



Student Discipline Snapshot Training Manual

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Section 1: Overview

The Student Discipline snapshot contains information about students disciplined based on the behavior, and the action taken during the reported school year. The data from this collection is used both in state and federal reporting.

Visit the [Discipline Interchange](#) and [Student Discipline](#) websites to review the collection timeline, file layouts, resources, and more information.

General Information

Snapshot data collections compile data from specific source files. Typically, the source files are called interchange files. The Student Discipline (STU) snapshot is made up of four primary student interchange files with supporting information in specific circumstances from additional interchange files. The primary interchange files are the Discipline Action (DIS), Student Demographic (DEM), Student School Association (SSA) and Special Education IEP files. These four files come together to fill in the data fields of the STU snapshot. If a change is needed to a data field on the STU snapshot, the change must be made in the interchange file that feeds that data field. Then, a new snapshot is created to refresh the data in the snapshot to reflect the change on the interchange file.

Definitions

For a complete list of definitions, review the Discipline Action file layout on the [Discipline Interchange website](#).

Behavior Types

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.



Code	Behavior	Description
05	Dangerous Weapons	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	Robbery	Commission of an act on school grounds that, if committed by an adult, would be considered robbery. Robbery is a class four felony.
07	Other Felony	Commission of an act on school grounds that, if committed by an adult, would be considered a felony.
08	Disobedience/ Defiant or Repeated Interference	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	Detrimental Behavior	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	Destruction of School Property	Willful destruction or defacement of school property.
11	Bullying	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	Other Violation of Code of Conduct	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	3rd Degree Assault/Disorderly Conduct	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	Marijuana Violation	The unlawful use, possession, or sale of marijuana on school grounds, in a school vehicle, or at a school activity or sanctioned event.



Code	Behavior	Description
15	Sexual Violence/ Battery (other than Rape)	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	Rape or Attempted Rape	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)

Code	Behavior	Description
17	Threats of Physical Attack**	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	Allegations of harassment or bullying on the basis of sex**	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.



Code	Behavior	Description
19	Allegations of harassment or bullying on the basis of race, color or national origin**	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	Allegations of harassment or bullying on the basis of disability**	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	Allegations of harassment or bullying on the basis of sexual orientation**	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	Allegations of harassment or bullying on the basis of religion**	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.



Code	Behavior	Description
31	Reported as Harassed or Bullied 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.
32	Reported as Harassed or Bullied on the basis of Race or 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.
33	Reported as Harassed or Bullied 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. Bullying on the basis of disability constitutes disability harassment.
41	Disciplined for Bullying or Harassment 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.

Code	Behavior	Description
42	Disciplined for Bullying or Harassment on the basis of Race or 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. 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.
43	Disciplined for Bullying or Harassment 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. 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.

Discipline Action Types

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.
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.

Source Interchange Files

Interchange files are the source of the data used in a data snapshot. The STU snapshot extracts specific data elements from the files below when a STU snapshot is created or updated. The snapshot also reflects data fields that are internally calculated within the CDE data pipeline system. This extracted information is combined into a new file layout reflecting the specified STU



snapshot data elements. Data is *not* automatically added to or removed from the STU snapshot. You cannot edit STU snapshot data directly.

Review the STU File Layout and Definitions posted on the [Student Discipline website](#) for a complete list of data elements included in the STU snapshot along with notes regarding the source file for the specific data element.

Discipline Action (DIS)

All students disciplined during the school year will be reported. Review the posted Discipline Action file layout on the [Discipline Interchange website](#) for specific definitions of data fields and codes that comprise this file.

Special Education IEP (IEP)

Students indicated as eligible for special education services at any point during the school year are indicated as special education students on the STU snapshot. This status is based upon records in the Special Education interchange, specifically the Participation file. Districts and Administrative Units work together to maintain the special education interchange files throughout the year as part of required special education reporting. If a district has questions about a student indicated as a special education student on their STU snapshot, they should reach out to their special education department and/or administrative unit. Review the posted file layouts on the [Special Education IEP Interchange website](#) for specific definitions of data fields and codes that comprise these files.

Student Demographic (DEM)

Every student must have one record on the DEM file. The demographic file captures attributes of a student while they are in a district that are true regardless of the student's enrollment in a specific school, grade, or program in the district. Review the posted Student Demographic file layout on the [Student Interchange website](#) for specific definitions of data fields and codes that comprise this file.

Student School Association (SSA)

Every student must have at least one record on the SSA file but may have multiple records based upon the student's enrollment history during the school year. The SSA file captures enrollment information about the school(s) a student attends in a district throughout the school year, including details specific to that enrollment record. Review the posted Student School Association file layout on the [Student Interchange website](#) for specific definitions of data fields and codes that comprise this file.

Business Rules: Error and Warnings

Business rules are the list of errors and warnings that are checked when a file is uploaded, or a snapshot created, for a specific data collection. They help ensure data accuracy by alerting you to common coding irregularities. STU business rules are focused on ensuring accurate data when the multiple interchange files are joined. The discipline interchange business rules address common data irregularities and check for file layout specific requirements.

Warnings

Warnings indicate possible data inconsistencies/coding issues. It is beneficial to review warnings to ensure data accurately reflects a student’s discipline record. A snapshot can be submitted even if warnings are present.

Errors

Errors *must* be addressed to submit data for a given data collection such as Student Discipline. Errors on interchange files can prevent a student’s records from being pulled into the STU snapshot since one of the criteria for this collection is that the record is error free at the interchange level. Errors can be addressed by updating the related data field and reuploading the interchange files or by requesting a reporting exception.

Exception Requests

Reporting Exceptions

Reporting Exceptions, or ‘exceptions’ refer to overriding Data Pipeline errors. CDE occasionally overrides these business rule errors because, although errors are legitimate, the case needs to be corrected to accurately reflect the student’s discipline record. This occurs under unique circumstances when a student’s discipline record does not follow the anticipated coding patterns outlined in the business rules for an interchange file or snapshot. The discipline record must fall within the parameters of the data collection for an exception to be granted.

When an exception is requested and approved, *the discipline record causing the error does not change*, but instead it is ignored to allow the error to clear.

Identity Management Roles

STU data respondents must be assigned permission to both the Student Discipline collection and the Discipline Interchange collection in Identity Management (IdM) to complete the collection. Your district’s Local Access Manager (LAM) assigns accounts/privileges in IdM for your district. [LAMs, see the IdM website for access management instructions.](#)

Application	Collection	User Role	Access Level	Notes
Pipeline	Discipline Interchange	LEA User	Upload and edit records for the DEM and SSA.	Required for discipline data respondents.
Pipeline	Student Discipline	LEA User	Create/Update Snapshot	Users with this role can complete most of the STU collection but will need support from a LEA Approver for a few steps.
Pipeline	Student Discipline	LEA Approver	Create/Update Snapshot, submit snapshot, download sign-off form	At least one person in the district must have this role.

Application	Collection	User Role	Access Level	Notes
Pipeline	Any	LEA Viewer	View CEDAR/COGNOS reports related to the assigned collection – cannot edit data.	Useful role for district staff who need access to collection related CEDAR/COGNOS reports for data validation but are not actively completing the data collection.

Note: A user may only have one role per collection in IdM. Users assigned to more than one collection role will not be able to login to Data Pipeline correctly because the user roles are competing and will lock the account.

Section 2: Data Pipeline

This section covers in detail the various data pipeline screens and functions used by data respondents when completing a collection. Check out the new (May 2025) [Respondent Training Page](#) for additional information applicable to all data pipeline collections.

File Upload

These steps can be used to upload any file into data pipeline

Format Checker

The format checker can be used to ensure a file is in the proper format for the given file type and school year. The format checker screen shows data fields that are the *incorrect length based on the first row of data*. This may indicate the file layout does not have the data elements listed in the correct order or that leading zeros are missing for some data fields.

Note: It is possible for a file to pass the format checker and still have underlying errors.

Steps

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Format Checker*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
 - a. Dataset: (e.g., Discipline)
 - b. File Type: (e.g., Discipline Action)
 - c. School Year: DIS collection year (Note: Other years may be available, so please ensure you select the correct year)
 - d. Organization/LEA: Your district
 - e. File Name: Choose File → Select file from your computer
 - i. .csv, .xls, .xlsx (.xlsx is preferred)
 - ii. Spaces are not allowed in the file name
5. Select *Upload*
6. Review the on-screen results to look for data elements that failed the format check.

- 1 Log in to Data Pipeline
- 2 File Upload
- 3 Format Checker
- Data File Upload
- Validation Report
- Batch Maintenance
- At Risk
- Postsecondary Workforce
- Directory
- Discipline
- EDIS
- Instructional Days and Hours
- Non Public Schools
- Prevent Harassment
- READ
- Report Card March

Format Checker

4

Dataset *

File Type *

School Year *

File Name *

5

Format Checker

Dataset *

File Type *

School Year *

File Name * No file chosen

Data Element Name	Excel Column	Data Element Length	Original Length From File	Result
Admin Unit Code	A2	5	5	Pass
District Code	B2	4	4	Pass
School Code	C2	4	4	Pass
Program Code	D2	4	0	Pass
Incident Identifier	E2	10	4	Pass
Incident Date	F2	8	0	Pass
Behaviors	G2	2	7	Fail
Weapons	H2	2	8	Fail

Data File Upload

The data file upload screen is where a LEA uploads the interchange files that are used to create the STU snapshot. LEAs may upload files multiple times throughout the STU collection to address both interchange level errors/warnings and snapshot level errors/warnings. Most interchange files are extracted from a LEA’s student information system reflecting updates to data in the student information system on a new file extract. LEAs are encouraged to use a naming convention for interchange files saved on their local system that includes the upload date so they can track changes made to these files throughout the collection.

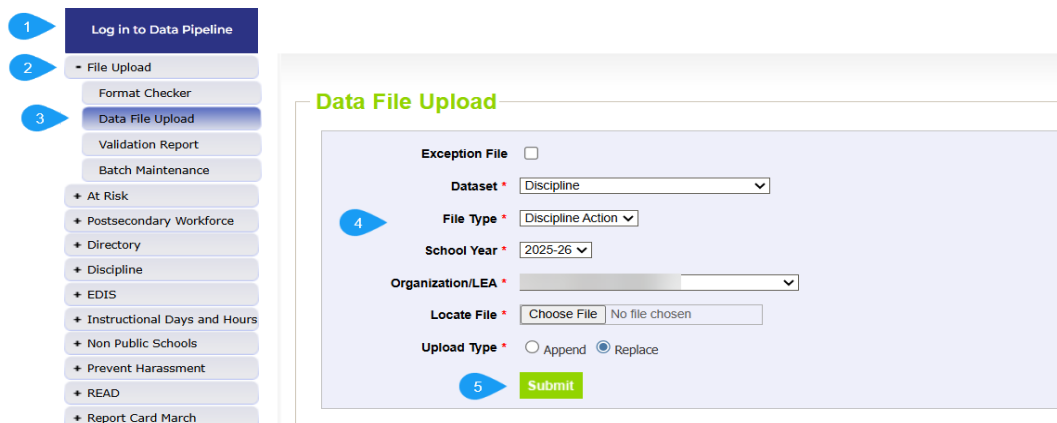
Upon completing the file upload steps listed below, a message will be displayed across the top of the screen indicating a batch number or that there was an error uploading the file. Data pipeline sends an email to data respondents once the file has been processed. This email will indicate the number of records uploaded into data pipeline and the number of errors related to this file upload. If you receive an email indicating a file upload error, double check the formatting of your file and try again. Alpha characters or symbols included in data fields that are numeric only is a common cause for file uploads to fail. This includes if an alpha character/symbol in a single data field for a single row of data.

Pro Tip: Upload your Student Demographic file first and allow it to fully process before uploading your Student School Association, Discipline Action, and/or Special Education Participations files. All four files need to process completely before creating a STU snapshot.

Note: File uploads are the preferred method for updating data.

Steps

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Data File Upload*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
 - a. Dataset: (e.g., Discipline)
 - b. File Type: (e.g., Discipline Action)
 - c. Tag: None
 - d. School Year: STU collection year
 - e. Organization/LEA: Your district
 - f. File Name: Choose File → Select file from your computer
 - i. .csv, .xls, .xlsx (.xlsx is preferred)
 - ii. Spaces are not allowed in the file name
 - g. Upload Type = Append or Replace
 - i. Relace is recommended
5. Select *Submit*



Validation Report

The Validation Report shows a high-level view of the errors for a specific file upload. Data respondents may find this report to be less beneficial than the more detailed data pipeline error report.

Steps

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Validation Report*
4. Complete the Dropdown menus, indicating the specific file you are reviewing.
 - a. Dataset: (e.g., Discipline)
 - b. File Type: (e.g., Discipline Action)
 - a. School Year: STU collection year
 - c. Organization/LEA: Your district
 - d. Batch ID: number and date of the specific file upload as indicated on the data file upload screen and/or the subsequent email.
5. Select *View Report*

Error Code	Error Type	Error Message	Count
DA095	E	If Behavior Type Code is 12 then Discipline Action Type Code must be 11, 12, or 13 or Referral to Law Enforcement is 1.	64
DA086	E	These records have a duplicate SASID, Discipline Action and Discipline Date combination. This indicates that two of the same discipline action type (11, 12 or 13) started on the same date. If this is accurate please submit an exception request with the specific details.	54
DA099	E	The Discipline Action Length (missed school days) reported in this record exceeds the number of week days remaining in the reporting period.	6
DA013	E	Discipline Action Identifier must be unique on records that contain a Discipline Action or a Unilateral Removal.	4
DA043	E	Date of Incident must be between July 1st and June 30th of the current school year. If Date of Incident is accurate, please refer to the Exception Request Instructions.	1
DA081	E	Discipline Start Date is must be a valid date on or after the Incident Date.	1
DA025	W	Under Colorado statute, a student may not be suspended for more than 25 school days for any disciplinary incident (CRS 22-33-105). Please review the data submitted to ensure that it is valid	7

This is a high level view of errors. For more detailed information view the pipeline error report

Batch Maintenance

This screen provides information regarding the status of a file upload and can be used to determine if a file has completed processing. If a file is taking a significant amount of time to process (an hour or more) and you have not received an automated email from Data Pipeline regarding the file, please contact the STU collection lead for support.

Steps

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Batch Maintenance*
4. Complete the Dropdown menus, indicating the specific file you are reviewing.
 - a. Dataset: (e.g., Student Profile)
 - b. File Type: (e.g., Student, Student School Association, Graduation Guidelines, or Adjustments)
 - b. School Year: STU collection year (Note: Other years may be available – select the desired year)
 - c. Organization/LEA: Your district
5. Select *Submit*

Select	Batch ID	File Name	Record Count	Errors Count	Processed Indicator	Submitted User	Submitted Date	LEA
<input type="checkbox"/>	778426	DIS_2025_121825.xlsx	5365	131	Yes		12/18/2025 02:29 PM	
<input type="checkbox"/>	778423		179	0	No		12/18/2025 01:37 PM	

Student Discipline Snapshot

Once the Student Discipline collection opens, snapshots are ‘created’. When the collection closes snapshots can no longer be created.

Create

Creating a snapshot triggers the data elements from the source file (DIS) to combine with any additional information (Student Interchange and SPED Interchange) and internal information called 'internal flags' to create the STU snapshot file. This also triggers the Data Pipeline system to check all the business rules for the snapshot to look for errors and warnings (or clear errors/warnings based upon updated Interchange files).

Notes:

- *Whenever a snapshot is created, all existing STU snapshot records are removed and replaced by new snapshot information.*
- *Once a snapshot is initiated, a message will display across the top of the screen indicating a snapshot creation has been triggered and is processing. You will receive a notification email from Data Pipeline once the snapshot has completed processing. If a snapshot creation is already in progress, you will receive a message asking you to try again later.*

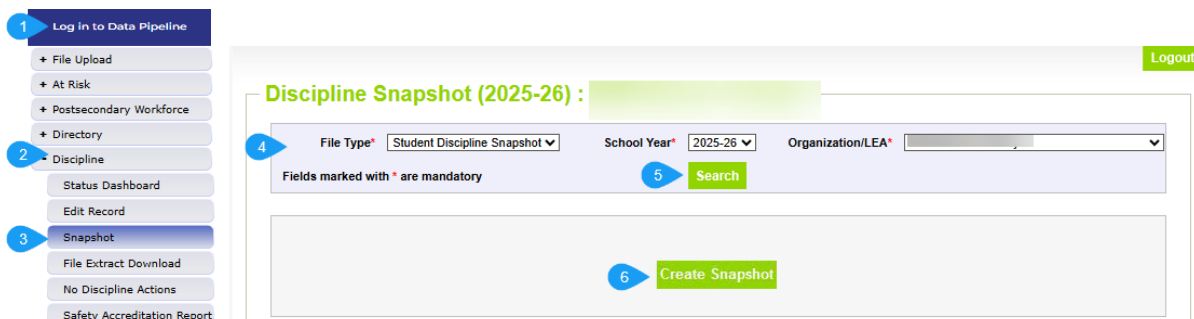
Snapshot creation triggered and processing. A notification email will be sent upon completion.

Snapshot create/update/validate already in progress. Please try again later.

- *Snapshots may take a while to process, especially for larger school districts. If your snapshot takes a significant amount of time to process (3 hours or more), please contact the Student Discipline data collection lead.*
- *Data pipeline has a scheduled maintenance window every Tuesday afternoon at 5pm. If a snapshot is in process when the maintenance window opens sometimes it will get stuck. If you've noticed that the snapshot for your LEA takes an hour or more to process it is best to not create a snapshot after 4pm on a Tuesday and wait until Wednesday morning to create a snapshot. Reach out to the Student Discipline collection lead if you believe your snapshot is stuck due to being in process when the maintenance window began on Tuesday evening.*

Steps

1. Login to [Data Pipeline](#)
2. Select *Discipline*
3. Select *Snapshot*
4. Complete the drop-down menus
 - a. File Type: Student Discipline Snapshot
 - b. School Year: current school year
 - c. Organization/LEA: Your district
5. Select *Search*
6. Select *Snapshot Creation*



The screenshot shows the 'Discipline Snapshot (2025-26)' form in the Data Pipeline system. On the left is a sidebar with navigation options: 1. Log in to Data Pipeline, 2. Discipline, 3. Snapshot, and others. The main form has the following fields: 4. File Type* (Student Discipline Snapshot), School Year* (2025-26), and Organization/LEA* (dropdown). Below these is a 5. Search button. At the bottom of the form is a 6. Create Snapshot button. A 'Logout' button is in the top right corner. A note states 'Fields marked with * are mandatory'.

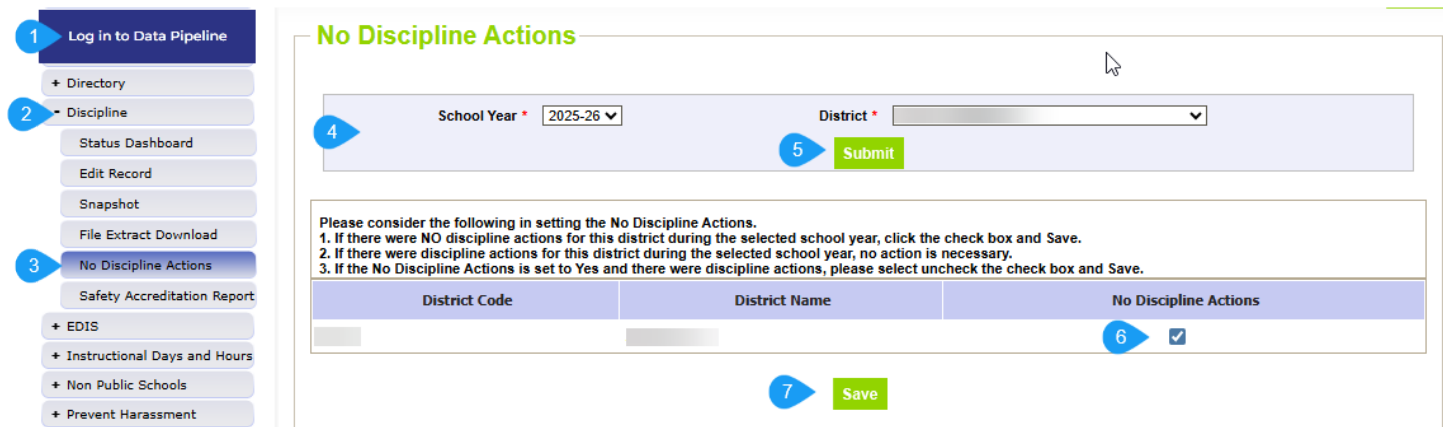
Discipline: Additional Tools

No Discipline Actions to Report

These steps are **ONLY** used if the LEA has no discipline to report for the collection year.

Steps

1. Login to [Data Pipeline](#)
2. Select *Discipline*
3. Select *No Discipline Actions*
4. Complete the drop-down menus
 - a. School Year: current school year
 - b. Organization/LEA: Your district
5. Select *Submit*
6. Check *No Discipline Actions*
7. Select *Save*



1 Log in to Data Pipeline

- + Directory
- 2** Discipline
 - Status Dashboard
 - Edit Record
 - Snapshot
 - File Extract Download
 - 3** No Discipline Actions
 - Safety Accreditation Report
 - + EDIS
 - + Instructional Days and Hours
 - + Non Public Schools
 - + Prevent Harassment

4 School Year * 2025-26

5 District *

5 Submit

Please consider the following in setting the No Discipline Actions.

1. If there were **NO** discipline actions for this district during the selected school year, click the check box and Save.
2. If there were discipline actions for this district during the selected school year, no action is necessary.
3. If the No Discipline Actions is set to Yes and there were discipline actions, please select uncheck the check box and Save.

District Code	District Name	No Discipline Actions
		6 <input checked="" type="checkbox"/>

7 Save

Note: LEAs that have no discipline actions **MUST** still [Submit to CDE](#) and complete the [Sign off Form](#).

Status Dashboard

The status dashboard shows the last date a file or snapshot was updated, the quantity of validation errors, and if data has been submitted (locked) for a collection. The Student Discipline Snapshot status dashboard is also used by data respondents with the LEA Approver role for Student Discipline to submit data to CDE and download the Superintendent Verification (Sign-Off) form at the end of the collection.

Steps

1. Login to [Data Pipeline](#)
2. Select *Discipline*
3. Select *Status Dashboard*
4. Complete the drop-down menus
 - a. File Type: desired file (Discipline Action, Student Discipline Snapshot)
 - b. School Year: current year
 - c. Organization/LEA: your district

5. Select Search

The navigation menu on the left includes: 1. Log in to Data Pipeline, 2. Discipline, 3. Status Dashboard, Edit Record, Snapshot. The Status Dashboard search interface includes: File Type * (Discipline Action), School Year * (2025-26), Organization/LEA, and a Search button.

Sample Interchange File Status Dashboard Screen:

The last updated date on the discipline action interchange file should be timestamped before the last updated date on the STU snapshot.

Finalized : No

Please note: Not all data issues are presented as warnings or errors. Review Cognos data reports for additional analysis regarding data quality.

[Select All](#) | [Deselect All](#) | [Excel](#)

	LEA	Data Exists	District No Reports	No Discipline Actions Date	Total Records	Validation Errors	Last Updated Date
<input type="checkbox"/>		Y	N		5365	131	12/18/2025 02:30 PM

Y - Yes | N - No

Page 1 of 1 | All | Per Page | Total No. of Records: 1

Sample Student Discipline Snapshot Status Dashboard Screen:

There are several helpful pieces of information on this screen including records counts, validation errors, updated dates and the users that updated the files or snapshots. A successful snapshot has a Snapshot Updated Date with a date after the Discipline Action File Updated Date, and the Total Records equals Discipline Actions Total Records. The validation errors field shows the number of errors that must be addressed. The overall status field shows if a snapshot is 'P' pending, 'S' submitted or 'A' Accepted. There are three sections to this dashboard:

Status Dashboard

File Type * Student Discipline Snapshot | School Year * 2024-25 | Organization/LEA | Search

Finalized : No

Please note: Not all data issues are presented as warnings or errors. Review Cognos data reports for additional analysis regarding data quality.

[Select All](#) | [Deselect All](#) | [Excel](#)

Student Discipline Snapshot Information				Discipline Action File Information				SPED Discipline Snapshot Information				Overall Status	Data Locked					
AU Number	AU Name	LEA Number	LEA Name	Total Records	Validation Errors	Snapshot Updated Date	Snapshot Updated By	Discipline Actions Total Records	Discipline Actions Validation Errors	Discipline Actions Updated Date	No Discipline Actions Date	Discipline Action File Updated By	SPED Snapshot Number of LEA Records	SPED Snapshot Validation Errors	SPED Snapshot Updated Date	SPED Snapshot Updated By	Overall Status	Data Locked
<input type="checkbox"/>				10988	0	08/06/2025 04:36 PM		11213	225	07/10/2025 04:07 PM			2113	361	04/07/2025 12:25 PM		P	N

Y - Yes | N - No

Text is red if the number of records is not equal

Submit to CDE | Download Sign Off Form

Background is yellow to indicate that a new snapshot needs to be created

Page 1 of 1 | Per Page | Total No. of Records: 1

Notes:

- Red text indicates that the number of records in the snapshot is different from the number of records in the discipline action file.

- Yellow highlight indicates that the snapshot date is prior to the last discipline action file upload date.

Submit to CDE

Respondents with the LEA Approver must press the 'Submit to CDE' button to signify their district has error free snapshot data and has validated their data, completing the STU collection. LEA Approvers can check that the snapshot has been submitted by reviewing the status dashboard screen, specifically looking for the 'Overall Status' to change to 'S' for submitted.



Download Sign Off Form

Respondents with the LEA Approver must download the Superintendent Verification form using the Download Sign Off Form button on the status dashboard screen at the end the STU collection. This form is signed by the LEA's superintendent and returned to the STU collection lead via email. **This form cannot be downloaded until the LEA's data is error free and submitted.**



Edit Record

This screen can be used to update a record to a Discipline Interchange file without uploading a new file. Filters allow you to search for records in error by Incident Identifier or by an individual SASID. A new file upload will delete any manually added records, so only use this step if you are no longer planning to upload new data files or if you have also updated your file before the new upload.

Steps:

1. Login to [Data Pipeline](#)
2. Select *Discipline*
3. Select *Edit Record*
4. Complete the drop-down menus for the desired file.
 - a. File Type: Discipline Action
 - b. School Year: current year
 - c. Organization/LEA: your district
 - d. OPTIONAL: Error Records = desired category
 - e. OPTIONAL: SASID Errors = desired category
 - f. OPTIONAL: Incident Identifier
 - g. OPTIONAL: Student State ID (SASID) = Student's SASID
5. Select *Search*

- 1 Log in to Data Pipeline
- + File Upload
- + At Risk
- + Postsecondary Workforce
- + Directory
- 2 Discipline
 - Status Dashboard
 - 3 Edit Record
 - Snapshot
 - File Extract Download
 - No Discipline Actions
 - Safety Accreditation Report

Logout

Edit Record

File Type* Discipline Action

Batch ID* 778426 - 12/18/2025 02:29 PM

School Year* 2025-26

Error Records All

Organization/LEA* [Dropdown]

SASID Errors All

Fields marked with * are mandatory

Incident Identifier

Student's State ID (SASID)

5 Search

6. Check the box indicating the record being updated.
7. Input the updated information into the desired data field. Some fields are drop-down menus and others are text fields.
 - a. Use the scroll bar across the bottom of the screen to locate the desired data field.
 - b. If the desired data field is not showing, select 'Go to Standard View' to view additional data fields.
8. Select Save

Note: Use the Delete button to delete the entire selected record.

Edit Record (2025-26) :

Sort Data

#1 School District/BOCES Code

#2 Admin Unit Code

#3 School Code

Sort Order

Fields shown in RED have an error

Total # of Records : 133

Go to Standard View

#	Admin Unit Code	School District/BOCES Code	School Code	Incident Identifier	Date of Incident	
<input type="checkbox"/>	[Dropdown]	[Text]	[Text]	[Text]	09122025	12
<input type="checkbox"/>	[Dropdown]	[Text]	[Text]	[Text]	12112025	09
<input type="checkbox"/>	[Dropdown]	[Text]	[Text]	[Text]	12112025	09
<input checked="" type="checkbox"/>	[Dropdown]	[Text]	[Text]	[Text]	12112025	09
<input type="checkbox"/>	[Dropdown]	[Text]	[Text]	[Text]	12082025	12
<input type="checkbox"/>	[Dropdown]	[Text]	[Text]	[Text]	12082025	12
<input type="checkbox"/>	[Dropdown]	[Text]	[Text]	[Text]	12092025	09
<input type="checkbox"/>	[Dropdown]	[Text]	[Text]	[Text]	12092025	08

Page 1 of 6 [Navigation icons] 25 Per Page

8 Save
Delete
← Back

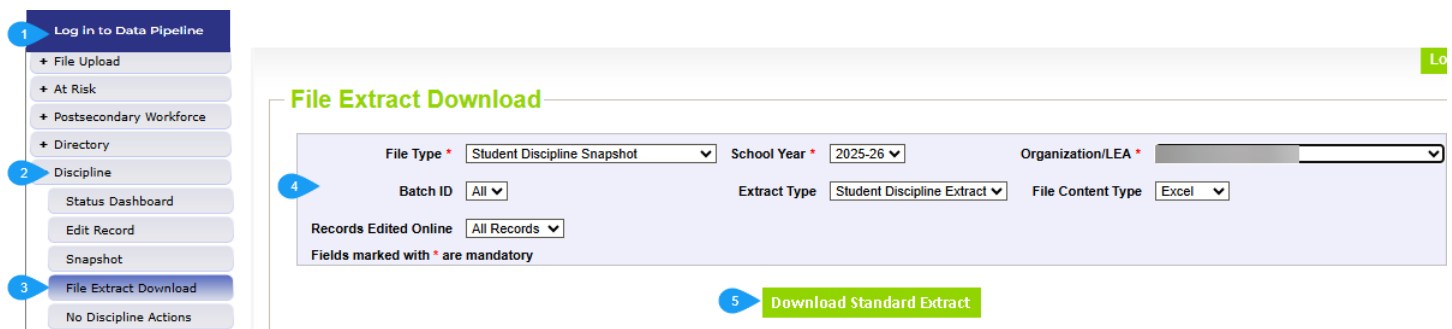
Pro Tip: Use the file extract download feature in data pipeline to download your student interchange file after you've finished making any manual updates. This will give you a clean file that includes all updates for your records.

File Extract Download

A copy of a desired discipline interchange file or the STU snapshot can be extracted from data pipeline for future reference. This is especially beneficial if you want to download a copy of an interchange file after edits have been made to the data, providing a record of those updates.

Steps

1. Login to Data Pipeline
2. Select *Discipline*
3. Select *File Extract Download*
4. Complete the drop-down menus
 - a. File Type: desired file (Discipline Action, Student Discipline Snapshot)
 - b. School Year: current year
 - c. Organization/LEA: your district
 - d. Batch ID: All (or desired date/time of a file upload)
 - e. Extract Type: desired value
 - f. File Content Type: CSV, TEXT, or Excel
 - i. Excel format recommended
 - g. Records Edited Online: All Records or Online Edits
5. Select *Download Standard Extract*
6. Open the downloaded file and/or save it to your computer.



The screenshot shows the 'File Extract Download' interface. On the left is a navigation menu with items: Log In to Data Pipeline, File Upload, At Risk, Postsecondary Workforce, Directory, Discipline, Status Dashboard, Edit Record, Snapshot, File Extract Download (highlighted), and No Discipline Actions. The main form contains the following fields:

- File Type ***: Student Discipline Snapshot
- School Year ***: 2025-26
- Organization/LEA ***: [Dropdown menu]
- Batch ID**: All
- Extract Type**: Student Discipline Extract
- File Content Type**: Excel
- Records Edited Online**: All Records

Fields marked with * are mandatory. A green button labeled 'Download Standard Extract' is at the bottom right. Numbered callouts 1-5 point to the navigation menu, the 'Discipline' menu item, the 'File Extract Download' menu item, the form fields, and the 'Download Standard Extract' button respectively.

Pipeline Reports

The data pipeline error report is the preferred method for reviewing errors and warnings for an interchange file or the STU snapshot. Using the pipeline error report LEAs can review a summary of all errors and warnings and a detailed list of records triggering specific business rules. Use the 'View Details' button at the bottom of the pipeline error report summary screen to view the detailed list of records triggering each error or warning. Both the summary screen and the detail error screens can be extracted as an excel document.

Steps

1. Login to [Data Pipeline](#)
2. Select *Pipeline Reports*
3. Select *Error Report*
4. Complete the drop-down menus for the desired file/snapshot
 - a. Dataset: Discipline
 - b. File Type: desired file/snapshot (Discipline Action, Student Discipline Snapshot)
 - c. School Year: STU collection year (Note: Other years may be available – select the desired year)
 - c. Organization/LEA: your district
 - d. Error Type: Desired type of Business Rules (Errors and Warnings recommended)
5. Select *Search*

- 1 Log in to Data Pipeline
- 2 Pipeline Reports
- 3 Error Report
- Records Not in Snapshot
- + Cognos Report

Error Report

4 Dataset * File Type *

School Year * Organization/LEA *

Error Type *

5 Search

Select All | Deselect All | Excel

Error Code	Error Type	Error Message	Count	
DA013	E	Discipline Action Identifier must be unique on records that contain a Discipline Action or a Unilateral Removal.	4	
DA095	E	Under Colorado statute, a student may not be suspended for more than 25 school days for any disciplinary incident (CRS 22-33-105). Please review the data submitted for this incident.	7	
<input checked="" type="checkbox"/>	DA081	E	Discipline Start Date is must be a valid date on or after the Incident Date.	1

View Details

Select 'Excel' to download the error summary as an excel file

Error Report for DIS/ACT/2026

Detail Errors

Excel Back

Admin Unit Code	School District / BOCES Code	Error Type	Error Code	Error Message	School Code	Special Education Program Code	Incident Identifier	Date of Incident	Behavior Type	Weapon Type
		E	DA081	Discipline Start Date is must be a valid date on or after the Incident Date.		0000		11192025	11	00

Section 3: CEDAR/COGNOS

General

The Colorado Education Data Analysis and Reporting system (CEDAR) is a private, secure system which provides student level data to authorized users. Access to student-level data is limited to educators who have need for such data.

Often CEDAR is referred to as COGNOS since COGNOS is the software currently powering the Colorado Education Data Analysis and Reporting system (CEDAR).

Reports in CEDAR/COGNOS have multiple purposes. Some are used as operational reports to assist data respondents in looking up specific information on records, file/snapshot errors, and records missing from a snapshot due to profile errors. Other reports are used to validate data when finalizing the data collection. Many reports also provide districts with a preview of data that will be published based upon specific data collections.

Student Discipline CEDAR/COGNOS reports are focused on the information needed to accurately report a student's discipline. It is important to remember that a file/snapshot may still have data inaccuracies even if no business rules are triggering for that file/snapshot. CEDAR reports help districts review their data to look for potential data inconsistencies throughout the STU collection.

Accessing & Navigating CEDAR

Google Chrome is the preferred browser when working with CEDAR reports. If CEDAR is not loading properly in Chrome, clear the browser history/cookies/cache and try logging in again.



Access via Identity Management (IdM) webpage



1. [Go to the IdM webpage](#)
2. Expand the CEDAR accordion.
3. Select the 'Log in to CEDAR' button

Access via link in Data Pipeline

1. Login to [Data Pipeline](#)
2. Select the COGNOS Report button on the bottom of the navigation menu on the left.

Navigating CEDAR

Use the navigation bar on the left to open the pipeline reports folder  and view specific categories  of reports. Reports are organized based upon a user's access permissions in IdM.

Each category file  of reports represents reports  connected to a specific data collection/IdM user role. STU Data respondents should have access to the Discipline Interchange and Student Discipline report categories. Within each category of reports is a list of all available reports. Select the desired report from the list to view the report. Most reports will have an introductory screen with dropdown menus to further refine the data in the report.

Report Types

Discipline Interchange

Discipline action data respondents have access to the 'discipline interchange' report file in COGNOS/CEDAR. These reports are connected to data provided through the Discipline Interchange file. They are operational reports in nature, assisting districts with reporting accurate data on this file.

Student Discipline

Student Discipline data respondents have access to the 'student discipline' report file in COGNOS/CEDAR. These reports are connected to data based upon the STU snapshot. Some are operational in nature while others are designed to help districts validate data by behavior type and discipline actions.

Operational

Operational reports are designed to help data respondents with the process of reporting DIS data. These reports update when a STU snapshot is created.

Section 4: Syncplicity & PII

PII

Student Personally Identifiable Information (PII) includes, but is not limited to, information that is collected, maintained, generated, or inferred and that, alone or in combination, personally identifies an individual student or the student's parent(s) or family.

PII, as defined by federal law, also includes other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

Some examples of PII collected by CDE may include, but are not limited to, the following list:

- A student's name
- A personal identifier such as a student ID number/SASID
- Student's date of birth
- Other demographic information
- Adequate documentation forms

Districts should always follow local policies when distributing secure files. This information must not be emailed.

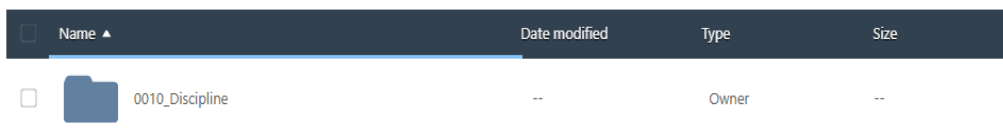
Syncplicity

Syncplicity is an online platform used for secure file sharing. Data Respondents with the LEA Approver or LEA User role for Student Discipline Collection are given access to the Discipline Syncplicity folder for their district by the STU Collection lead. This folder is used whenever data respondents and the STU collection lead need to communicate regarding sensitive student data or personally identifiable information (PII). This information must not be emailed.


Steps

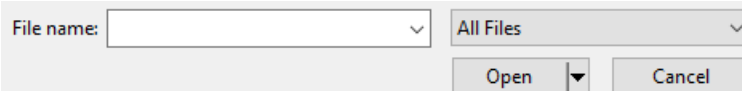
1. [Click here to access the Syncplicity website.](#)
2. From the Files screen, scroll down to find your district's student folder. This folder will be named with the following naming convention: *District Number _ Discipline*.

Note: *Data respondents may have multiple Syncplicity folders depending on the data collections they are responsible for or other roles where they communicate PII with CDE staff. Be sure to select the Discipline folder when communicating with the STU Collection lead because they do not have access to other folders.*



Name	Date modified	Type	Size
0010_Discipline	--	Owner	--

3. Click on a file to download a copy of that file to your local device or select the upload button  to upload a file from your computer to Syncplicity.



File name: All Files

Open Cancel

4. Email the StudentDiscipline@cde.state.co.us to inform the Collection lead a document has been uploaded to Syncplicity. The Collection lead does not get an automatic notification when a file is uploaded into Syncplicity.

Section 5: STU Data Use and Privacy Guidelines

STU data has multiple uses including publicly reported discipline data, federal EdFacts reporting, legislative reports, and much more. [See the Mandatory Data Pipeline Collections Legislation and Uses document](#) for more information about the legislative mandates for required CDE data.

Federal EdFacts

STU data is the source for several EdFacts files that Colorado submits to the U.S Department of Education. This includes data such as expulsions, firearms, and more.

Other Data Uses

STU data is used for CRDC reporting and internal analysis designed to inform CDE program staff regarding specific programs, outcomes, and student populations to support data driven decision-making.

Data Privacy Guidelines

All publicly posted data utilizes privacy guidelines. The Education Statistics Site privacy methods include blurring of cohort/membership base sizes with small populations (all students & subgroups), and limited suppression.

Individual district CEDAR/COGNOS reports available to users with STU access in IdM do not utilize privacy guidelines to allow LEAs to review their data in complete detail.

Section 6: Frequently Asked Questions

General

Question: How can I correct inaccurate data that was submitted in the prior year's STU collection?

Once data has been submitted to CDE and approved/finalized by a district, it cannot be altered.