



# 2025-2026 Discipline Interchange–Discipline Action File Layout

## Purpose:

The purpose of the Discipline Action File is to collect students' discipline actions with the most severe behavior type. This data can also be utilized to pre-populate data in the Civil Rights Data Collection file. The fields/codes noted with \*\* are for this purpose only and are not required.

## Dependencies:

Students have been assigned a SASID and updated in the RITS system.

## Record Expectation:

Each record represents a student, a behavior and a discipline action.

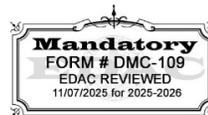
- An incident is a behavior that leads to discipline action.
- If multiple behaviors are associated with an incident, only the most serious behavior type is reported.
- If multiple discipline actions are associated with an incident, each discipline action is reported.
- Each incident may have multiple records (with a duplicate incident identifier) if more than one student was involved.
- A student may have multiple records if they are involved in multiple incidents or have multiple discipline actions associated with an incident.

## Use Summary:

Fields from this file are used in the following CDE Collections, which require LEA/AU effort: [Student Discipline Snapshot](#) and [Special Education Discipline Snapshot](#).

## File Notes:

- New changes from 2024-2025 are emphasized with yellow shading.
- \*Indicates primary key
- **Zero fill all non-applicable data fields**
- A header row is required for .csv and .xlsx files





## 2025-2026 Discipline Action File Layout

### Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Admin Unit Code	5	1	5	1	A2	30011	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 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	Zero-fill, unless incident took place at a program with a CDE issued Special Education Program code
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 and may not be zero-filled
Behavior Type	2	36	37	7	G2	01	Indicate the type of incident for the record
Weapon Type	2	38	39	8	H2	00	The type of weapon used if applicable, zero-fill if no weapon was involved
Student's State ID (SASID)	10	40	49	9	I2	1234567891	Validated against RITS
Student's First Name	30	50	79	10	J2	valid name	Validated against RITS
Student's Last Name	30	80	109	11	K2	valid name	Validated against RITS
Student's Gender	2	110	111	12	L2	01	Validated against RITS
Student's Date of Birth	8	112	119	13	M2	06152005	Validated against RITS Calculated age must be <22 as of December Annual Count Date



## 2025-2026 Discipline Action File Layout

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Special Education Action Flag	1	120	120	14	N2	1	Indicates the student's Special Education status at the time of the incident
Discipline Action Identifier	10	121	130	15	O2	3579847612	Must be unique and unduplicated unless student had a unilateral removal for 2 or more removal reasons. May be zero-filled for CRDC reporting only.
Discipline Action Type	2	131	132	16	P2	01	Required unless reporting a unilateral removal for a SPED student or certain CRDC behaviors- zero-fill in these cases
Referral to Law Enforcement	1	133	133	17	Q2	0	Indicate if the student was referred to law enforcement
Handcuffed Status	1	134	134	18	R2	1	Indicate if the student was handcuffed
School-Related Arrest Status	1	135	135	19	S2	1	Indicate if the student was arrested
Received Education Services During Expulsion	1	136	136	20	T2	0	Indicate if student received services during an expulsion. Zero-fill if not applicable.
Transferred to Alternative School (for Disciplinary Reasons) **	1	137	137	21	U2	0	Optional for CRDC Reporting Purposes only
Discipline Action Length	4	138	141	22	V2	0100	Report the number of school days missed. Must be between a half day and 260 days (0005 and 2600). May be zero-filled on Discipline Action Types 10 and 14.
Discipline Start Date	8	142	149	23	W2	10182025	Format is MMDDYYYY and may not be zero-filled



## 2025-2026 Discipline Action File Layout

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Special Education Removal Type	2	150	151	24	X2	01	Zero-fill unless record indicates a SPED student unilaterally removed to an IAES by school personnel or hearing officer for drugs, weapons, or bodily injury.
Special Education Removal Reason	2	152	153	25	Y2	01	Zero-fill unless record indicates a SPED student unilaterally removed to an IAES by school personnel for drugs, weapons, or bodily injury.
Off Campus Behavior Flag	1	154	154	26	Z2	0	Indicate if the behavior occurred off campus. 0 No 1 Yes

### Retired Data Fields/Codes

#### Data Fields Retired:

- Physically Restrained
- Mechanically Restrained
- Placed in Seclusion

#### Codes Retired:

Data Field Name	Code	Code Short Description
Behavior	00	Used for instances of mechanical restraint, physical restraint or seclusion.

### Data Field Descriptions:

#### 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](#) link. May be zero-filled and field will automatically populate in the snapshot based on district code.



## 2025-2026 Discipline Action File Layout

### 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](#) link. 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](#).

### Incident Identifier

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

### Behavior Type

Provide the behavior type for the incident that occurred.

Code	Behavior	Description
01	Drug Violation	Use, possession, or sale of a drug or controlled substance other than marijuana on school grounds, in school vehicles, or at school activities or sanctioned events.
02	Alcohol Violation	Use, possession, or sale of alcohol on school grounds, in school vehicles, or at school activities or sanctioned events.
03	Tobacco Violation	Use or possession of tobacco products on school grounds, in school vehicles, or at school activities or sanctioned events.
04	1st, 2nd Degree or Vehicular Assault	Commission of an act on school grounds that if committed by an adult, would be considered First Degree Assault, as described in Section 18-3-202, C.R.S., Second Degree Assault, as described in section 18-3-203, C.R.S., or Vehicular Assault, as described in Section 18-3-205, C.R.S.



## 2025-2026 Discipline Action File Layout

Code	Behavior	Description
05	<b>Dangerous Weapons</b>	Carrying, bringing, using, or possessing a dangerous weapon on school grounds, in school vehicles, or at school activities or sanctioned events without the authorization of the school or the school district. A firearm, whether loaded or unloaded, any pellet or BB gun or other device, whether operational or not designed to propel projectiles by spring action or compressed air; a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches; or any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
06	<b>Robbery</b>	Commission of an act on school grounds that, if committed by an adult, would be considered robbery. Robbery is a class four felony.
07	<b>Other Felony</b>	Commission of an act on school grounds that, if committed by an adult, would be considered a felony.
08	<b>Disobedience/Defiant or Repeated Interference</b>	Being willfully disobedient or openly and persistently defiant or repeatedly interfering with the school's ability to provide educational opportunities to and a safe environment for other students.
09	<b>Detrimental Behavior</b>	Behavior on school grounds, in a school vehicle, or at a school activity or sanctioned event that is detrimental to the welfare or safety of other students or school personnel, including but not limited to behavior that creates a threat of physical harm to the student or to other students.
10	<b>Destruction of School Property</b>	Willful destruction or defacement of school property.
11	<b>Bullying</b>	Bullying means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to a student.
12	<b>Other Violation of Code of Conduct</b>	Other violations of the Local Board of Education's code of conduct that resulted in suspensions, expulsions or resulting referrals to law enforcement, not already been reported in another categories. These violations may or may not be documented in a student's record (22-32-109(1) (2) (B)).
13	<b>3rd Degree Assault/Disorderly Conduct</b>	Commission of an act on school grounds that, if committed by an adult would be considered third degree assault, as described below in section 18-3-204, C.R.S., or Disorderly Conduct, as described below in section 18-9-106 (1) (d), C.R.S. <u>referring to fights.</u>
14	<b>Marijuana Violation</b>	The unlawful use, possession, or sale of marijuana on school grounds, in a school vehicle, or at a school activity or sanctioned event.



## 2025-2026 Discipline Action File Layout

Code	Behavior	Description
15	<b>Sexual Violence/ Battery (other than Rape)</b>	Acts of sexual violence on school grounds, in a school vehicle, or at a school activity or sanctioned event. Sexual Violence means a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent. Incidents of sexual violence/battery (other than rape) - An incident that includes threatened rape, fondling, indecent liberties, child molestation, or sodomy. Non-binary, male, and female can be victims of sexual battery. Classification of these incidents should take into consideration the age and developmentally appropriate behavior of the offender(s).
16	<b>Rape or Attempted Rape</b>	Incidents of rape or attempted rape on school grounds, in a school vehicle, or at a school activity or sanctioned event. Rape refers to forced sexual intercourse (vaginal, anal, or oral penetration). This includes penetration from a foreign object. Non-binary, male, and female students can be victims of rape. Rape is not defined as a physical attack or fight.

### CRDC Behavior Type

#### Civil Rights Data Collection Behavior Categories (CRDC codes are optional for State Reporting)

*(Only include these codes for CRDC pre-population by CDE)*

*Codes 17-43 must have Discipline Action Type = 00*

*Codes 41-43 must have an additional record with Behavior Type =11*

Code	Behavior	Description
17	<b>Threats of Physical Attack**</b>	Includes displaying, brandishing, or discharging a weapon, but with no actual physical contact of any person. A threat is made in person. Threats made over the telephone or threatening letters are excluded.
18	<b>Allegations of harassment or bullying on the basis of sex**</b>	An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof. Harassment or bullying on the basis of sex includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Non-binary, male, and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.



## 2025-2026 Discipline Action File Layout

Code	Behavior	Description
19	<b>Allegations of harassment or bullying on the basis of race, color or national origin**</b>	An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof. Harassment or bullying on the basis of race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Bullying on the basis of race, color, or national origin constitutes racial harassment.
20	<b>Allegations of harassment or bullying on the basis of disability**</b>	An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof. Harassment or bullying on the basis of disability refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. on the basis of disability constitutes disability harassment.
21	<b>Allegations of harassment or bullying on the basis of sexual orientation**</b>	An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof. Harassment or bullying on the basis of sexual orientation refers to intimidation or abusive behavior toward a student based on actual or perceived sexual orientation. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Bullying on the basis of sexual orientation constitutes sexual orientation harassment.
22	<b>Allegations of harassment or bullying on the basis of religion**</b>	An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof. Harassment or bullying on the basis of religion refers to intimidation or abusive behavior toward a student based on actual or perceived religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Bullying on the basis of religion constitutes religious harassment.



## 2025-2026 Discipline Action File Layout

Code	Behavior	Description
31	<b>Reported as Harassed or Bullied on the basis of Sex**</b>	Includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student’s actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Non-binary, male, and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.
32	<b>Reported as Harassed or Bullied on the basis of Race or Color or National Origin**</b>	Refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Bullying on the basis of race, color, or national origin constitutes racial harassment.
33	<b>Reported as Harassed or Bullied on the basis of Disability**</b>	Refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Bullying on the basis of disability constitutes disability harassment.
41	<b>Disciplined for Bullying or Harassment on the basis of Sex**</b>	Includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student’s actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Non-binary, male, and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.



## 2025-2026 Discipline Action File Layout

Code	Behavior	Description
<b>42</b>	<b>Disciplined for Bullying or Harassment on the basis of Race or Color or National Origin**</b>	Refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employed third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.
<b>43</b>	<b>Disciplined for Bullying or Harassment on the basis of Disability**</b>	Refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employed third parties. Bullying on the basis of disability constitutes disability harassment.

### Weapon Type

Provide the weapon associated with the incident or threat of physical attack. Zero-fill if no weapon was involved in the incident.

Code	Weapon	Weapon Description
<b>00</b>	<b>No Weapon</b>	No weapon involved in the incident.
<b>01</b>	<b>Handgun</b>	A firearm which has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described previously can be assembled as defined in Title 18 United States Code 921(a).
<b>02</b>	<b>Rifle/ Shotgun</b>	A rifle is a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. A short-barreled rifle is a rifle having one or more barrels less than sixteen inches in length and any weapon made from a rifle (whether by alteration, modification, or otherwise) if such weapon, as modified, has an overall length of less than twenty-six inches as defined in Title 18 United States Code 921(a). A shotgun is a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. A short-barreled shotgun is a shotgun having one or more barrels less than eighteen inches in length and any weapon made from a shotgun (whether by alteration, modification or otherwise) if such a weapon as modified has an overall length of less than twenty-six inches as defined in Title 18 United States Code 921(a).



## 2025-2026 Discipline Action File Layout

Code	Weapon	Weapon Description
<b>03</b>	<b>Other Firearms</b>	The following are included as a type of Other Firearm, according to Section 921 in 18 USC 921: (1)any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2)the frame or receiver of any weapon described above; (3)any firearm muffler or firearm silencer (4)any destructive device, which includes any explosive, incendiary, or poison gas (Bomb, Grenade, Rocket having a propellant charge of more than four ounces, Missile having an explosive or incendiary charge of more than one-quarter ounce, Mine, or similar device), (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter or (6) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. <i>(Note: This definition <b>does not</b> apply to items such as toy guns, facsimiles, cap guns, bee-bee guns, and pellet guns.)</i>
<b>04</b>	<b>Multiple Firearms</b>	Two or more of the firearms listed above (01, 02, or 03) were associated with the incident.
<b>05</b>	<b>Other Weapon</b>	A weapon, not a firearm listed above, is any instrument or object used with the intent to threaten, injure, or kill. This includes look-alikes if they are used to threaten others. Using words that refer to a weapon would not be considered with a weapon.

### 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 borne in common by members of a family.

### Student’s Gender

An individual’s sex.

Code	Description
01	Female – identifies as female (including a transgender student who identifies exclusively as female).



## 2025-2026 Discipline Action File Layout

Code	Description
02	Male – identifies as male (including a transgender student who identifies exclusively as male).
03	Non-binary - does not identify exclusively as male or female. Non-binary does not refer to a transgender student who identifies exclusively as either male or female

### Student’s Date of Birth

The month, day, and year on which an individual was born (i.e., 09152005).

### Special Education Action Flag

The student’s special education status at the time of the **discipline action**.

Code	Description
0	No
1	Yes

### Discipline Action Identifier

A locally assigned ten-digit number assigned to each discipline action. Must be unique and unduplicated unless the student had a unilateral removal by school personnel for more than one removal reason. If an action spans two school years, the same Discipline Action Identifier should be used to report the record in both school years.

### Discipline Action Type

Indicates whether the student was suspended, expelled, or removed from the classroom due to the incident. Must be zero-filled if the student was removed and the Special Education Removal Type is ‘01 – Unilateral Removal by School Personnel’ or ‘02- Unilateral Removal Based on a Hearing Officer’ or if reporting a CRDC Behavior Type 17-43.

Code	Description
00	N/A - Use when reporting Unilateral Removals for students in Special Education or CRDC Behavior Codes 17-43.
10	Classroom removal in accordance with board policy that last less than a ½ day.
11	In-School Suspension - Instances in which a child is temporarily removed from their 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. The discipline action lasts a ½ day or more.



## 2025-2026 Discipline Action File Layout

Code	Description
12	Out-of-School Suspension - Instances in which a child is temporarily removed from their regular school for disciplinary purposes to another setting (e.g., home, behavior center). For special education students, 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 their IEP.
13	Expulsion - An action taken by the LEA removing a child from their regular school for disciplinary purposes for the remainder of the school year or longer in accordance with local educational agency policy.
14	Any other form of discipline, which shall be officially identified as part of a board policy.

### Referral to Law Enforcement

Indicate if the student was also referred to law enforcement due to the incident.

“Referral to Law Enforcement” means a communication between a school administrator, teacher, or other school employee and law enforcement that:

- Is initiated by the school administrator, teacher, or other school employee; and
- Concerns behavior by a student that the school administrator, teacher, or other school employee believes may constitute a violation of the school conduct and discipline code or a criminal or delinquent offense and for which the school administrator, teacher, or other school employee requests an investigation or other involvement by law enforcement.

“Referral to Law Enforcement” does not include:

- Contact with law enforcement that is made for the purpose of education, prevention, or intervention regarding a student's behavior.
- Routine or incidental communication between a school administrator, teacher, or other school employee and law enforcement; or
- any incident or communication that is initiated by law enforcement.

Code	Description
0	No
1	Yes

### Handcuffed Status

An indicator if the student was handcuffed.



## 2025-2026 Discipline Action File Layout

Code	Description
0	No
1	Yes

### School-Related Arrest Status

Indicate if student was arrested for any activity conducted on school grounds, during off-campus school activities, or due to a referral by any school official.

Code	Description
0	No
1	Yes

### Received Education Services During Expulsion

Indicate whether the student received educational services during the expulsion period. Only applicable when Discipline Action Type is '13- Expulsion'.

Code	Description
0	No
1	Yes

### Transferred to Alternative School (for Disciplinary Reasons) \*\*

Transfer to an alternative school for disciplinary reasons is a subset of expulsion with educational services. An alternative school is a public elementary or secondary school that addresses the needs of students who typically cannot be met in a regular school program. The school provides nontraditional education; serves as an adjunct to a regular school; and falls outside of the categories of regular education, special education, or vocational education.

Code	Description
0	No
1	Yes

### Discipline Action Length

The number of school days missed from regular classroom because of the discipline. Must be 4 characters and between a half day and 260 days (0005 and 2600). Half days included in fourth position. 4<sup>th</sup> position must either be 0 or 5. An action that spans two



## 2025-2026 Discipline Action File Layout

school years should be reported in both collection years and reflect the number of school days missed within each year. May be zero-filled on records with Discipline Action Type 10 or 14 and removal length less than half a day.

### Discipline Start Date

The start date of the discipline action. An action that spans two school years should contain the start date of the days missed from school within each reporting year.

### Special Education Removal Type

For each incident in which a student in special education was unilaterally removed to an Interim Alternative Educational Setting (IAES) for 45 days or less by school personnel or as determined by a hearing officer, indicate the type of removal.

Must be zero-filled when Special Education Action Flag is '0-No' or when Discipline Action Type is '10- Classroom Removal', '11 - In-School Suspension', '12 - Out-of-School Suspension', '13 - Expulsion', or '14- Other Discipline'.

Code	Description
00	N/A
01	Unilateral Removal by School Personnel – 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 45 days or less. The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do <u>NOT</u> include decisions by the IEP team to change a student’s placement.
02	Removal Based on a Hearing Officer’s Determination – 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 45 days or less 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.

\*Interim Alternative Educational Setting (IAES) – 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.

### Special Education Removal Reason

Provide a removal reason 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.



## 2025-2026 Discipline Action File Layout

Code	Description
00	N/A
01	Unilateral Removal by School Personnel for Drugs – 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	Unilateral Removal by School Personnel for Serious Bodily Injury – 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	Unilateral Removal by School Personnel for Weapons – 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 <u>NOT</u> include a pocketknife with a blade of less than 2 ½ inches in length. (18 USC Section 930(g)(2))

### Notes on Special Education Removals:

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.

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 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 file. 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.**

### Off Campus Behavior Flag

Indicate whether the behavior occurred off the local education provider's property. Safe school reporting requirements, as outlined in C.R.S. 22-32-109.1, includes three categories in which behavior could occur off campus: (08 behavior code) Disobedience/Defiant or Repeated Interference, (11 behavior code) Bullying, and (12 behavior code) Other Violation of Code of Conduct. All other behaviors should be indicated as on campus.

On Campus: Behavior that occurred on the local education provider's property, including on school grounds, in a school vehicle, or at a school activity or sanctioned event.



## 2025-2026 Discipline Action File Layout

Off Campus: Behavior that occurred off the local education provider's property.

Code	Description
0	No (On Campus)
1	Yes (Off Campus)

A district can suspend for off-campus conduct and should first consider whether off campus conduct is something that can be subject to discipline. The grounds for suspension and expulsion are in C.R.S. 22-33-106(1).

Suspension or expulsion for off-campus conduct is permitted by law; however, there must be a nexus to the school. It must be detrimental to the welfare or safety of other pupils or of the school personnel. It cannot just be punishment for what the student did if it doesn't impact other students or school personnel.

For each instance in which a student is disciplined for one of the off-campus behavior types that has a nexus to school, that can be reported in the corresponding behavior category. For example, if a student is disciplined for off-campus bullying that has a nexus to school, that can be reported in the bullying category.

### Document Changes:

Collection Year	Type of Change	Description of Change	Reason for Change	Element(s) Affected
2025-2026	Text	Modified the Record Expectation section for clarification	Provide more detail to this section	Record Expectation
2025-2026	Text	Change time of incident to time of discipline action	Reference correct date	Special Education Action Flag
2025-2026	Text	Require Discipline Action Code 00 for Behaviors 17-43	Support business rule	Discipline Action Code for CRDC behaviors
2025-2026	Field	Discipline Start Date cannot be zero-filled	Support business rule	Discipline Start Date
2025-2026	Text	Remove Restraint and Seclusion wording from Discipline Action Start Date description.	No longer collected in file	Discipline Action Start Date Description
2025-2026	Text	EDAC stamp added	Approved by EDAC	EDAC stamp added
2025-2026	Text	Added Off Campus Behavior Flag field		Off Campus Flag
2025-2026	Code	Removed Behavior Type code 00	Restraint and seclusion now collected in separate collection	Behavior Type



## 2025-2026 Discipline Action File Layout

<b>Collection Year</b>	<b>Type of Change</b>	<b>Description of Change</b>	<b>Reason for Change</b>	<b>Element(s) Affected</b>
2025-2026	Field	Removed the 3 restraint and seclusion fields	Restraint and seclusion to be collected in a separate Data Pipeline file starting in 25-26	Physical Restraint, Mechanical Restraint, and Placed in Seclusion
2024-2025	Text	Added EDAC stamp	Approved by EDAC	EDAC stamp added
2024-2025	Code	Added Behavior code 00	For LEAs to report restraint and seclusion data	Behavior code added
2023-2024	Text	Added EDAC stamp	Approved by EDAC	EDAC stamp added
2023-2024		Updated to include all student-level discipline data reporting requirements	SB22-1376 requirements	Data file