Colorado Department of Education
Data Services Unit
Telephone: 303-866-4620

REPORT OF CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL USER MANUAL INSTRUCTIONS SCHOOL YEAR 2008-2009

Due Date: August 31st, 2009

Report Must Contain:

- Discipline Report (14 pages)

- Signed Certification

- CD with Access Database and Extracted Excel Files

To be completed by: Administrative Units and State Operated Programs

2008-2009 DISCIPLINE COLLECTION USER MANUAL INSTRUCTIONS

The following instructions will guide you through the Discipline Excel template and Access database. These instructions do not include reporting criteria and should not be used in place of the federal instruction document. Please be sure to read the federal instructions thoroughly.

Overview:

There are several steps to complete this data collection:

- Enter your data into the Excel template or import from your student system into the template
- Import your data from the Excel template into the corresponding table in the Access database
    a. ByStudent_DEMOGRAPHICS
    b. ByStudent_Sec_1_2
    c. ByStudent_Sec_3_4
- Print your reports from the Access database
- Mail the completed report with signature and exported files with some form of special handling
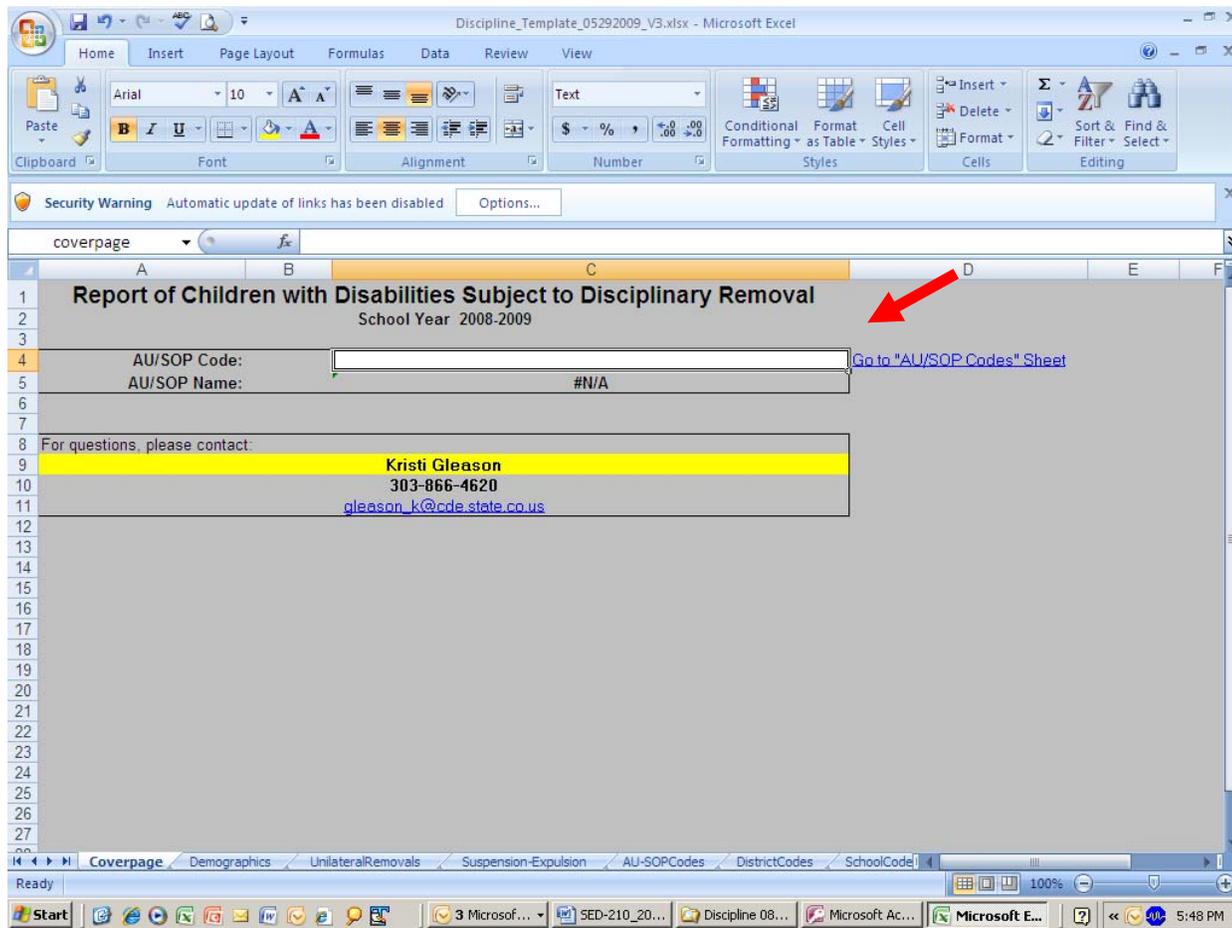
Excel Template:

Open the Excel template file that you saved to your computer.

If you are using Excel 2007 and upon opening the database you see a message indicating: "Security Warning: Certain content in the database has been disabled". You do **NOT** need to enable contents for the Excel template.

On the cover page worksheet, enter your distinct 5 digit admin unit/SOP number.

You will be entering data into 3 worksheets within the Excel template file: Demographics, UnilateralRemovals and Suspension-Expulsion.

*Please refer to the end of this document for detailed data element definitions, including allowable codes and data formats.

Demographics

In the Demographics worksheet you will be entering the following data for each student you are reporting:

- **Admin Unit/SOP Number** This number will populate from the cover page where you entered your Admin Unit/SOP number
- **District** Choose from drop down menu – must be a valid four digit code
- **Local ID (LASID)** Unique ten digit code
- **Student ID** Unique ten digit code
- **Racial Category** Choose from drop down menu – must be a valid two digit code
- **Gender** Choose from drop down menu – must be a valid two digit code
- **Birth Date** MM/DD/YYYY format between the ages of 3-21
- **Grade Level** Choose from drop down menu – must be a valid three digit code
- **School Code** Choose from drop down menu – must be a valid four digit code
- **Last Name** Student's Last Name
- **First Name** Student's First Name
- **Primary Disability** Choose from drop down menu – must be a valid two digit code
- **LEP Status** Choose from drop down menu – must be a valid two digit code

**Please note that there is only one record per student in the Demographics worksheet.

UnilateralRemovals

In the UnilateralRemovals worksheet you will be entering the following data for each Removal incident:

- **SASID** Choose SASID from ByStudent_DEMOGRAPHICS record only
- **Type of Removal** Choose from drop down menu – must be a valid two digit code
- **Removal Reason** Choose from drop down menu – must be a valid two digit code

  You cannot choose removal reason with a Type of Removal Code 02
- **Number of Days Removed** Choose from drop down menu – cannot be more than 45 days

** Please note that there may be more than one record per student in the UnilateralRemovals worksheet. For instance, if a student's incident involves both a weapon and drugs, you would have one record for the weapon incident and one record for the drugs.

Suspension-Expulsion

In the Suspension-Expulsion worksheet you will be entering the following data for each *Suspension and Expulsion* incident:

- **SASID**   Choose SASID from ByStudent_DEMOGRAPHICS record only

- **Type of Suspension**
  /Expulsion   Choose from drop down menu – must be a valid two digit code

- **Number of Days**
  Suspended   Report number of days child was suspended or expelled

Please note that there may be more than one record per student in the Suspension-Expulsion worksheet. For example, a student suspended multiple times would have a record for each suspension.

Save and close the template – you will need this when you import your data from the Access database.

Open the Access Database:

Open the Access database file that you saved to your computer.

If you are using Access 2007 and upon opening the database you see a message indicating: "Security Warning: Certain content in the database has been disabled". Please click on the "Options" button, then on the radial button to "Enable this content" then click OK.
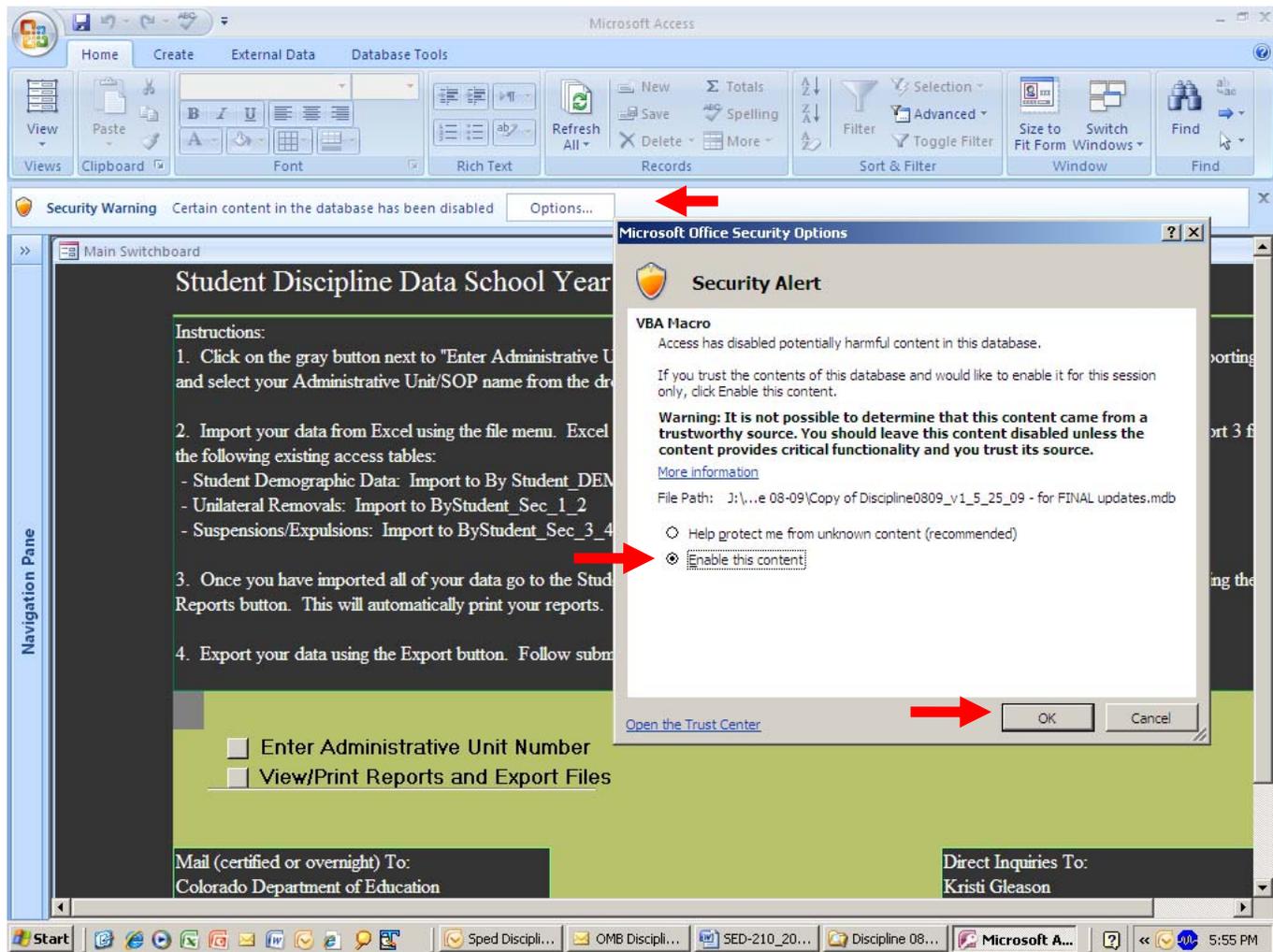
You should see the "Main Switchboard" that looks like this:
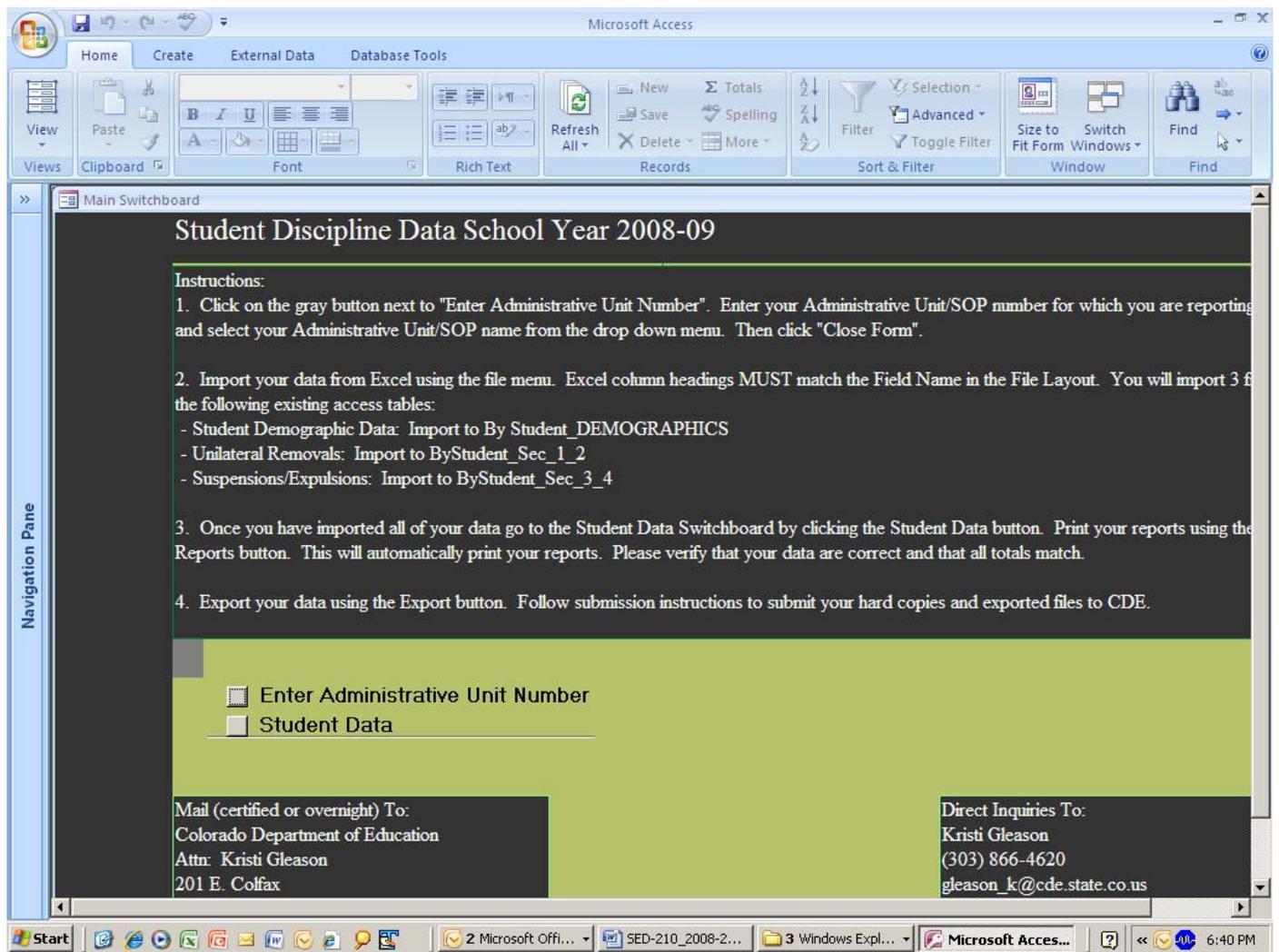
Enter Administrative Unit/SOP Number in Access:

Click on the gray button to the left of "Enter Administrative Unit Number". A form will automatically open. Enter your Administrative Unit/SOP number for which you are reporting data and select your Administrative Unit/SOP name from the drop down menu. Then click "Close Form".
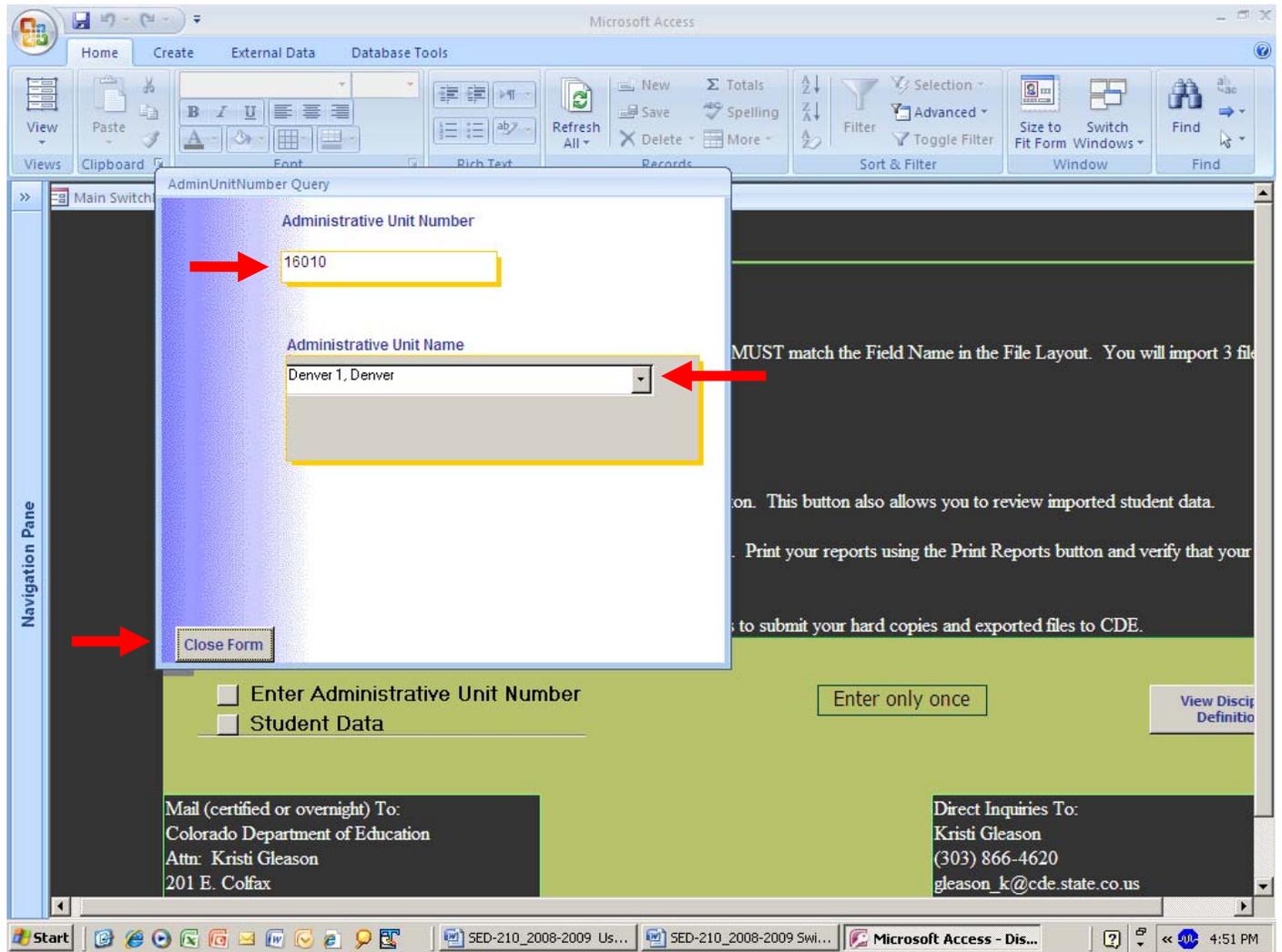
Import Excel Data into Access:

Import the data you have compiled in the Excel template using the "Get External Data" function in Access.

Access 2003:
- Click on the File menu, then click Get External Data, then Import. Find and select your saved Excel template. Be sure Microsoft Excel (.xls) is selected as the Files of Type. Be sure the radial button Show Worksheets is selected. The first worksheet you will import is the Demographics worksheet. From the list at the right select the worksheet you are importing: Demographics. Then click next. Check the First Row Contains Column Headings box. Then click next. You will be importing this data into an existing table so click the In an Existing Table radial button and select the table ByStudent_DEMOGRAPHICS. Then click next. Then click finish. Repeat the import steps for the Unilateral Removals and the Suspension/Expulsion worksheets.

Access 2007:
- Click on the External Data tab on the menu bar, then click on Excel in the Import group of buttons. In the Get External Data –First you will Specify the Source of the Data by utilizing the Browse button to find and select the Excel template file where you have entered your data. Next you will select the radial button to Append a Copy of the Records to the Table and select the ByStudent_DEMOGRAPHICS table in the dropdown list of tables. Then click OK. Make sure the Show Worksheets radial button is selected. From the list at the right select the worksheet you are importing: Demographics. Then click next. Check the First Row Contains Column Headings box. Then click next. Then click finish. A pop up window will appear that says Microsoft Office Access was unable to append all the data to the table, click yes. Then click the close button. Repeat the import steps for the UnilateralRemovals and the Suspension/Expulsion worksheets.

Verify Data:

1. Verify your data

    ▪ To review the data you have imported, click on the View Data under Preview Reports on the Switchboard_ByStudent switchboard.
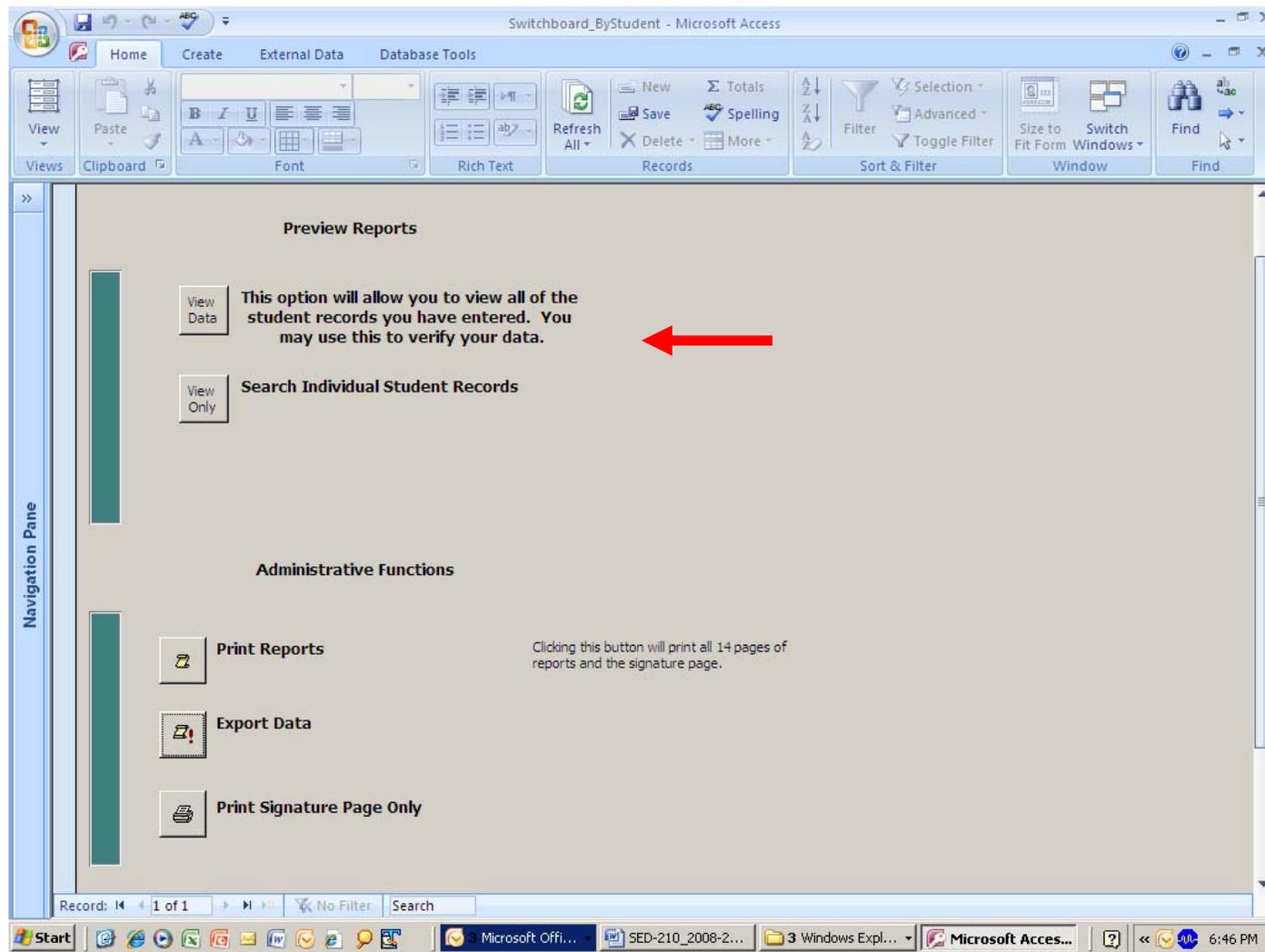
Below are some key issues to check for when verifying your data.

▪ Totals in EACH column of Section A (by disability) should equal the number reported in the corresponding total for Section B (race/ethnicity), Section C (gender), and Section D (LEP status).

▪ For each row in Sections A through D, the sum of columns 5B, 5C, and 5D should be less than or equal to the sum of columns 1A, 2, 3A, 3B, 4A, and 4B.

Print Reports in Access:
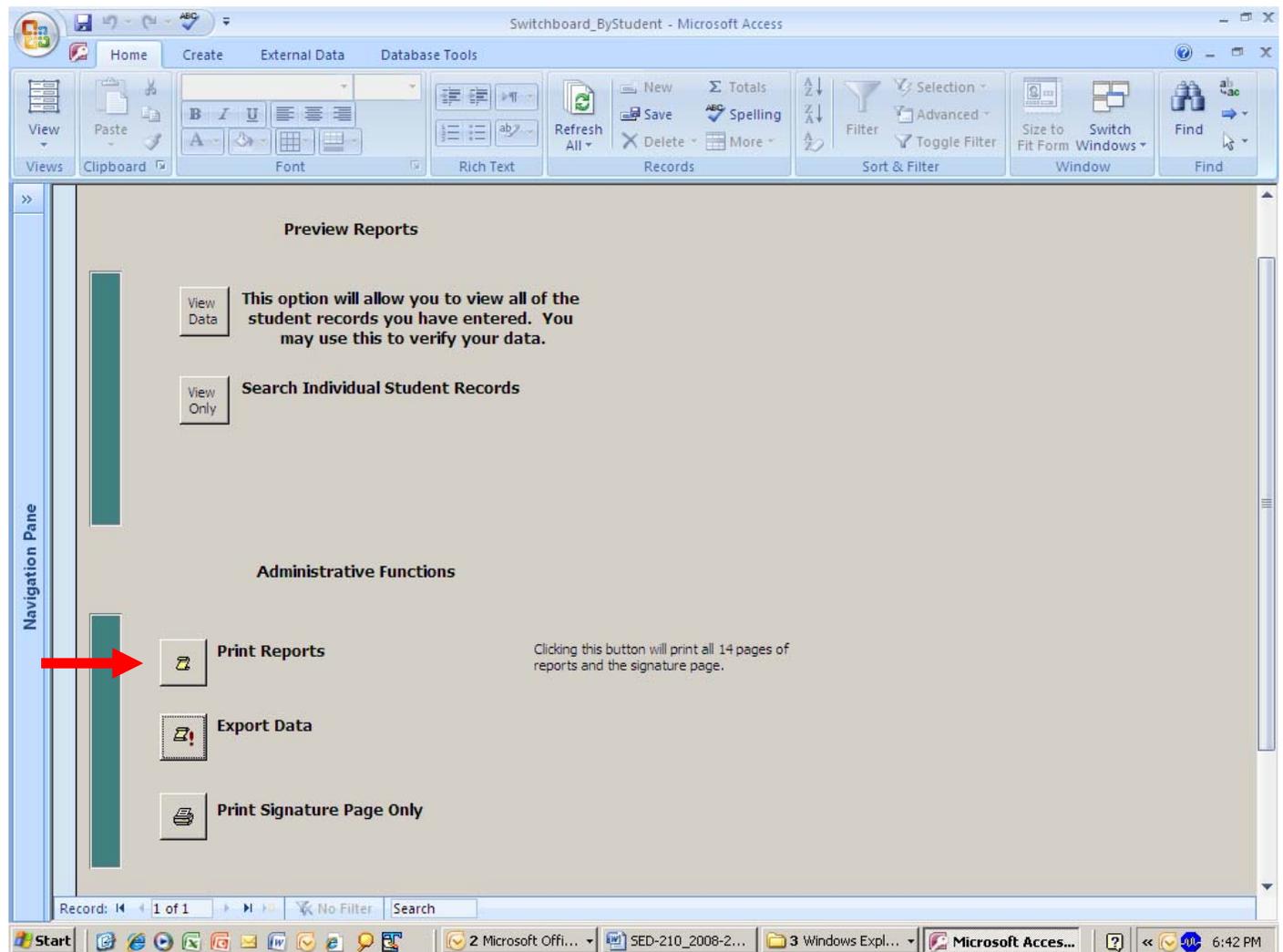
After reviewing your data, click the button next to Print Reports.

Clicking this button will print all 14 pages of reports and the signature page.

**Have the Special Education Director sign the last page of the report (Page 14)

Export Data:

1. Export your data by clicking the "Export Data" button on the Switchboard_ByStudent switchboard.

2. A notification box will pop up asking you to save each of the files that follow to either a 3½ floppy or CD. Click "ok". Please save your files to a CD.

3. An "Output To" box will appear. Select Microsoft Excel (.xls) and click ok. You will need to do this several times.

4. Select where you want to save your files (CD).

5. Leave the file name as is and click ok.

6. Repeat steps 3, 4 and 5 for each Dialogue box that appears.

- There should be 9 total exports for data provided at the individual student level.
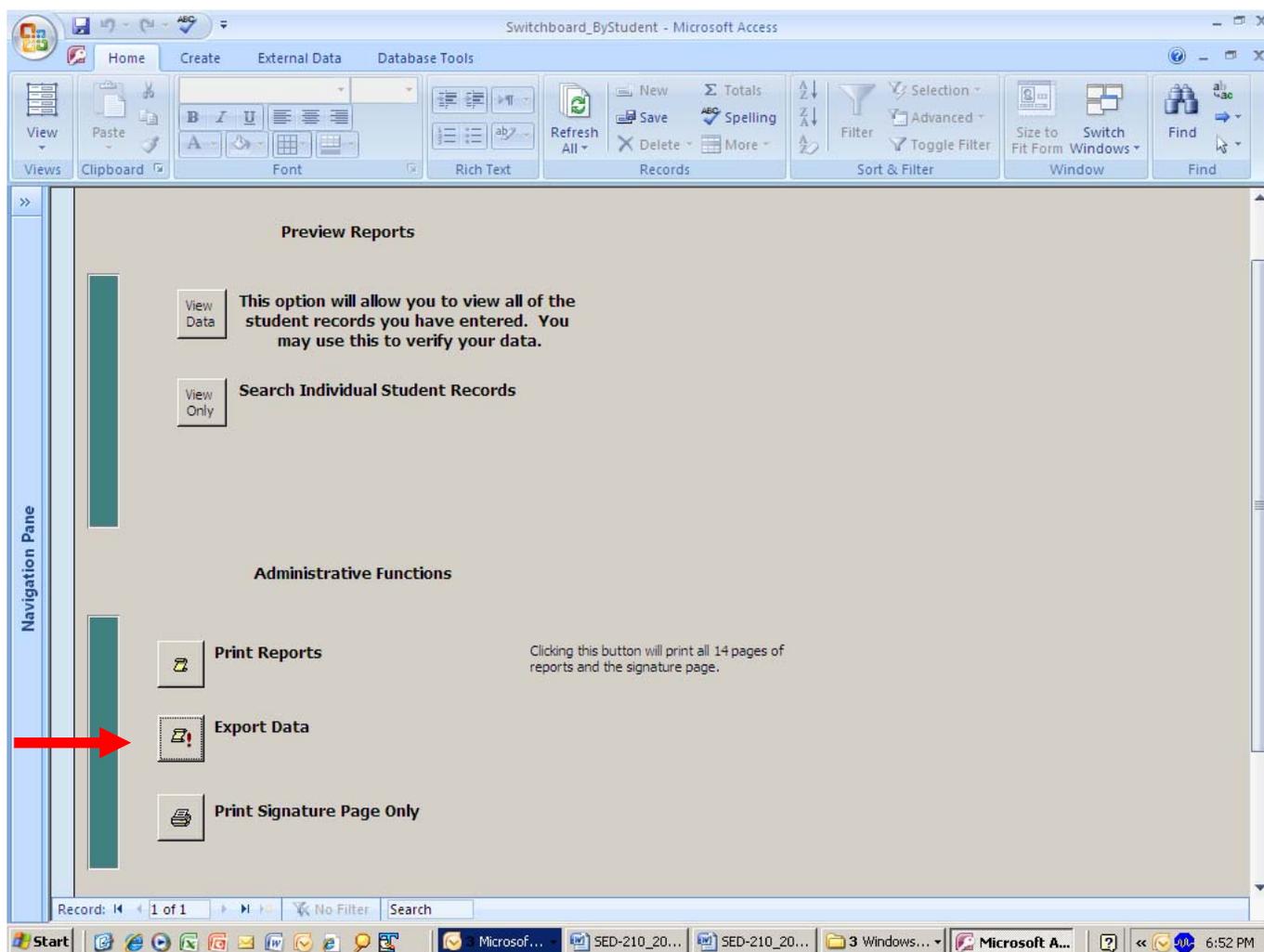
Submit Data:

DUE TO THE SENSITIVITY OF THIS DATA, THE RESULTS OF THIS COLLECTION CANNOT BE MAILED ELECTRONICALLY

You must mail the files on a CD and the signed reports with some form of special handling (certified or overnight). The due date for this collection is August 31, 2009. Please be aware that only postmarks on or before the due date will be accepted as on time.

1. Please note, incorrect data will need to be resubmitted. Please verify that your data is correct according to the federal requirements and definitions.

2. The following files should be included on your CD submission:
    *   Access database with your data
    *   Excel file of extracted files

3. Mail the completed report with signature and all files with some form of special handling (certified or overnight) to:

Colorado Department of Education
ATTN: Kristi Gleason Data Services Unit
201 E. Colfax, Room 507
Denver, CO 80203

NOTE: Please find below the Student Data Element Definitions

Student Data Element Definitions

Student Demographics

Admin Unit/SOP Number — A unique code assigned to an Administrative Unit/State Operated Program by CDE. Refer to Administrative Unit/State Operated Program Code table posted on the Special Education Finance and Data website.
http://www.cde.state.co.us/cdespedfin/EOYStudent.htm

District — A four-digit school district code.

Local ID (LASID) - If your Administrative Unit/State Operated Program uses a Locally Assigned Student ID (LASID) for your students, use the LASID. This will help your Administrative Unit/State Operated Program tie the LASID to the State Assigned Student ID (SASID). It will also help to identify records in error that must be corrected.

Student ID - A unique ten digit number assigned to each student by CDE (SASID). Student SASID's counted on the Discipline Report must be unduplicated. SASIDs can be obtained from the Record Integration Tracking System (RITS).

Racial Category - The general racial/ethnic heritage category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.

01	American Indian or Alaskan Native – A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
02	Asian or Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.
03	Black (not Hispanic) – A person having origins in any of the black racial. groups of Africa.
04	Hispanic –A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin; regardless of race.
05	White (not Hispanic) – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Gender

01	Female
02	Male

Birth Date - The month, day, and year on which an individual was born (i.e. 09151989 MMDDYYYY format). Students must be 3-21 as of December 1 of the current reporting period.

Grade Level – The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given school year. Please refer to the Special Education End-of-Year Student Grade Code Min/Max table for valid grade/age ranges posted on the Special Education Finance and Data website.
http://www.cde.state.co.us/cdespedfin/EOYStudent.htm

002	Infant
004	Pre-kindergarten (Preschool)
006	Half Day Kindergarten (450+ hours)
007	Full Day Kindergarten (900+ hours)
010	Grade 1
020	Grade 2
030	Grade 3
040	Grade 4
050	Grade 5
060	Grade 6
070	Grade 7
080	Grade 8
090	Grade 9
100	Grade 10
110	Grade 11
120	Grade 12

School Code – A unique number assigned to a school by CDE. Refer to the Special Education Finance and Data website for code tables.
http://www.cde.state.co.us/cdespedfin/EOYStudent.htm

- Public School Code
- Non-Public School Code
- Head Start Code

Last Name - The name borne in common by members of a family.

First Name - The name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Primary Disability – A 2-digit code representing the student's Primary Disability. If the student has more than one disability, the code number reported must be that of his or her <u>major</u> disability, as reflected on the student's Individualized Education Program (IEP).

01	Significant Limited Intellectual Capacity
03	Emotional Disability
04	Specific Learning Disability
05	Hearing Disability
06	Visual Disability
07	Physical Disability
08	Speech or Language Impairment
09	Deaf-Blind
10	Multiple Disabilities
11	Preschooler with a Disability
12	Infant/Toddler with a Disability
13	Autism
14	Traumatic Brain Injury

LEP Status--The 2 digit code indicates whether the student is an English Language Learner. This information should be indicated on the student's IEP.

01	Yes
02	No

Removals

SASID - A unique ten digit number assigned to each student by CDE referred to as a SASID. For the purposes of the Discipline collection, the SASID's reported in the UnilateralRemovals worksheet must have been reported in the DEMOGRAPHICS worksheet. SASIDs can be obtained from the Record Integration Tracking System (RITS).

Type of Removal – Type of Removal to an Interim Alternative Educational Setting - For each incident in which the student was unilaterally removed (either by school personnel or as determined by a hearing officer), indicate the type and reason for the removal. Leave this field blank if the student was not unilaterally removed during the reporting period.

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 education setting for not more than 45 school days. The IEP team is responsible for determining the interim alternative education setting. Unilateral removals do NOT include decisions by the IEP team to change a student's placement.
02	**Removal Based on a Hearing Officer** – Those instances in which an impartial hearing officer orders the removal of children with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 school days 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 other. The IEP team is responsible for determining the alternative educational setting.

Removal Reason - Unilateral Removal by School Personnel for:

01	**Drugs –** The use, possession, sale, or solicitation of drugs as identified in 21 U.S.C. § 812. These offenses do NOT include use, possession, sale, or solicitation or alcohol or tobacco.
02	**Serious Bodily Injury –** A bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. § 1365(3)(h)).
03	**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, that is used for, or is readily cable of causing death or bodily injury, except that such a term does not include a pocket knife with a blade of less than 11/2 inches in length (18 U.S.C. § 930).

Number of Days Removed – For each unilateral removal incident either by school personnel or as determined by a hearing officer, indicate the number of days of the removal. Leave this field blank if the student was not subject to a unilateral removal during the reporting period.

Report of Children with Disabilities Subject to Disciplinary Removal

May 2009

Suspension/Expulsion

SASID - A unique ten digit number assigned to each student by CDE referred to as a SASID. For the purposes of the Discipline collection, the SASID's reported in the Suspension/Expulsion worksheet must have been reported in the DEMOGRAPHICS worksheet. SASIDs can be obtained from the Record Integration Tracking System (RITS).

Type of Suspension/Expulsion – For each incident in which the student was suspended or expelled, indicate the type of suspension/expulsion. If the student was expelled, indicate whether or not the student received educational services during expulsion.

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** – **Received Educational Services During Expulsion**
04	**Expulsion - Did NOT Receive Educational Services During Expulsion**

Number of Days Suspended – For each suspension/expulsion incident, indicate the number of days of the suspension or expulsion.