2022-2023 ED166 PHASE II CHECKLIST
<mark>DUE AUGUST 25, 2023</mark>

☐ Review and respond to any Data Exceptions. To view them, log into the ED166 → Data Exceptions. See the **Data Exception Information** sheet for an explanation of each exception. <mark>**NOTE:** The data exceptions are not live. When you make a correction to the data, the exception will not automatically go away. **The information in the exceptions is based on your data as of 8/1/23.**</mark>

If your LEA makes changes to your data and a new exception is generated, I will contact you.

☐ Clear the Built-In Data Cleaning Reports. **All are "live" so records will automatically be removed when the data is updated. Your LEA cannot certify until these are cleared. Instructions for each report are linked below.**

    ☐ Suspended Pending Expulsion Report: Lists records where "Suspended Pending an Expulsion Hearing" was indicated as the Sanction. Update the record with the outcome of the hearing prior to Certification.
    ☐ Potential Duplicates and Multi-Part Records: Lists records identified as potential duplicates or records that should be combined into one record.
    ☐ Removed From Class Over 90 Minutes: Lists records reported with Sanction Type 1065 - Removed from Class and the length of the sanction was over 90 minutes.
    ☐ Arrest Reported - Not School Sponsored: These records have been reported as School-Based Arrests; however, the Location and/or School Sponsored status are not consistent.

☐ **Review** ALL other ED166 Reports, to ensure data accuracy. The reports listed below are particularly useful:

    ☐ **Data Review Report** – This report is a **live** version of several of the Data Exceptions. It provides you with a one-page glance of variances from the prior year in several categories: 1) Total reportable incidents, 2) Bullying, 3) Weapons, and 4) Substances. This report also shows the total number of incidents reported for each month so you can easily see if a month was missed.
    ☐ **Incident Count Comparison by School Report** – This report shows you the difference in the number of records reported from last year by school. This is a quick way to spot errors.
    ☐ **PK-Grade 2 Exclusionary Discipline Compliance Report** - PA 15-96 limited OSS and Expulsions of students in grade two and below to offenses that are violent, sexual in nature, or those that endanger others. Records listed on this report are students who received an OSS or expulsion in PK-2 and whose incident type does not fall into one of the categories listed in PA 15-96. This report gives your LEA an opportunity to review the records reported and revise any inaccuracies. Your LEA can also use this report as a tool to ensure you are correctly following PA 15-96. The report is live so any changes to the data are reflected immediately. You should not change the records on the report if they are correct as is.

    A list of Incident Types that may be deemed violent, sexual in nature, or a danger to others is available here. Please note this list is not an endorsement by CSDE to impose a particular sanction.
    ☐ **Review any report that "should be" blank for your LEA.** For example, if your LEA did not have any Weapon Offenses open the report to ensure it is blank and no records were miscoded.

☐ **Complete Phase II Certification** – <mark>**DUE AUGUST 25**</mark> – A Certified Administrator (holding an 092 or 093) should input the Superintendent's Signoff Code indicating they have reviewed the data and it is correct as reported. You will receive an email confirmation of certification within 2-3 business days. If any issues persist your Certification will be removed, and you will be contacted. If you need to make a change after the Certification code has been input, please contact me to clear your code.

> **PLEASE NOTE THE FREEZE DATE – SEPTEMBER 1, 2023**
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> **NO CHANGES CAN BE MADE AFTER THE FREEZE**