

## General Information

### The SPED-Discipline data collection:

SPED Discipline data collection is required per Section 618(a)(1)(A)(vii) of IDEA, which requires that states report the number of children with disabilities [in Special Education] by disability, race, gender, and ELL status who were subject to:

#### Removals

- Unilateral Removals by School Personnel for drugs, weapons and/or serious bodily injury
- Removal based on a Hearing Officer Determination regarding likely injury

#### Disciplines

- In-school Suspensions
- Out-of-school Suspensions totaling less than 10 school days and totaling more than 10 school days
- Expulsions (with or without educational services)

**\*\*\*If you do not have any SPED-Discipline data to report:** You must send an email with the subject line “**No SPED-Discipline data for [school name]**” stating that you have no SPED-Discipline data to report to the CSI submissions inbox at [csi\\_submissions@csi.state.co.us](mailto:csi_submissions@csi.state.co.us).

The SPED Discipline Collection is **NOT** the same as the School Discipline and Attendance (SDA) Collection, although collections should align in terms of Suspensions and Expulsions of Special Education Students. Below describe a few differences:

SPED Discipline	School Discipline and Attendance
Collects <b>student level</b> data	Collects <b>school level</b> data
Collects data <b><u>only for students in special education</u></b> with discipline or removal actions resulting from specific incidents	Collects discipline and attendance data for <b>ALL</b> students, <b>including those in special education and living with a disability</b> , in a summary format

## SPED-Discipline Deadlines

Refer to the [CSI submissions calendar](#) under the Data Submissions Library then General Submission Resources page on the [CSI website](#) for the deadlines associated with this collection.

### Important note on SIS SPED-Discipline entry fields:

- For students to be included in the file extractions for SPED Discipline, they must have *all applicable Special Education* fields completed in their SIS. At a minimum, a student **must** have the **Special Ed Start Date, Disability Type** and **IEP flag** completed within the Special Ed tab in PowerSchool and the Special Ed Fields section of the Enrollments tab in Infinite Campus. The collection states that students must actively be on an IEP while the behavior occurred, so ***if the Start Date is not completed among other fields, the student will not be included in the SPED Discipline Collection.***

Power School required input fields:

**Special Ed**

Demographics READ Grad Info Post-Secondary Enrollment ELL-Migrant-Immigrant Special Ed Title I Gifted

**Special Education Information**

CSAP Alternate Assessment Participant

Facility/Detention Code (0000) Not Applicable

Orthopedic Disability

Other Health Impairment

Physical Disability

**Primary Disability** 03 - Serious Emotional Disability or Emotional Disability

Section 504 Handicapped

**Special Education (IEP)**

**Special Education Entry Date** 09/04/2018

Special Education Exit Date MM/DD/YYYY

SPED Program Code

Transition 0 - No/Not Applicable

Infinite Campus required input fields:

Index Search

Grade: #10000029 DOB: Gender: M

Graduation Athletics AdHoc Letters Waiver Records Transfer Vocational Education

Summary Profile **Enrollments** Schedule Attendance Flags Grades Transcr

Save Delete New Print Enrollment History New Enrollment History Documents

**Special Ed Fields**

**Special Ed Start Date**

**IEP** 1: Yes

Disability 2 00: None

Exit Reason

Educational Orphan Reason

Tuition Unit Code

Deaf OR Blind Registry

Parentally Placed

SpecialEd Attendance

Medicaid Eligibility Date

Special Ed Exit Date

**Disability Type**

Special Ed Setting

Federal Count Eligibility

Service Agency/Facility Code

Specialized Transportation

Funding Status

**Note: if not using your SIS for IEPs:** Ensure that all details listed in the Enrollments and Special Ed tabs of IC and PowerSchool match what is listed directly on the IEP for consistency. CSI does complete some validation work across collections to ensure accuracy of data entry depending on where the data is input.

## The Discipline Action File

The individual record maintained in the school's SIS will contain either an individual Discipline or Removal action pertaining to a specific incident. Single records will not contain both a Discipline and a Removal action.

- **Incidents**
  - May be duplicated in cases where a student has more than one action associated with the incident
  - May be duplicated in cases where more than one student is involved in the incident/behavior
  - If a student gets in trouble in the morning and then in the afternoon for a reportable offense there would be two records with the Action/Resolution associated with each Incident.
- **School Codes and Dates**
  - Be sure the School Codes and Date of Incident match up with the data reported in the School Association File and fall within the Start/End Dates of SPED in the Participation file.
- Each Action File represents a single Action/Resolution as a result of an Incident/Behavior.

### Helpful Guidance from CDE on students to include/exclude:

- **Include:** Records for incidents that occur from **July 1, 2020 through June 30, 2021**.
- **Include:** Students who were removed by school personnel\* for drugs, weapons, or serious bodily injury and were reported as being suspended.
  - \*and were NOT sent to an interim alternative educational setting
- **Include:** Students who are suspended pending an IEP team meeting in which the student's IEP placements are changed.
- **Include:** Instances in which the IEP team meets to determine the appropriate setting where the student will receive educational services following an expulsion. The removal must be reported as a Suspension or Expulsion and not a Unilateral Removal.
- **Exclude:** Students who were moved from their current educational placement as a result of a decision by the IEP team to change a student's placement.
  - Example:** 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 the child.
- **Exclude:** Students who have cumulatively been suspended for less than half a school day, or what a half-day would be for that specific student.
- **Exclude:** Parentally placed in private school students.

## SPED-Discipline File Extraction and Submission

### Prep:

- Print and use the **Checklist** located within the [SPED Discipline Toolkit](#). Be sure to mark all available deadline dates in the space provided.

- Review the **SPED Discipline Action File Layout with CSI Additions** and the **Data Validation Strategies Checklist for Discipline** under the [SPED Discipline](#) main collection page on the CSI website to evaluate the information required and how you will report it.
  - The [SPED Discipline Action File Layout with CSI Additions](#) provides definitions and allowable codes for each field for applicable students (CSI has added comments and additions in green font).
  - The SPED Discipline Template has been removed to ensure schools are pulling data directly from their SIS.
  - Schools will be pulling the Discipline Action file directly from your SIS moving forward to avoid cross collection discrepancies, rather than utilizing a template. This will ensure all disciplines are being entered into the schools SIS and that the number of disciplines recorded for SPED Discipline will align with the number of Special Education students on the School Discipline collection.

### Extract your data:

- Utilize your school's SIS to extract the Discipline Action file needed for the SPED Discipline collection.
  - **PowerSchool:** Reports>System Reports> State tab > SPED Discipline Interchange (Under Interchanges header) Check that your school is selected, and that Select Start Date is July 1<sup>st</sup>, 2020 and Select End Date is June 30<sup>th</sup>,2021.
  - **Infinite Campus:** CO State Reporting > Data Pipeline > SPED Discipline Interchange
- **File Extraction Guidance** – information regarding each file and the extraction process can be found on the [PowerSchool SPED Discipline Reporting Guidance](#) and the [Infinite Campus Discipline Reporting Guidance](#) on the CSI website. Both detail information extracted from the SIS resource pages and include CSI notes in green to provide specific CSI assistance.
- Once you have extracted your report, look over your data and check for the following issues that commonly lead to errors:
  - RITS mismatches – first and last name are transposed, name misspelled, incorrect DOB or gender.
  - **Discipline Action Length** must be between ½ and 365 days:
    - i. 0005 = half day
    - ii. 1000 = 100 days
    - iii. 3650 = 365 days
  - If the student is “Unilaterally Removed”, **Discipline Action\_Length**, by law, must be between ½ and 45 days. See above for code formatting.
  - Students may not be suspended for more than 25 school days (warning).
  - A record for a Discipline Action is either “Discipline” or a “Removal”; it cannot be both.
  - Only “Unilateral Removals by School Personnel” require a “Reason”. It is not required for a “Discipline”.
  - **Received Education Services** are only reported during “Expulsions”. Should be 0 filled if not applicable.
  - Incident date is not between the Entry and Exit date of the student in the Student School Association (SSA) file (data in the Discipline file must correlate to the SSA file).

## Submit your data:

- Use this exact naming convention when saving your report:  
***school\_code\_schoolacronym\_SPEDDiscipline\_currentdate***  
Example: 1633\_CECA \_SPEDDiscipline\_04102021
  - Each time you provide a new file be sure to update the date of the file name to reflect the current date.
  - If you provide multiple files on the same day, then just suffix them with v2, v3, etc.
  - Please note that spaces are not allowed in the file name and the Data Pipeline will not run these files.
- Upload the file to FileZilla under the /SPED Discipline/SY 20-21/Files to Run folder.
- Send an email to [csi\\_submissions@csi.state.co.us](mailto:csi_submissions@csi.state.co.us) to notify the data team that you have uploaded a file.
- CSI will then upload your file to the CDE Data Pipeline and let you know if there are errors. Error reports will be uploaded to FileZilla under the /SPED Discipline/SY 20-21/Error Reports folder. See below for error clearing guidance.
- **If your school does NOT have any data to report for 20-21, send an email to [csi\\_submissions@csi.state.co.us](mailto:csi_submissions@csi.state.co.us) to let us know that you will not be reporting any data.**
- All schools will receive a summary report with a certification tab to sign even if they have not reported any data.

## Correcting Errors

A helpful troubleshooting tool is the CSI created [TroubleShooting Errors](#) Google sheet. Look to the tabs at the bottom of the document to find the collection you are working on and the common errors and solutions for that collection. After reviewing the SPED Discipline tab and other resources and are still unclear how to resolve, feel free to email [csi\\_submissions@csi.state.co.us](mailto:csi_submissions@csi.state.co.us) to request assistance.

## Cross-Collection Validations

Each year, CSI completes a cross-collection validation between the School and SPED Discipline to ensure the number of Special Ed Students who were disciplined between the two collections match. This involves a two-step process of completing a preliminary check when schools submit their initial submittal for SPED Discipline and a full comparison later on. CSI highly recommends that schools complete this process on their end prior to initial submittal to ensure that the data is accurate and matches. This involves the below steps:

1. Once all discipline and Special Education data has been entered for schools, extract both the Discipline Action file for SPED Discipline and the Discipline by Student Demographics for the School Discipline collection.
2. Open both files to review. Keep in mind, they are CSV files, so the leading zero will drop unless you open the file correctly. The comparison can be completed with or without the leading zeros, just ensure you don't save the file after opening.
3. Add a filter to the header row of the Discipline by Student Demographics file and filter Column F Disability\_IDEA to only include students with a Disability. In this case, all students coded with a "1".

- Once complete, sum the number of In-School Suspensions (Column K) and Out of School Suspensions (Column N) to get a total for each of those fields. This can also be done with Expulsion data if applicable.
- Navigate to the Discipline Action file and review Column M. Count the number of 01's to get In-School Suspension and the number of 02's to get Out of School Suspensions.
- Ideally these should match if all data is entered accurately.
- If discrepancies exist, you will have to review each recorded Discipline and the associated Special Ed fields in this year's enrollment. Verify the Start and End Dates in the Special Ed fields match what is recorded in the IEP. Any incident dates that fall outside of the Start Date in the Special Ed fields or incomplete Special Ed fields may impact the resulting counts.
- If using PowerSchool, be sure that the duration code, assigned duration, and actual duration are completed. Otherwise, the discipline will report in School Discipline, but not SPED.
- Once discrepancies are corrected, new files can be extracted and submitted to CSI.

### School Discipline

F	G	H	I	J	K	L	M	N
Disability _IDEA	Section_5	E	Unduplicated_ Count	Class_Removal	Tot_ISS	Single_O	Multiple_O	Tot_OSS
1	0	0	1	0	5	0	0	0
1	0	0	2	0	0	2	0	2
1	0	0	1	0	2	0	0	0
1	0	1	1	0	1	0	0	0
1	0	0	1	0	1	0	0	0
1	0	0	1	0	0	1	0	1
1	0	0	1	0	0	0	1	2
					Sum: 9			Sum: 5

Filter Column F:  
Disability/IDEA to only  
show "1" flags of Special  
education Students

Sum the Total In  
School Suspensions

Sum the Total Out of  
School Suspensions

Compare with...

### SPED Discipline

J	K	L	M	N	O	P
Gender	BirthDate	DiscActionId	Disciplines	DiscStartDt	DiscActionLength	SPEDRemovalIT
02	01272001		02	09112017	0030	00
02	04172005		01	09012017	0570	00
02	04172005		01	10092017	0010	00
02	04172005		01	10102017	0010	00
02	04172005		01	11102017	0200	00
02	11102001		01	10202017	0030	00
02	11102001		01	11092017	0050	00
02	05312001		01	09252017	0010	00
02	04122002		02	11092017	0020	00
02	1121200		02	03092018		
			02	01262018		
			02			
			01	05042018		
			01	05222018		
			Total 01's = 9			
			Total 02's = 5			

Count the number of  
01's to get Total In-  
School Suspensions

Count the number of  
02's to get Total Out of  
School Suspensions