

2020-2021 Special Education Discipline Interchange – Discipline Action File

NOTE: Zero-fill all non-applicable fields. No blanks are allowed.

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 http://www.cde.state.co.us/datapipeline/org_orgcodes.

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. Report the School Code student was attending at the time of the discipline incident.

Special Education Program Code A unique number assigned to a Program by CDE. List found under Frequently Requested Codes.

Incident Identifier - A ten digit number assigned to each incident by each reporting entity (Admin Unit/School District). An Incident Identifier may be duplicated in cases where a student incurs more than one 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.

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 – Students gender.

01	Female
02	Male



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Student’s Date of Birth – The month, day, and year on which an individual was born (i.e. 09152005).

Discipline Action Identifier - A unique ten digit number assigned to each discipline action by each reporting entity (Admin Unit/School District). Action Identifier **MUST** be unique and unduplicated. If an Action spans two school years, the same Action Identifier should be used to report the record in both school years.

Discipline – Indicates student incurred an In-School Suspension, Out-of-School Suspension, or Expulsion. **MUST** be zero-filled if the student was Unilaterally Removed and the Special Education Removal Type is “01 – Unilateral Removal by School Personnel” or “02- Unilateral Removal Based on a Hearing Officer”.

00	Used when reporting Unilateral Removals only
01	In-School Suspension - Instances in which a child is temporarily removed from his/her 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.
02	Out-of-School Suspension - Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center). 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 his/her IEP.
03	Expulsion - An action taken by the LEA removing a child from his/her regular school for disciplinary purposes for the remainder of the school year or longer in accordance with local educational agency policy. Include removals resulting from violations of the Gun-Free Schools Act that are modified to less than 365 days.

Discipline Start Date – The start date of the discipline action. The Date of Entry to Special Education reported in the Participation File must



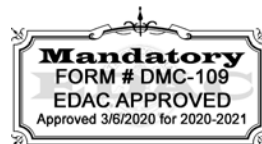
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precede the Discipline Start Date. An Action that spans two school years should contain a start date of the days missed from school within that reporting year.

Discipline Action Length - The length, in days, of the discipline action. Must be 4 characters. Must be between a half day and 260 days (0005 and 2600). Half days included in 4th position. 4th position must either be a 0 or a 5. An Action that spans two school years should be reported in both years and reflect the number of days missed within each year.

Special Education Removal Type – For each incident in which the student was unilaterally removed to an IAES (either by school personnel or as determined by a hearing officer), indicate the type of removal. Must be zero-filled if Discipline is “01 – In-School Suspension”, “02 – Out-of-School Suspension”, or “03 – Expulsion”.

00	USED WHEN DISCIPLINE = 01, 02, or 03
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 NOT 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.
<p>*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.</p>	



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Special Education Removal Reason - Provide a removal reason code **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).

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 NOT include a pocket knife with a blade of less than 2 ½ inches in length. (18 USC Section 930(g)(2))

Received Special Education Services During Expulsion – Only required when Discipline Field is “03” Expulsion. Indicate “1-YES” if students with disabilities received special education and related services, as provided in Section 621(a)(1), that allows them to progress toward meeting the goals set out in the child's IEP during expulsion.

0	No
1	Yes



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Special Education Action Flag – MUST be 1 YES indicating student is a Special Education student. This is currently the only category of students collected on this file. Record will not pull into the Special Education Discipline snapshot unless it is marked 1.

1	Yes
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REPORTING NOTES:

Report children with disabilities who were ages 3 through 21 as of the child count date and were subject to a:

1. **Discipline:**
 - a. In-School Suspension (01)
 - b. Out-of-School Suspension (02)
 - c. Expulsion (03)

AND/OR a

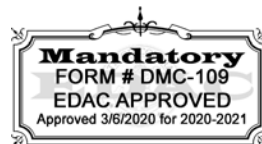
2. **Unilateral Removal to an Interim Alternative Education System (IAES) for 45 days or less:**
 - a. Unilateral Removal by School Personnel
 - b. Unilateral Removal based on a Hearing Officer's determination

A Discipline Action that spans two school years (school days missed in both years) should be reported in both collection years with the same Action Identifier, Incident Identifier, and Incident Date. The Discipline Start Date and Discipline Action Length should reflect only the days missed within each school year.

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.

Include students who are suspended pending an IEP team meeting in which the students' IEP placements are changed.

Exclude students who have cumulatively been suspended for less than half a school day from this file.



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Exclude parentally-placed private school students from this file.

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 the child on the discipline report. 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.**

Document Changes (for major changes to collection that would impact districts)

Date	Description of change	Reason for change	Elements affected

