

2021-2022 Special Education Discipline Interchange – Discipline Action File

Purpose:

The purpose of the Discipline Action file is to obtain discipline information on students with disabilities that resulted in suspension, expulsion, or unilateral removal by school personnel or hearing officer.

Dependencies:

Student has been assigned a SASID and updated in the RITS system.

Record Expectation:


Each record represents a single suspension, expulsion, or unilateral removal of a student with an active IEP at the time of the discipline start date. The discipline action must have taken place within the current reporting period. Students with multiple actions throughout the school year should have multiple records on the file. The current reporting period is July 1, 2021 through June 30, 2022

Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):

[Special Education Discipline](#)


 - Indicates Primary Key

CSI clarifications and additions are in green font in this document

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
DISCIPLINE INTERCHANGE							
* Indicates required (ZERO-FILL ALL NON-APPLICABLE FIELDS) Accepted formats are CSV, Excel, or Text and a header row is required in CSV and Excel No spaces permitted in file name							
Admin Unit/BOCES Code 80010 for CSI	5	1	5	1	A2	30011	Valid AU Code. If zero-filled, will automatically populate in the snapshot based on district code
School District/BOCES Code*  8001 for CSI	4	6	9	2	B2	1420	Must be a valid district code within the



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							reporting Administrative Unit
School Code	4	10	13	3	C2	0187	Report school code attended within the district at time of the incident
Special Education Program Code	4	14	17	4	D2	0004	Report if student attends a valid AU run Special Education Program. Zero-fill if not applicable Typically 0000
Incident Identifier* Leave blank for CSI schools	10	18	27	5	E2	1345768923	10 digit number assigned by LEA
Date of Incident *	8	28	35	6	F2	12052016	Format is MMDDYYYY. Field may not be zero-filled
Student's State ID (SASID)*	10	36	45	7	G2	1234567891	Validated against RITS at time of submission using four locator fields: last name, first name, date of birth, and gender
Student's First Name*	30	46	75	8	H2	valid name	Validated against RITS
Student's Last Name*	30	76	105	9	I2	valid name	Validated against RITS
Student's Gender *	2	106	107	10	J2	01	Validated against RITS
Student's Date of Birth *	8	108	115	11	K2	06152005	Calculated age must be <22 as of December Annual Count Date.
Discipline Action Identifier*  Leave blank	10	116	125	12	L2	3579847612	<u>MUST be unique and unduplicated.</u>
Discipline	2	126	127	13	M2	01	Populate if student was suspended or expelled. Must be zero-filled if student was unilaterally removed
Discipline Start Date*	8	128	135	14	N2	01082017	Start date of the discipline or removal
Discipline Action Length*	4	136	139	15	O2	0100	Report the number of school days missed. Must be between a half day and 260 days (0005 and 2600). Half days included in 4 th position. 4 th position must either be a 0 or a 5



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Special Education Removal Type	2	140	141	16	P2	01	Populate if student was unilaterally removed by school personnel or hearing officer. Must be zero-filled if Discipline field is populated (i.e. student was suspended or expelled)
Special Education Removal Reason Usually zero-filled. Very uncommon for CSI	2	142	143	17	Q2	01	ONLY required if student was unilaterally removed by school personnel
Received Education Services During Expulsion Zero-fill when Discipline is not an expulsion	1	144	144	18	R2	0	Only required on expulsion records. Zero-fill if no services were received during an expulsion
Special Education Action Flag*	1	145	145	19	S2	1	Must be 1. Indicates Special Education student

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. May be zero-filled and field will automatically populate in the snapshot based on district code.

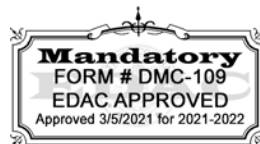
School District/BOCES Code – Enter a valid four-digit district code for each student’s District of Attendance.

School Code – A unique code assigned to a school by CDE. Refer to School Building Codes list under Frequently Requested Codes http://www.cde.state.co.us/datapipeline/org_orgcodes. Report the School Code student was attending at the time of the discipline incident.

Special Education Program Code - A unique code assigned to an AU run Special Education Program by CDE. List found under Frequently Requested Codes http://www.cde.state.co.us/datapipeline/org_orgcodes.

CSI schools must zero fill this data field for all student records. Example: 0000

Incident Identifier – A locally assigned ten digit number for each incident. An Incident Identifier may be duplicated in cases where a student
Leave blank



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incurs more than one discipline 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.

Incidents must have taken place during the current reporting period with one exception. If incident occurred in prior year, but resulting discipline spanned multiple years, an exception is needed to resolve the DA043 error.

Student's State ID (SASID) – A unique ten digit number assigned to each student by CDE.
Must match what is in RITS and other collections

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 born in common by members of a family.

Student's Gender – An individual's sex.

01	Female
02	Male

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.
Blank for CSI schools

Discipline – Indicates student had 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”.

Each record represents a single discipline action (suspension, expulsion, or unilateral removal) resulting from an incident incurred by a student with an active IEP



Last updated: February 24, 2022

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Last CSI Update: 03/15/2022

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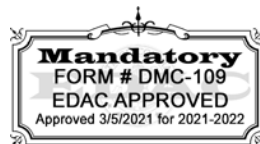
00	Used when reporting Unilateral Removals only
01	In-School Suspension - Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically 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.

00 – Unilateral Removals are uncommon. Ensure this has occurred and that you are completing this in conjunction with a non-zero filled removal type if this situation occurs.

Discipline Start Date – The start date of the discipline action. The Date of Entry to Special Education reported in the Participation File must 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 number of school days missed as a result of the discipline. Must be 4 characters and 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 collection years and reflect the number of school days missed within each year. If length spans multiple years, an exception is needed (see page 8)

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”.



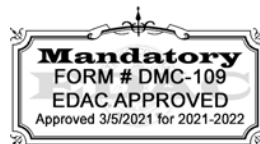
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Only unilateral removal requires a value to be added in the next field "Special Education Removal Reason" (next data field in file), except in cases where the removal was based on a Hearing Officer.

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.
* 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.	

00 – Unilateral Removals are uncommon. Ensure this has occurred and that you are completing this in conjunction with a non-zero filled removal type if this situation occurs.

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).



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Zero fill this field if the Special Education Removal Type is 00. If not, include most applicable option.

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.

Children with disabilities must receive educational services during an expulsion of more than 10 school days. The only children with disabilities who should be reported as not receiving services are those who were removed for less than 10 school days after an expulsion.

0	No
1	Yes

Zero-fill this field if they did not receive services or if N/A - Not Applicable

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.

Ensure SIS fields are flagging all Special Education students as such. Compare the list of SPED Discipline students to those flagged as SPED in the School Discipline Collection.

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.

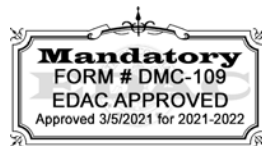
Students who were removed by school personnel for drugs, weapons, or serious bodily injury for 10 days or less and were not sent to an interim alternative educational setting should be reported as having been suspended.

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

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



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environment for that child, and therefore makes a ***permanent change** in the child’s IEP placement , DO NOT report that specific action 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

