

SPED Discipline Report Check List

This document provides an **optional** checklist which data respondents and their directors may use to track their progress through the review and submission of SPED Discipline Reports. This checklist was created in response to a request from the field. If you have any suggestions regarding the checklist, please email Alyssa Ohleyer at Ohleyer_A@cde.state.co.us.

The Checklist is color-coded to match the colors of the slides from the Discipline Report Webinar.

The first section of the checklist covers the reports that must be **reviewed** by directors **between August 19 to August 26, 2021**.

The second covers the reports that must be signed by directors and **submitted by August 26, 2021**.

This year the number of signature reports remains at two for special education directors (Flag Explanations are also required if there are flags in the Year-to-Year report, but this does not require a signature).

The data captured in the SPED Discipline Snapshot are used for Federal and Indicator reporting, to monitor state performance, and to examine issues related to disproportionality and in policy development decisions.

A signature report for districts was added at the request of special education directors. This report is to be sent by the district directly to your Administrative Unit Data Respondent - this report is **not** collected by CDE.



Colorado Department of Education

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District Authority Sign-Off Form

Administrative Unit: _____


District: _____

School Year _____





Error Reports - Director Must Review Warnings and resolve Errors Before August 19, 2021

Report	Looks like:	Notes	Pages	Format	Director Reviewed
District Activity Report	<p style="text-align: center;"><u>Colorado Department of Education</u> District Activity Report Administrative Unit: School Year:</p>	Gives status of errors on interchange files	varies	optional	
SPED Discipline Snapshot Error Summary Report	<p style="text-align: center;"><u>Colorado Department of Education</u> SPED Discipline Snapshot Error Summary Report District: School Year:</p>	Should show no errors.	varies	optional	
SPED Error Detail Report	<p style="text-align: center;"><u>Colorado Department of Education</u> SPED Error Detail Report District: School Year:</p>	Should have no errors. Review <u>warnings</u>	varies	optional	
SPED Incident and School Enrollment Date Comparison Report	 <p style="text-align: center;"><u>Colorado Department of Education</u> SPED Incident and School Enrollment Date Comparison Report Administrative Unit: School Year:</p> <p style="text-align: right;">Page: 1</p>	This report should be empty	varies	optional	
SPED Snapshot Records Excluded Due to Profile Errors	 <p style="text-align: center;"><u>Colorado Department of Education</u> SPED Snapshot Records Excluded Due to Profile Errors District: School Year:</p> <p style="text-align: right;">Page: 1</p>	This report should be empty.	1	optional	

Review Week Checklist - August 19 to 26

Report	Looks like:	Notes	Pages	Format	Director Reviewed
SPED Snapshot Records	 <p>Colorado Department of Education SPED Snapshot Records</p> <p>Page: 1</p> <p>School Year: _____</p>	All the records needed for the collection should be here	varies	optional	
SPED Detail - Students Reported Inconsistently By More Than 1 Admin Unit/SOP	 <p>Colorado Department of Education SPED Detail - Students Reported Inconsistently By More Than 1 Admin Unit/SOP</p> <p>Administrative Unit: _____ Special Education Discipline Data Summary Report</p> <p>THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p>	The Errors appearing here may be legitimate entries	varies	optional	
SPED Detail - Unilateral Removals to an Interim Alternative Educational Setting	<p>This same data is also included in the SPED Excel Detail Report</p>  <p>Colorado Department of Education SPED Detail - Unilateral Removals to an Interim Alternative Educational Setting (IAES)</p> <p>Administrative Unit: _____ Special Education Discipline Data Summary Report</p> <p>Detail Listing: Unilateral Removals to an Interim Alternative Educational Setting (IAES) THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p>	Compare SPED Discipline Data Summary Report Pages 9-10	varies	optional	
SPED Detail - Children Subject to Expulsion	<p>This same data is also included in the SPED Excel Detail Report</p>  <p>Colorado Department of Education SPED Detail - Children Subject to Expulsion</p> <p>Administrative Unit: _____ Data Summary Report Special Education Discipline</p> <p>Children Subject to Expulsion-Receiving/Not Receiving Educational Services During Expulsion THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p>	Compare to "Expulsions" in the SPED Discipline Data Summary Report Pages 7-8	varies	optional	
SPED Detail - Indicator 4	 <p>Colorado Department of Education SPED Detail - Indicator 4: Listing of Students with Removals Greater than 10 School Days</p> <p>Administrative Unit: _____ Special Education Discipline Data Summary Report</p> <p>THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p>	Compare to the column titled "Out-of-School Suspensions/Expulsions > 10 Days Count of Students" in the SPED Discipline Data Summary Report pages 3-4	varies	optional	
SPED End-of-Year and Discipline Expulsion Comparison Report	 <p>Colorado Department of Education SPED Discipline: End-of-Year and Discipline Expulsion Comparison Report</p> <p>Page: 1</p> <p>Administrative Unit: _____ School Year: _____</p>	Compares your current data to the SPED End-of-Year data	varies	optional	
SPED Discipline: School Discipline and Attendance & Special Education Data Comparison Report	 <p>Colorado Department of Education SPED Discipline: School Discipline and Attendance & Special Education Discipline Data Comparison Report</p> <p>Page: 1</p> <p>Administrative Unit: _____ School Year: _____</p>	Compares your current data to the School Discipline and Attendance Collection	1 page	optional	

Signature Reports and Flag Explanations– Due August 26, 2021

Discipline Reports - 2 Reports +1 - Due August 26, 2021														
Report	Looks like:	Pages	Format	Director Reviewed	Signed	Upload- ed								
*SPED Discipline Data Summary Report	 <p>Colorado Department of Education Page: 1 SPED Discipline Data Summary Report SPED Discipline: Data Summary Report: Count of Discipline Action Events and Students Administrative Unit: Special Education Discipline</p>	10	PDF											
Year to Year Comparison Type of Disciplines Report	 <p>Colorado Department of Education Page: 1 SPED Discipline: Year to Year Comparison Type of Disciplines Report</p>	1	PDF											
Special Education Discipline Snapshot Flag Explanations <i>(this report is only needed if categories were flagged in the Year to Year Comparison Report)</i>	 <p style="text-align: right;">Special Education Discipline Snapshot Flag Explanations 2</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Administrative Unit:</td> </tr> <tr> <td colspan="3">School Year:</td> </tr> <tr> <td style="width: 33%;">Category Flagged</td> <td style="width: 33%;">Count Difference from Last Year</td> <td style="width: 33%;">Percentage Difference from Last Year</td> </tr> </table>	Administrative Unit:			School Year:			Category Flagged	Count Difference from Last Year	Percentage Difference from Last Year	1-2		No Sig required	
Administrative Unit:														
School Year:														
Category Flagged	Count Difference from Last Year	Percentage Difference from Last Year												

* Report has been updated for the 2020-21 School Year Reports.