

2020-21 Discipline Collections Training

What's New and Validation Procedures



School Discipline Updates



New Optional Sort Field for 20-21

19-20



20-21





Optional Sort Field Clarification



- **New:** Optional Sort Field modified for all 3 Files. Previously the SASID/LASID field
- **Goal:** Disciplines can be reported either by student SASID/LASID/Incident ID or traditional aggregate
- **Intention:** Allow for easier error clearance identification
- **SIS:** Both PowerSchool and Infinite Campus have a prompt on the extract screen
- **Preference:** CSI prefers files be reviewed/audited with Optional Sort Field utilized but submitted in aggregate due to:
 - Privacy concerns
 - Potential of inaccurate/misleading data with new field implementation
 - duplicate LASID potential

OPTIONAL SORT FIELD – for district use only to assist with reporting accurate information. Potential codes that can be used: Incident ID, SASID or LASID. If a code is utilized, then report 1 record per student/incident. If the code is not utilized and this is blank, then the aggregated data can be reported without an ID. This field may be blank or zero-filled. Suggestion is to use this for the incident ID for this file if applicable. This field can also be blank.



Optional Sort Field Addition



PowerSchool

- SIS added a “Group Data By Student” checkbox in the prompts
- Schools should check this option to audit data and assist with errors but submit in aggregate to CSI

Group Data By Student On

Infinite Campus

- Option on extract screen for all files. Select the **Detail** type rather than Summary
- Utilize for audit and error clearance but submit in aggregate

School Discipline and Attendance

This tool will extract data to complete the CO State-defined School Discipline and Attendance Files.

Extract Options

Extract Type: Student Demographics

Type: **Detail**

Start Date: 08/19/2020

End Date: 03/05/2021

Select Calendars

active year

list by school

list by year

20-21



Initial Submissions Change

- **Initial File Submittal** deadline is **May 7th**
- Historically been called Initial Test Submittal
- CSI dropped the word “Test” in 20-21 to avoid confusion
- Submit files by deadline and again within 2 days after the last day of school

Initial ~~Test~~ Submission



Update to Summary Certification Report



Courtesy of clipart-library.com

- This report has now been updated to include Attendance and Truancy Data
- Attendance information coming from the SSA file of the EOY Collection
- Done for logistics and streamlining reporting for schools as attendance data is often discipline related
- This information was included in 18-19, but removed in 19-20

Attendance & Truancy Data												
School Code/Name	Average Daily Membership (ADM)	Length of School Year	Student Total Days Attended	Student Total Days Excused	Student Total Days Unexcused	Student Total Days Possible	Attendance Rate	Truancy Rate	Count of Habitually Truant Students(4 or more days in 1 Month)	Count of Habitually Truant Students(10 or more days in 1 school year)	Count of Habitually Truant Students(meet both conditions)	Count Chronic Absences
WARNINGS:							None.					

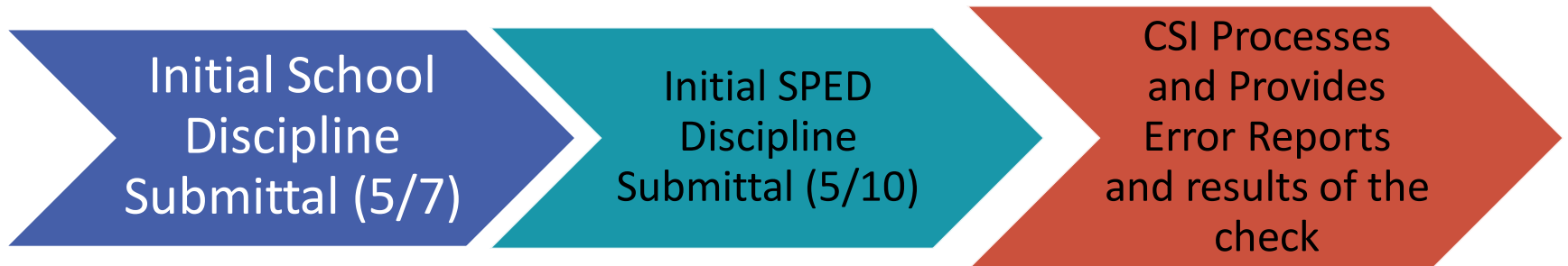


SPED Discipline Updates



SPED and School Discipline Preliminary Comparison Check

- CSI will be completing a preliminary comparison check of Suspension/Expulsion Data across the School and SPED Discipline Collections
- Launched in the 19-20 Collection, no training or information details were posted
- Review of files in both collections completed during the initial **SPED Discipline Collection** submittal
- CSI will provide details on any Suspension/Expulsion differences
- Comprehensive review still completed later in the collection
- It is recommended schools complete this prior to submittal as well (see subsequent slides)





PowerSchool Duration Codes for SPED Discipline

Not a new Topic, but keep in mind:

- Duration Codes are required to report a SPED Discipline incident
- If a Duration Code is not added, the incident will show up for School Discipline, but not SPED Discipline and can lead to discrepancies
- This includes the Duration Code, Assigned Duration, and Actual Duration
- If no option can be selected for Duration Code, navigate to **District>Incident Management>Code & Subcode Set up>Duration Codes>Click on + to add a code**
- The simplest setup can be to just add the term “Days”

Incident Management: Edit Code

Category: Days

State Aggregate Report Code:

Display Order:

Severity:

This code is not divided into subcodes.
 This code has at least one subcode.

State Detail Report Code:

State Reportable
 Police Reportable
 Allow Comment
 Make this Comment Mandatory

Policy Description:

Cancel Delete Submit



Update Action

Action Code: Student Actions^
Out of School Suspension^

Action Date Range: Begin Date: 03/08/2021, End Date: 03/10/2021

Action Taken Detail: OSS

Actual Resolution Date: 03/05/2021

Duration Code: Day(s)

Assigned Duration: 3, Actual Duration: 3

Duration Notes: OSS 03/08-03/10 2021

Action Change Reason:

Action Change Code: No codes have been configured.

Action Attributes: Type of Removal^, Removal Reason^, Expulsion With/Without Services^, Transferred to Alt School (for disc reasons)^

Cancel Update Action



Data Validation Procedures

School Discipline vs. SPED Discipline



Details on Special Education students are reported in both, but the information is being pulled from different areas depending on the collection:

School
Discipline



Entry Date, Exit Date and Disability details being pulled from:

- Special Ed Fields within the 20-21 Enrollment for IC
- Special Ed tab within the State/Provence – CO section in PowerSchool

SPED
Discipline



- Entry Date, Exit Date and Disability details being pulled directly from the IEP in IC



School and SPED Discipline Discrepancies

Discipline Reporting

Ensure you are reviewing all SPED students and comparing discipline data across collections related to:

- In School Suspensions (ISS)
- Out Of School Suspensions (OSS)
- Expulsions

Data Comparison Strategies

School Discipline and Attendance	SPED Discipline
Review/sum the counts of ISS, OSS, and Expulsions for all rows of data with Disability/IDEA flagged as 1	If student is reported in Discipline Action file, compare demographics against School Discipline to ensure they are included
Examine the demographic makeup (race, ethnicity gender, grade, etc.) of disciplined students OR utilize “Optional Sort Field” option to view students reported. Ensure all are being counted	Compare students flagged as ISS or OSS and compare against School Discipline file based on demographics or by Optional Sort

- Be sure data is coded properly in SIS to be both State reportable and pulls correctly into file



Disability Data in SIS

Verify all students receiving special education services are coded as such in your SIS regardless of if using Alpine.

PowerSchool

The screenshot shows the 'Special Ed' tab in the PowerSchool SIS interface. The 'Special Education Information' section contains the following fields:

- CSAP Alternate Assessment Participant:
- Facility/Detention Code: (000) Not Applicable
- Orthopedic Disability:
- Other Health Impairment:
- Physical Disability:
- Primary Disability: 04 - Specific Learning Disability
- Section 504 Handicapped:
- Special Education (IEP):
- Special Education Entry Date: 8/17/2018
- Special Education Exit Date: MM/DD/YYYY
- SPEID Program Code:
- Transition: 0 - No/Not Applicable

Infinite Campus

The screenshot shows the 'Enrollments' tab in the Infinite Campus SIS interface. The 'Special Ed Fields' section contains the following fields:

- Special Ed Start Date: 08/14/2018
- IEP: 1: Yes
- Disability 2: 00: None
- Exit Reason:
- Educational Orphan Reason:
- Tuition Unit Code: 21050: El Paso 11, Colorado Springs
- Deaf OR Blind Registry:
- Parentally Placed:
- SpecialEd Attendance: 04: Non-Resident, Choice
- Medicaid Eligibility Date:
- Special Ed Exit Date:
- Disability Type: 04: Specific Learning Disability
- Special Ed Setting: 301: 6 - 21 Reg Class >80%
- Federal Count Eligibility:
- Service Agency/Facility Code:
- Specialized Transportation:
- Funding Status: 50: Eligible for Funding



Discipline File Review

School Discipline (Discipline by Student Demographics) File

C	D	E	F	G	H	I	J	K	L	M	N
Ethnicity_Ra	Gend	Grade_Lev	Disability _IDEA	Section_5	Unduplicated Count	Class_Removal	Tot_ISS	Single_O	Multiple_O	Tot_OSS	Exp_Wit
04	02	070	1	0	0	1	5	0	0	0	0
04	02	090	1	0	0	2	0	2	0	2	0
04	02	100	1	0	0	1	2	0	0	0	0
04	02	100	1	0	1	1	1	0	0	0	0
04	02	110	1	0	0	1	1	0	0	0	0
05	02	100	1	0	0	1	0	1	0	1	0
05	02	110	1	0	0	1	0	0	1	2	0
							Sum: 9			Sum: 5	

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

Sum the Total In School Suspensions

Sum the Total Out of School Suspensions

Compare Information To:

SPED Discipline (Discipline Action)File

F	G	H	I	J	K	L	M	N	O	P	Q	
IncidentDate	SASID	FirstName	LastName	Gender	BirthDate	DiscActionId	Disciplines	DiscStartDt	DiscActionLength	SPEDRemovalType	SPEDRemovalReason	Rec
09112017				02	01272001		02	09112017	0030	00	00	0
08312017				02	04172005		01	09012017	0570	00	00	0
10042017				02	04172005		01	10092017	0010	00	00	0
10042017				02	04172005		01	10102017	0010	00	00	0
11082017				02	04172005		01	11102017	0200	00	00	0
10192017				02	11102001		01	10202017	0030	00	00	0
11082017				02	11102001		01	11092017	0050	00	00	0
09222017				02	05312001		01	09252017	0010	00	00	0
11082017				02	04122002		02	11092017	0020	00	00	0
03072018				02	11212002		02	03092018	0020	00	00	0
01252018				02	01272001		02	01262018	0030	00	00	0
03072018				02	12232002		02	03092018	0020	00	00	0
05022018				02	03112002		01	05042018	0010	00	00	0
05222018				02	04172005		01	05222018	0020	00	00	0
							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



Discipline Comparison Using Optional Sort Field

Utilize the “Optional Sort Field” to review all special education students reported. If it is determined the two collections are not matching:

- Extract the Discipline by Student Demographics with Optional Sort
- Filter the file based on the SPED Flag = 1
- Review the disciplines based on Optional Sort to find discrepancies

	A	B	C	D	E	F	G	H	I	J
1	District	School	Ethnicity	Gender	Grade	IDEA	Section	ELL	Undup	Class
3	8001	1234	4	2	6	1	0	0	1	
4	8001	1234	4	2	10	1	0	0	1	
8	8001	1234	5	2	40	1	0	0	1	
9	8001	1234	5	2	50	1	0	0	1	
14										
15										
16										



Z	AA	AB	AC	AD	
Report	Disc_fc	Disc_fc	Disc_fc	LASID	
0	0	0	0	8001217199	
0	0	0	0	8001419093	
0	0	0	0	8001558471	
0	0	0	0	8001338307	



Timelines and Deadlines



School Timeline

05/07/2021: Initial Submission Deadline

Submit your file no later than two business days after your last day of school or no later than **June 9th** (whichever comes first)

If your file contains errors, you will have **2 business days after receiving your error report** to resubmit the corrected information

Will provide a summary report to each school to certify upon error clearance

June 17th: Certification agreements are due (signed by head of school)

SPED Discipline Timelines and Deadlines



Deadline	Task
05/10/2021	Initial File Submittal
06/02/2021	Schools must have all Level 1 errors <u>cleared</u>
07/16/2021	Schools must have all Level 2 errors <u>cleared</u>
Last Day of School	Review last file submitted and resubmit files if changes***
Mid-July*	CSI will provide Data Summary Reports to schools
08/13/2021**	Submit Signed Certification Agreements to CSI

*Dependent upon all schools clearing errors by specified deadlines

Any requests for changes must be received by CSI on or before **08/10/2021

Be sure to review the [20-21 Data Submissions Calendar](#) for all collection deadlines and the Weekly Update email to keep up to date on the school status of collections.

SPED Discipline Timeline Reminder



- Date of Error Clearance \neq Last Day of School
- Schools who clear errors prior to the last day should review all disciplines at that point to ensure all are included. Differences in error clearance deadlines can result in discrepancies.

SPED Discipline Steps to Complete on Last Day:

1. Review the last submitted file and count number of students disciplined, number of In/Out of School Suspensions, and Expulsions.
2. Extract a new Discipline Action file from your SIS and compare the numbers with your last submitted file.
3. Submit a new file on the last day of school if changes have occurred since the previous submittal. Email CSI to confirm data has been reviewed and no changes have occurred.

***CSI has a cross collection validation process with the School Discipline intended to catch discrepancies, but schools should also be completing internally.



No Reportable Incidents



courtesy of kindpng.com

If you have no reportable discipline information for one or both collections, send an email to submissions_CSI@csi.state.co.us



Thank you for Reviewing this Training

Contact the Submissions Inbox with Questions:
Submissions_CSI@csi.state.co.us

