



2025-2026 Student Discipline Snapshot File Layout

Purpose:

The purpose of the Student Discipline Snapshot is to obtain discipline data on all students during the reporting school year.

Dependencies:

Students have been assigned a SASID and updated in the RITS system. Students have a record in the Discipline Action Interchange file. Students have a record in the Student Demographics Interchange file and the Student School Association Interchange file. Special Education students have a record in the Special Education IEP Interchange file.

Criteria:

Pull all error-free records from the Discipline Action file joining data from the student interchange files and special education IEP interchange files.

File Notes:

Updates from 2024-2025 are detailed in the Document Changes section.

Data Field List:

| Name of Field | Field Length | Source Interchange | Source File | Remarks |
|----------------------------|--------------|--------------------|----------------------------|--|
| Admin Unit/SOP Code | 5 | Discipline | Discipline Action | Internal Flag - field based on district code |
| School District/BOCES Code | 4 | Discipline | Discipline Action | |
| School Code | 4 | Discipline | Discipline Action | |
| Student's State ID (SASID) | 10 | Discipline | Discipline Action | |
| Local ID (LASID) | 10 | Student Profile | Student Demographics | |
| Student's First Name | 30 | Discipline | Discipline Action | |
| Student's Last Name | 30 | Discipline | Discipline Action | |
| Student's Gender | 2 | Student Profile | Student Demographics | |
| Student's Date of Birth | 8 | Discipline | Discipline Action | |
| Grade Level | 3 | Student Profile | Student School Association | |



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| Name of Field | Field Length | Source Interchange | Source File | Remarks |
|--|--------------|--------------------|--------------------------|---|
| Student's Federal Race/Ethnicity | 2 | Student Profile | Student Demographics | Internal Flag – calculated value based on ethnicity and race. See the criteria below. |
| English Learner Y/N (Multilingual Learner) | 1 | Student Profile | Student Demographics | Internal Flag – calculated value. See the criteria below. |
| Free/Reduced Lunch Price Eligible | 2 | Student Profile | Student Demographics | Internal Flag – calculated value. See the criteria below. |
| Homeless | 1 | Student Profile | Student Demographics | Internal Flag – calculated value. See the criteria below. |
| Special Education Action Flag | 1 | Discipline | Discipline Action | |
| Section 504 Status | | Student Profile | Student Demographics | |
| Incident Identifier | 10 | Discipline | Discipline Action | |
| Date of Incident | 8 | Discipline | Discipline Action | |
| Behavior Type | 2 | Discipline | Discipline Action | |
| Weapon Type | 2 | Discipline | Discipline Action | |
| Discipline Action Identifier | 10 | Discipline | Discipline Action | |
| Discipline Action Type | 2 | Discipline | Discipline Action | |
| Discipline Action Length | 4 | Discipline | Discipline Action | Max length is 260 days |
| Discipline Start Date | 8 | Discipline | Discipline Action | |
| Referral to Law Enforcement | 1 | Discipline | Discipline Action | Yes -1 or No - 0 |
| Handcuffed Status | 1 | Discipline | Discipline Action | Yes -1 or No - 0 |
| School Related Arrest Status | 1 | Discipline | Discipline Action | Yes -1 or No - 0 |
| Off Campus Behavior Flag | 1 | Discipline | Discipline Action | Yes -1 or No - 0 |
| Received Education Services During Expulsion | 1 | Discipline | Discipline Action | Yes -1 or No - 0 |
| Transferred to Alternative School (for Disciplinary Reasons) | 2 | Discipline | Discipline Action | Yes -1 or No - 0 |
| Special Education Removal Type | 2 | Discipline | Discipline Action | |
| Special Education Removal Reason | 2 | Discipline | Discipline Action | |
| Special Education Program Code | 4 | Discipline | Discipline Action | |
| Primary Disability | 2 | Special Ed IEP | Special Ed Participation | |



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| Name of Field | Field Length | Source Interchange | Source File | Remarks |
|-------------------------------------|--------------|--------------------|--------------------------|---------|
| Date of Entry to Special Education | 8 | Special Ed IEP | Special Ed Participation | |
| Date of Exit from Special Education | 8 | Special Ed IEP | Special Ed Participation | |

Retired Data Fields/Codes

Data Fields Retired:

- Physically Restrained
- Mechanically Restrained
- Placed in Seclusion

Internal Flag Descriptions:

Student’s Federal Race/Ethnicity

The single category used to classify the student or staff member in aggregated federal or state reporting such as pupil counts, graduation rates, and assessment results. This designation is based on the race and ethnicity information provided to the reporting district by the student (or their parent/guardian) or staff member.

| Code | Description |
|------|---|
| 01 | American Indian or Alaska Native |
| 02 | Asian |
| 03 | Black or African American |
| 04 | Hispanic or Latino |
| 05 | White |
| 06 | Native Hawaiian or Other Pacific Islander |
| 07 | Two or More Races |

Multilingual Learner Y/N (formerly English Learner)

The English Learner (ELL) status for the student record. If the student’s Language Background is not ‘Eng’ and Language Proficiency = 1, 2, 6, or 7 (NEP, LEP, FEP Monitor Year 1, or FEP Monitor Year 2) then the ELL status is ‘1’ (Yes). Students with Language Proficiency = 0, 4, 5, 8, 9 (N/A, PHLOTE, FELL, FEP Exit Year 1, or FEP Exit Year 2) are indicated as ‘0’ (No).

| Code | Description |
|------|-------------|
| 0 | No |



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| Code | Description |
|------|-------------|
| 1 | Yes |

Free/Reduced Lunch Price Eligible

An indicator if the student meets the federal eligibility criteria for free or reduced lunch price.

| Code | Description |
|------|------------------------|
| 00 | Not Eligible |
| 01 | Free Lunch Eligible |
| 02 | Reduced Lunch Eligible |

Homeless

An indicator if the student meets the criteria of a homeless individual according to Subtitle VII-B of the McKinney-Vento Homeless Assistance reauthorized in 2015 by the Title IX, Part A of the Every Student Succeeds Act.

| Code | Description |
|------|---|
| 0 | No |
| 3 | Yes, and is in the physical custody of a parent or guardian |
| 4 | Yes, and is not in the physical custody of a parent or guardian (unaccompanied youth) |

Document Changes:

| Collection Year | Type of Change | Description of Change | Reason for Change | Element(s) Affected |
|-----------------|----------------|--------------------------------|------------------------|--------------------------|
| 2025-2026 | Field | Added Off Campus Behavior Flag | Request from districts | Off Campus Behavior Flag |



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| Collection Year | Type of Change | Description of Change | Reason for Change | Element(s) Affected |
|-----------------|----------------|--|--|---|
| 2025-2026 | Field | Added Special Education specific fields | Working to combine snapshots | Admin Unit/SOP Code, Discipline Date, Special Education Program Code, Primary Disability, Date of Entry to Special Education, Date of Exit from Special Education |
| 2025-2026 | Field | Added Free/Reduced Lunch Price Eligible and Homeless | Additional demographics for data reporting | Added Free/Reduced Lunch Price Eligible and Homeless |
| 2025-2026 | Field | Removed Physically Restrained, Mechanically Restrained, and Placed in Seclusion Fields | This data has been moved to a separate collection. | Physically Restrained, Mechanically Restrained, and Placed in Seclusion |
| 2024-2025 | Field | Added Special Education removal type and reason | To be added to Student Discipline snapshot data | Special Education Removal Type and Special Education Removal Reason |
| 2023-2024 | NEW | New Snapshot for Student level discipline data reporting | HB22-1376 New snapshot process | |