashboard" (highlighted in blue), "No Reportable Incidents", "Add Record", "Edit Record", and "File Extract Download".

- c. Select Attendance File to be finalized; school year and LEA, then click “Submit”



The "Status Dashboard" interface. It features a "Logout" button in the top right corner. Below the title, there are three dropdown menus: "File Type *" (with "Select..." text), "School Year *" (with "Select..." text), and "Organization/LEA *" (with "All" text). A note states "Fields marked with * are mandatory". A green "Submit" button is located at the bottom center.

- d. Click on “Submit to CDE” to finalize



The "ATT Status Dashboard" interface. It has a legend at the bottom: "Y - Yes | N - No | P - Pending | S - Submitted | A - Accepted". The main area shows a table with columns: "Data Exists", "Validation Errors", "Overall Status", and "LEA Comments". A tooltip box is overlaid on the "Data Exists" column, containing the following text: "Data Exists = Y (data must be processed)", "Validation Errors = 0 (must be 0 in order to finalize)", "Overall Status = Will be updated to 'S' once finalized", and "Last updated date = last date of upload".

- e. Download the Verification Form. This will need to be reviewed and signed by the superintendent and then sent to Annette Severson, via email at Severson_a@cde.state.co.us or fax at 303-866-6888.



No Reportable Incidents

In the event that a school(s) had no incidents to report to CDE, the No Reportable Incidents tab can be utilized. In this tab, a school can be reported as having 1) No Disciplinary Incidents and/or 2) No Firearms to report. This tab is accessible within the Data Pipeline screen, under “SDA” and 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.

Select the appropriate response for each school, or choose “All to Yes” or “All to No” to update all schools listed in the page at once. Click on Save for each page updated.

- First column of “(1) Disciplinary Incidents”:
 - “Yes” indicates:
 - The school is included in both the Discipline by Action file AND the Discipline by Student Demographic files.
 - “No” indicates:
 - The school is not included in either the Discipline by Action file or the Discipline by Student Demographic files.
 - If all schools in the district have this indication, then the LEA will not upload either the Discipline by Action file or the Discipline by Student Demographic file.
- Second column of “(2) Firearms brought”:
 - “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.

Additional Resources

File Layouts, Excel Templates, Business Rules and Trainings:

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

Contact for Questions:

Annette Severson- severson_a@cde.state.co.us - 303.866.6824