



## Overview

Business Rules are edit validations that are in place to ensure the data reported meets specified reporting requirements. There are two types of Business Rules that run at the time of the Snapshot:

1. **Errors** which require resolution in order to finalize the collection.
2. **Warnings** which are in place to ensure data reported is accurate but don't require a resolution in order to finalize.

You may find a list of the Business Rules at this link [https://www.cde.state.co.us/datapipeline/snap\\_sped-discipline](https://www.cde.state.co.us/datapipeline/snap_sped-discipline) under "Business Rules" or in Cognos under Baseline - Business Rules - Special Education Discipline.

## Business Rules

Below are the Special Education Discipline Business Rules and guidance around how to resolve.

BUSINESS RULE:		HOW TO RESOLVE:
<b>SD001</b>	Special Education Removal Type is required if Suspension/Expulsion is zero.	The record would either include a Discipline (01 In-School Suspension, 02 Out-of-School Suspension, 03 Expulsion) or a Removal (01 Unilateral Removal by School Personnel for Drugs/Weapons/Serious Bodily Injury or 02 Unilateral Removal by Hearing Officer). Both the Discipline field and the Removal field can't be zero-filled or contact codes other than 00.
<b>SD002</b>	Discipline Action Length cannot exceed 365 days for a student.	If a student had two events during the course of the collection period and one of the events was an Expulsion be sure to report the school days removed and not 365 days.
<b>SD003</b>	Birth Date calculated age must be greater than or equal to 3 and less than 22 as of December 1st for this school year.	Only students whose birth date calculation is equal to 3 and less than 22 as of December 1 <sup>st</sup> are included in the report.
<b>SD004</b>	A child cannot be reported as Developmental Delay if they were 9 or older as of December 1st for this school year.	The primary disability of the student cannot be an 11 if the student was 9 years old or older as of December 1 <sup>st</sup> .
<b>SD005</b>	LASID must be included in the snapshot. This field is blank because a matching record could not be found in the Student Profile Interchange.	The LASID comes from the Student Profile file. You can check the status of the Student Profile file by going to COGNOS Special Education Discipline "District Activity Report". You will be able to see if a file was successfully uploaded. You may need to contact the district respondent to ensure the student is included in the report and that their record is error free at the interchange.



SD017	Grade Level must be included in the snapshot and be a valid code. This field is blank because a matching record could not be found in the Student Profile Interchange.	The grade level comes from the School Association file. The majority of cases where the grade is not included in the file is due to discrepancies between the Discipline Action data and School Association records around the school and dates. Please see the COGNOS report SPED Incident and School Enrollment Date Comparison Report to see if the school data or the dates are not aligned between the data reported in the discipline action file and the school association one. Contact the district respondent who oversees the school association records if a change is needed on their end. Until the school and dates are in sync the error will remain.
SD018	Primary Disability must be included in the snapshot and be a valid code. This field is blank because a matching record could not be found in the IEP Interchange.	If a student is being reported on the Discipline Action File it means they were a student with disabilities sometime during the discipline action and would therefore have a corresponding record in the Special Education IEP Participation file. You may need to reach out to the Administrative Unit respondent with the SPE role and ensure there is an error free record of the student in the Special Education Participation file.
SD026	If Type of Suspension/Expulsion is 04 (expulsion without services), the Special Education End of Year Basis of Exit code should be 50 (expulsion without services). If student was expelled and then re-entered later in the school year, an exception may be necessary, please contact CDE.	If student was reported as expelled without services (Discipline=03 and Received Services=0) in the Special Education Discipline snapshot, they should be reported with an exit code of 50 in the Special Education EOY snapshot. If student was indeed expelled without services, add a Basis of Exit code of 50 to the Participation file and be sure to create new Sped EOY and Discipline snapshots. In the rare case that student was expelled/expelled and then later in the school year re-entered services in your AU, an exception may be required.
SD027	If Special Education End of Year Exit is 50 - expulsion without services, Type of Suspension/Expulsion should be 04 - expulsion without services (Discipline = 03 expulsion and Received Services = 0 No).	If student was reported as expelled without services (Basis of Exit=50) in the Special Education EOY snapshot, they should be reported as Type of Suspension/Expulsion 04 in the Special Education Discipline snapshot. If student was indeed expelled without services, be sure that Discipline= 03 and Received Services = 0.
<b>RULES WHICH REQUIRE AN EXCEPTION</b>		
SD020	Student's age is outside of the valid range for the reported grade.	An exception is required. Please see instructions for reporting an exception under <b>Additional Links</b> "SPED Discipline Exception Instructions and Template" <a href="http://www.cde.state.co.us/datapipeline/snap_sped-discipline">http://www.cde.state.co.us/datapipeline/snap_sped-discipline</a> .



<p><b>SD024</b></p>	<p>The discipline date from the discipline action file must be between the start date of special education and the end date of special education. If you believe the data is correct, please submit an exception request.</p>	<p>The Special Education IEP Participation file only contains the last record of the student. A student may have come in and of the Administrative Unit during the course of the current reporting period. If the discipline event occurred before or after the record included in the Special Education Participation file an exception is required to bypass the rule. Please see instructions for reporting an exception under <b>Additional Links</b> "SPED Discipline Exception Instructions and Template" <a href="http://www.cde.state.co.us/datapipeline/snap_sped-discipline">http://www.cde.state.co.us/datapipeline/snap_sped-discipline</a></p>
<p><b>SD025</b></p>	<p>The student associated with this action was reported as expelled without services, please request an exception and provide the reason services were not received.</p>	<p>An exception is required. Please see instructions for reporting an exception under <b>Additional Links</b> "SPED Discipline Exception Instructions and Template" <a href="http://www.cde.state.co.us/datapipeline/snap_sped-discipline">http://www.cde.state.co.us/datapipeline/snap_sped-discipline</a>.</p>
<p><b>WARNINGS</b></p>		
<p><b>SD021</b></p>	<p>Student's age is outside of the expected range for the reported grade.</p>	<p>An exception is required. Please see instructions for reporting an exception under <b>Additional Links</b> "SPED Discipline Exception Instructions and Template" <a href="http://www.cde.state.co.us/datapipeline/snap_sped-discipline">http://www.cde.state.co.us/datapipeline/snap_sped-discipline</a></p>
<p><b>SD022</b></p>	<p>Warning: The following record(s) have a duplicate record (discipline, action length, and incident date combination matches)</p>	<p>Records with warnings don't need to be resolved. The warning is simply in place a validity check to ensure the data is accurate.</p>