

## Guidance for the Discipline Action File

### Introduction

The purpose of the Discipline Action file is to capture and verify the attributes of a student with disabilities who were reported with a disciplinary action resulting from a disciplinary incident in the currently selected school year.

### Selection Criteria

One exception to this rule is that if a student had a Disciplinary Action last year that spanned into this year. For those cases, an exception must be submitted by CSI.

Selection criteria determine which database records are used in the report. Refer to selection criteria for analysis when the report does not return the correct records.

### Student Selection

The report selects records from the Students and Incident Management tables based on the following criteria:

- The student is not flagged as Exclude from State Reporting.
- The school is not flagged as Exclude from State Reporting.
- The student is identified as an Offender.
- The student has a Primary Disability other than 00 (None).
- The student was a Special Education participant on the Incident Date (as compared to the dates in the student's Special Education Entry and Exit Date fields).

To ensure a student is being reported as SPED in PowerSchool, navigate to the State/Province - CO section and click on Special ED. The Disability, SPED Entry Date, and Special Education IEP fields must all be completed.

Student must have an active IEP and receiving SPED services with a valid disability to include in this collection

### Incident Selection

- The Incident Action Date falls between 6/30 and 7/1 of the selected school year.

- The duration of the Incident Action must be for a half day or more. Incidents with a Incident Action duration of less than a half day are excluded from the report.
  - If the Duration Code is Hours, the Duration must be greater than 4.
- The Incident Type is State Reportable^ and results in a Suspension or Expulsion.
- The Behavior is assigned to the Offender(s).
- The Action is associated with the Behavior.
- Additional details related to incident selection based on the student's Special Education status
  - If the student's Special Education Entry and Exit Date fields are blank, the incident is excluded from the report.
  - If the Incident Date is prior to the Special Education Entry Date, the incident is excluded from the report.
  - If the Incident Date is after the Special Education Exit Date, the incident is excluded from the report.
  - If the Incident Date is equal to or after the Special Education Entry Date, and is prior to or equal to the Special Education Exit Date, the incident is included in the report.
  - If the Incident Date is equal to or after the Special Education Entry Date, and the Special Education Exit Date field is blank, the incident is included in the report.

Ensure you are selecting both an incident and resulting action that are State Reportable for them to be extracted in the files. For PowerSchool, any incident or action that contains a carat (^) is State Reportable.

Verify that the Incident Date is within the current year and is after the SPED Entry Date on the Special Ed tab.

**Note:** Incidents with an action code of "Student Incidents - Other^" are not reported.

## Report Input

For help with navigation and running the report, see [How to Find and Generate a Report.](#)

Field	Description
Schools to Include*	Select Multiple Schools using Ctrl+Click to select multiple schools or Shift+Click to select a range of schools or All Schools. When not at District Office only the current school will be available and must be selected.
Current Selection Students*	Indicate which students to include in the report by selecting one of the following options: <ul style="list-style-type: none"> <li>• The selected [number] students only – Run the report for students in the current selection.</li> <li>• All students – Run the report for all students in the current school or district that meet the selection criteria.</li> </ul>

Field	Description
	<b>Note:</b> If running the report for a single student, or group of students, select the students prior to running report.
Select Start Date*	Enter the starting date of the date range of incidents for the report. The value defaults to the first day of the selected term. Typically, 07/01 of current School year (or first day of school)
Select End Date*	Enter the end date of the date range of incidents for the report. The value defaults to the first day of the selected term. Typically, 06/30 of current School year (or last day of school)

## Report Output

Each of the fields displayed in the output of the report are described below. See [Understanding the Report Output Table](#) for a definition of each column in the table.

Item #	Data Element	Description	[Table]FieldName	Field Length
1	Admin Unit/SOP Code 80010 for CSI	The unique code assigned to the Administrative Unit/State Operated Program by CDE. <b>Note:</b> This field will be zero-filled at the request of the CDE.		5
2	District Code 8001	The district number.	[Prefs]value [Prefs]name=districtnumber	4
3	School Code	The reporting school number. <b>Note:</b> When a Program Code exists, the School Code is 0.	[Incident]School_Number [Schools]Alternate_School_Number [Schools]School_Number	4

Item #	Data Element	Description	[Table]FieldName	Field Length
4	Program Code	A unique number assigned to a Program by CDE. Refer to <a href="http://www.cde.state.co.us/DataPipeline/">http://www.cde.state.co.us/DataPipeline/</a> for code tables.	[S_CO_STU_X]SPED_ProgramCode [S_CO_REN_X]SPED_ProgramCode	4
5	Incident Identifier	A unique ten-digit number assigned to each incident by each reporting entity (Admin Unit/School District).	[Incident_Detail]Incident_Detail_ID  Zero-fill if possible. CSI will assign a district-wide unique code	10
6	Date of Incident	The month, day, year (mmddyyyy) the discipline incident occurred.	[Incident]Incident_TS  Date must fall within start and end date of IEP	8
7	Student's State ID (SASID)	A unique ten-digit number must be assigned to each student by CDE.	[Students]State_StudentNumber	10
8	Student's First Name	A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.  <b>Note:</b> This is the student's legal name. If the legal name field is not populated, the student's preferred name is reported.	[StudentCoreFields]PSCore_Legal_First_Name  [Students]First_Name	30
9	Student's Last Name	The name borne in common by members of a family.  <b>Note:</b> This is the student's legal name. If the legal name field is not populated, the student's preferred name is reported.	[StudentCoreFields]PSCore_Legal_Last_Name  [Students]Last_Name	30
10	Student's Gender	An individual's sex.  <b>Note:</b> This is the student's legal gender. If the legal gender field is not populated, student's preferred gender is reported.	[StudentCoreFields]PSCore_Legal_Gender  [Students]Gender	2

Item #	Data Element	Description	[Table]FieldName	Field Length
11	Student's Date of Birth	The month, day, and year on which an individual was born (i.e. 09151989).	[Students]DOB	8
12	Discipline Action Identifier	A unique ten-digit number assigned to each discipline action by each reporting entity (Admin Unit/School District).  <b>Note:</b> The Discipline Action Identifier is composed of the Incident ID and Action ID. If this exceeds 10 digits, only the last 10 digits of the Discipline Action Identifier will be reported.	[Incident_Detail]Incident_Detail_ID [Incident_Action]Incident_Action_ID  Zero-fill if possible. CSI will assign a district-wide unique code	10
13	Disciplines	The discipline type associated with the discipline action.  <b>Valid values:</b> <ul style="list-style-type: none"> <li>• 00 – Used when reporting Unilateral Removals only (new for 2015-16)</li> <li>• 01 – In-School Suspension</li> <li>• 02 – In-School Suspension</li> <li>• 03 – Expulsion</li> </ul>	A custom State Reporting SQL View obtains data from Students and Incident Management tables.  [Incident_CO_BehaviorAction]Action_Category is obtained from this SQL Table: [Incident_Lu_Sub_Code]Sub_Category  01 and 02 most common. Unilateral removals and expulsions much less common	2
14	Discipline Start Date	The start date of the discipline action. (The month, day, year (mmdyyyy)).	[Incident_Action]Action_Plan_Begin_Dt  Date must fall within start and end date of IEP	8
15	Discipline Action Length	The length, in days, of the discipline action; must be between a half day and 365 days (0005 and 3650).	[Incident_Action]Duration_Assigned  [Incident_Action]Duration_Actual Anything over 10 days (0100) requires a manifestation meeting	4
16	Special Education	For each incident in which the student was unilaterally removed (either by school	Derived from:	2

Ensure that you complete the Duration Code, Assigned Duration, and Actual Duration - otherwise will not show up for SPED Discipline

Item #	Data Element	Description	[Table]FieldName	Field Length
	n Removal Type	<p>personnel or as determined by a hearing officer), indicate the type of removal.</p> <p><b>Valid values:</b></p> <ul style="list-style-type: none"> <li>• 00 – Used only when discipline = 01, 02, 03 (new for 2015-16)</li> <li>• 01 – Unilateral Removal by School Personnel</li> <li>• 02 – Removal Based on a Hearing Officer’s Determination</li> </ul>	<p>[Incident_LU_Sub_Code]Sub_Category</p> <p>Should be zero-filled unless unilateral removal occurred.</p>	
17	Special Education Removal Reason	<p>Provide a removal reason code for instances in which the student was Unilaterally Removed by School Personnel.</p> <p><b>Valid values:</b></p> <ul style="list-style-type: none"> <li>• 00 – N/A</li> <li>• 01 – Unilateral Removal by School Personnel-Drugs</li> <li>• 02 – Unilateral Removal by School Personnel-Serious Bodily Injury</li> <li>• 03 – Unilateral Removal by School Personnel-Weapons</li> </ul>	<p>Derived from:</p> <p>[Incident_LU_Sub_Code]Sub_Category</p> <p>Unilateral removals are very uncommon for CSI schools - typically zero-filled.</p>	2
18	Received Education Services During Expulsion	<p>Indicator if the student received education services during their expulsion.</p>	<p>Derived from:</p> <p>[Incident_LU_Sub_Code]Sub_Category</p>	1

Item #	Data Element	Description	[Table]FieldName	Field Length
19	Special Education Flag	<p>Indicates whether the discipline action record should be included in the Special Education Discipline snapshot.</p> <p><b>Note:</b> To determine the student's Special Education Status on the date the incident occurred, the student's SPED date fields (Special Education Entry Date and Special Education Exit Date) are compared to the Incident Date.</p>	<p>Aggregate function derived from the custom view:</p> <p>[Incident_CO_BehaviorAction]</p>	1