ED166 Student Disciplinary Offense Collection Training

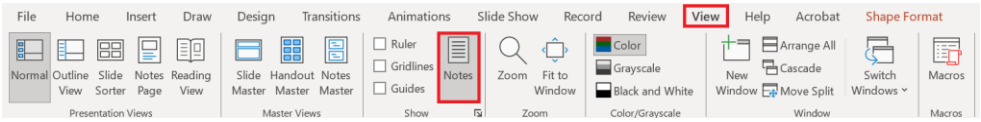
Part 1: General, Mid-Year and Phase 1 Information



Connecticut State Department of Education – updated November 2026

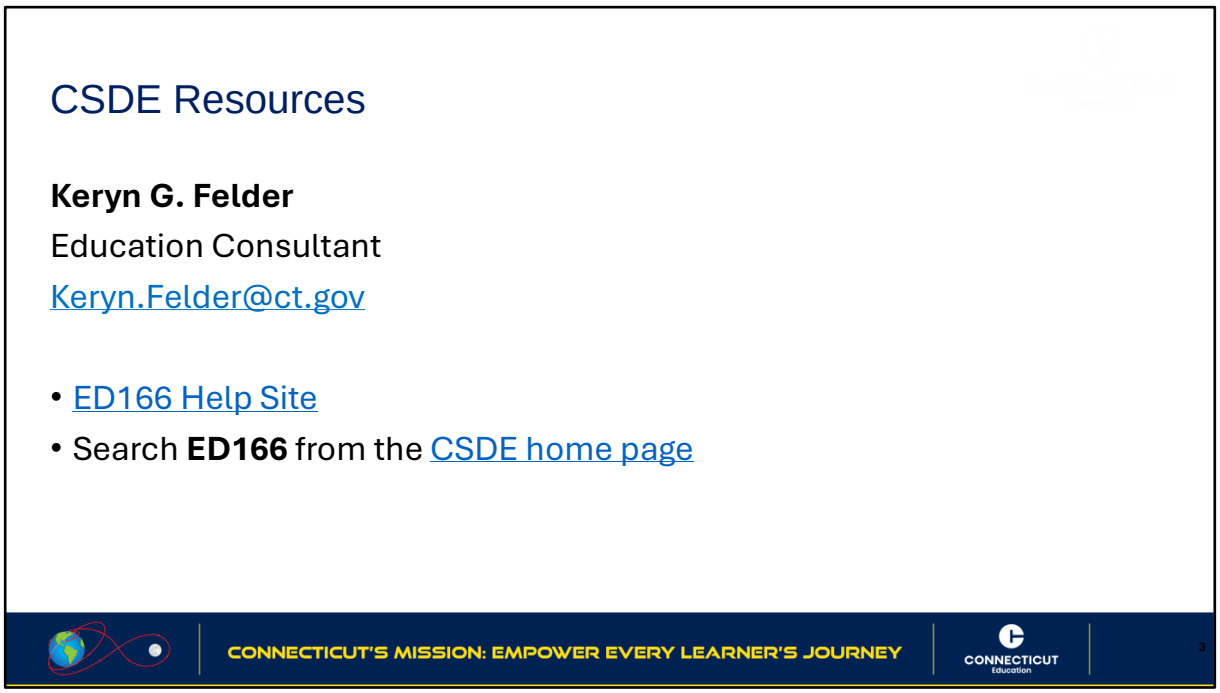
Slide Information

- If you are viewing this in PowerPoint, be sure the notes are visible beneath the slides. To enable notes, go to View and select Notes:



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Welcome Message:

Welcome to the ED166 Student Disciplinary Offense collection. This information includes the same content presented at both live and virtual training sessions but allows you to step through the information at your own pace. I encourage you to reference this document when you are completing your collection. Note that if I get questions during the school year or at training sessions the posted document may contain additional clarifying information in the accompanying text so be sure you have the latest edition.

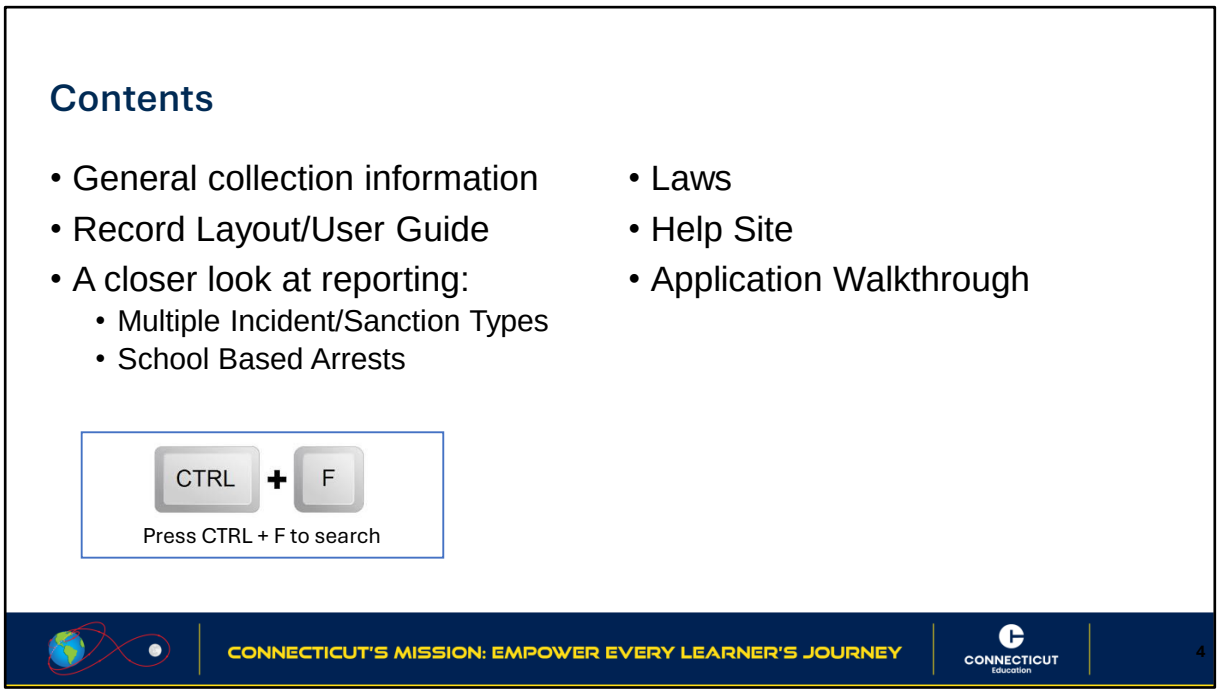
I encourage you to bookmark the ED166 Help Site as it's a great resource and many questions can be answered from information on the Documentation page. I recommend beginning your collection early, as it will allow ample time to work through any issues that may occur (missing data, records that require further research, etc.).

If you have any questions, I'm happy to help. The best way to reach me with questions is via email.

- *Keryn Felder*

Slide Links

- Email: Keryn.Felder@ct.gov
- ED166 Help Site: https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site
- CSDE Home Page: https://portal.ct.gov/sde



This topics covered include the basics of the collection including the Record Layout/User Guide document (these names are used interchangeably), applicable laws, exploring the Help Site and an application walkthrough.

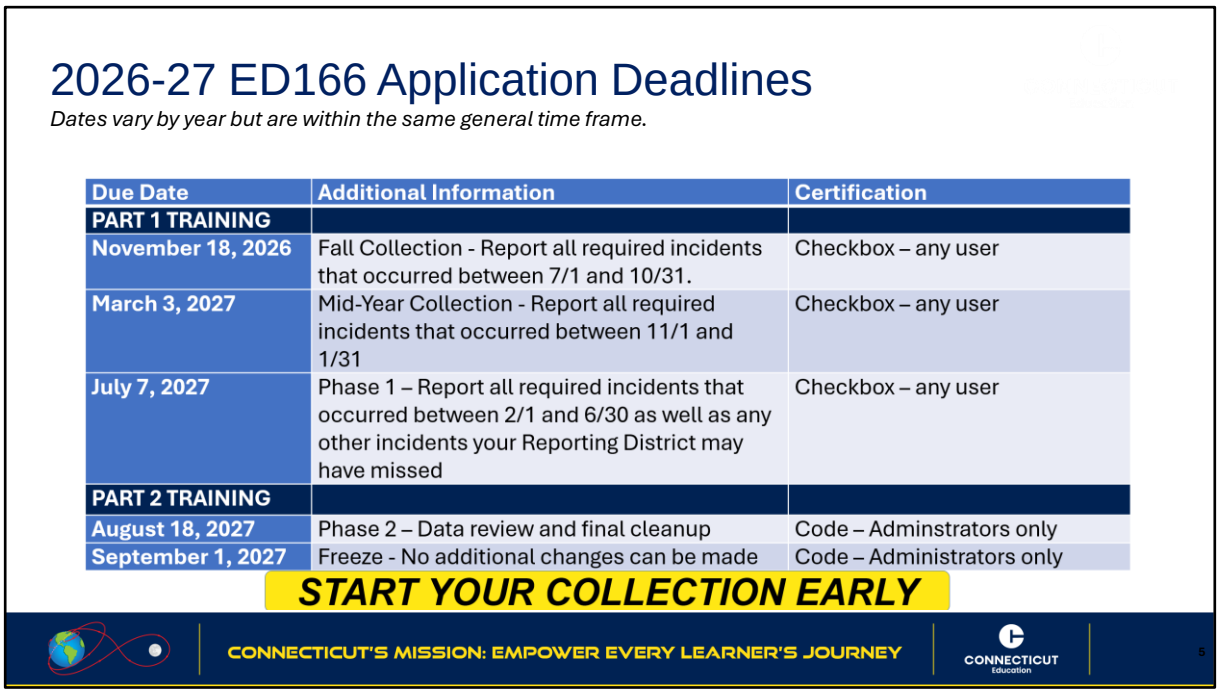
There are several pieces of reference material available on the **Documentation** page of the **Help Site** that accompany this presentation, which you may wish to download or print:

- Record Layout
- Multiple Incident Types/Sanctions Guide
- Reporting Arrests Flow Chart

If you are looking for a specific item in this document, click on CTRL + F keys to open a search window.
TIP: This command will work in other file types as well, such as Word and Excel.

Slide Links

- ED166 Help Site: https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site



The ED166 collection opens in the Fall each school year, and your Reporting District can begin uploading/data entry at any time. When the collection opens, an email will be sent to everyone in the **ED166 District Profile** alerting them of the opening. The collection will also be posted as "open" on the **Home Page** of the Help Site.

NOTE: *The **ED166 District Profile** is a screen within the ED166 application. Be sure this information is up to date as the individuals listed are the only ones authorized to receive password information from the CSDE. These individuals are also automatically on the ED166 mailing list.*

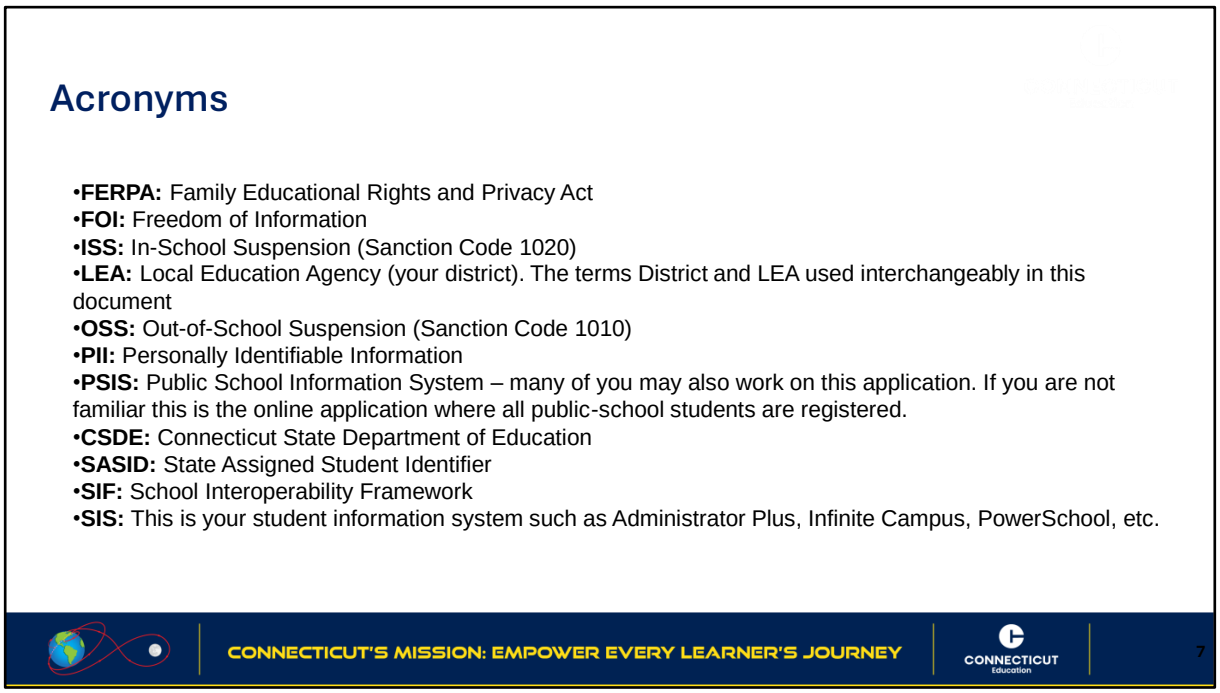
The deadlines on this screen pertain to the ED166 Application, not your Reporting District policy. Most Reporting Districts enter incidents into their local Student Information System daily.

These deadlines do adjust within the same general time frame each year. These dates are posted on the **Home Page** of the Help Site, as well as on the left side of every email sent about the collection. Beginning in the current 2025-26 school year all districts must submit three times: fall, mid-year and at the end of the school year.

The ED166 incident date range is July 1 – June 30 every year. It's important to note that the data can be entered at any time, you do not need to wait for the mid-year collection deadline to approach to begin. You can report data at any interval you wish, such as monthly or weekly. You can also group your batches in any way you wish such as by school or grade level.

A best practice is to start your collection early, especially in Phase 2 as it is generally more difficult to connect with colleagues during the summer months if you need to learn more about an incident to clean up errors, etc. New users are encouraged to start each portion early so there is ample time for assistance.

Slide Links:
Timely and Accurate Calendar and Data Acquisition Plan: https://portal.ct.gov/sde/performance/data-collections-guide



This slide lists the acronyms referenced in this document.

The most used ones are:

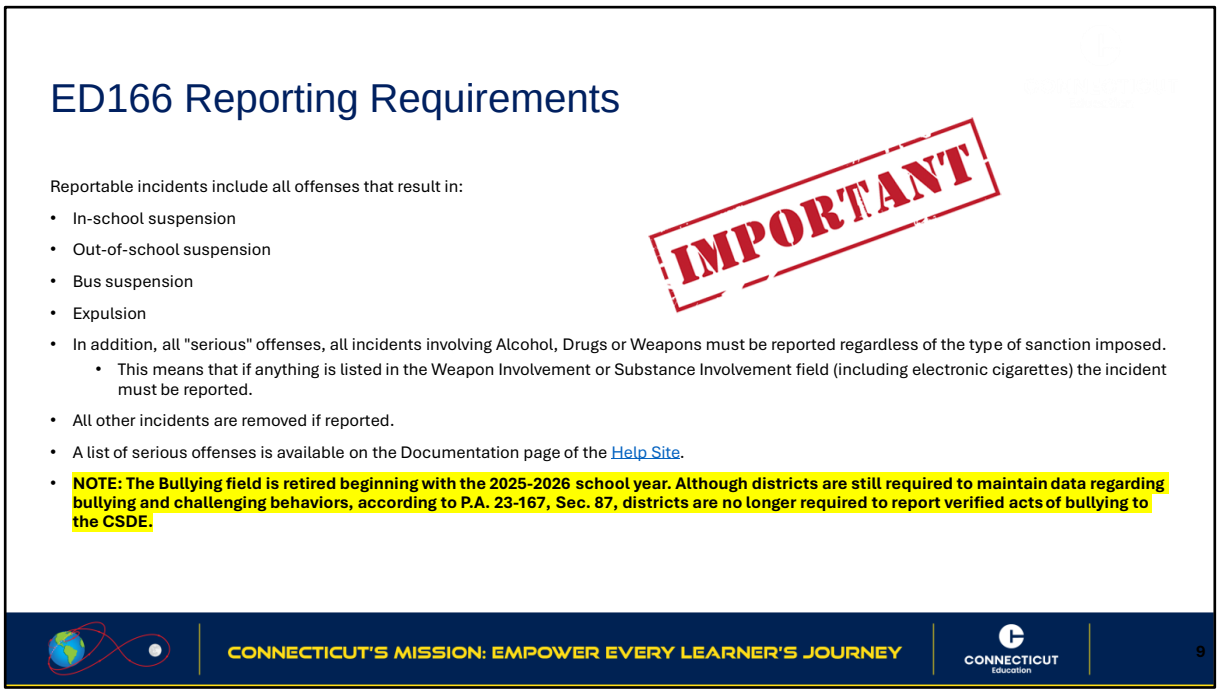
- **ISS:** In-School Suspension
- **OSS:** Out-of-School Suspension
- **LEA:** Local Education Agency or your district. The terms LEA and District are used interchangeably in this presentation.
- **PSIS:** Public School Information System – many of you may also work on this application. If you are not familiar this is the online application where all public-school students are registered and receive their SASID.
- **SASID:** State Assigned Student Identifier – this number is generated by the PSIS Register Module, is unique to each student, and stays with them throughout their public-school career even if they change districts.
- **SIS:** Your LEA's student information system such as Administrator Plus, Infinite Campus, PowerSchool, etc.

Your Team



- IT Specialists
- Administrators/Directors
- Guidance Counselors
- Data Entry Personnel
- School Resource Officers
- Administrative Assistants

Each Reporting District is different and involves different parties. Be sure that all the involved parties in your district have an adequate understanding of the collection. You are encouraged to communicate regularly with all who are involved to ensure records are reported in a correct and consistent manner.



This collection is sometimes referred to as the “suspension and expulsion collection.” While this is *partially* true, it is not a complete description of the collection.

LEA’s are required to report incidents to the CSDE that result in in-school-suspension, out-of-school suspension, bus suspension and expulsion. In addition to that, all offenses categorized as “serious” must be reported regardless of the sanction (consequence) imposed. Note that all incidents involving a Weapon or Substance must be reported as well as all Bullying incidents.

A list of offenses categorized as “serious” is available on the Documentation page of the Help Site.

If your Reporting District reports an incident to CSDE that is not required to be reported, **it will not be saved on the CSDE end and not used in any CSDE analysis**. Upon data transmission to the CSDE non-required records will result in a warning from the ED166 Application; however, no action is needed on the Reporting District end.

As a reminder, the requirements above pertain to the ED166 application; follow your local district policy when recording incidents in your Student Information System (SIS).

What is the Data Used for?

- District Outreach
- Federal Data Collections
- State Data Collections
  - Board Report
- EdSight
  - Data Suppression Guidelines
- FOI Requests
  - Media
  - Research
  - Other



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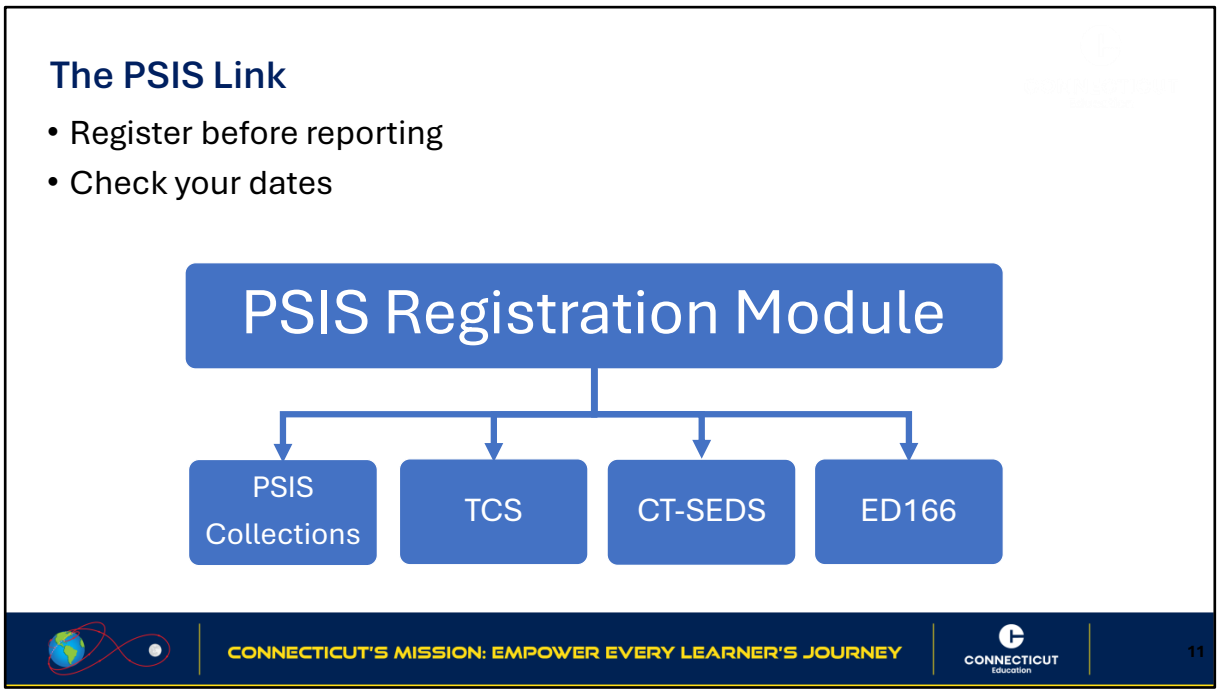
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The data collected is used to satisfy federal data collections, state data collections including our annual Board Report, and Freedom of Information (FOI) requests. Discipline data is also publicly posted on EdSight, the SDE's public longitudinal data portal. Any publicly posted or released data follows all Family Educational Rights and Privacy Act (FERPA) data suppression guidelines and no Personally Identifiable Information (PII) is included. This generally means that counts of 5 or less are suppressed. More information on the data suppression guidelines is available on EdSight.

There are several laws requiring CSDE to collect this information. Links to these laws are available on the **Statutory References** section of the ED166 Help Site.

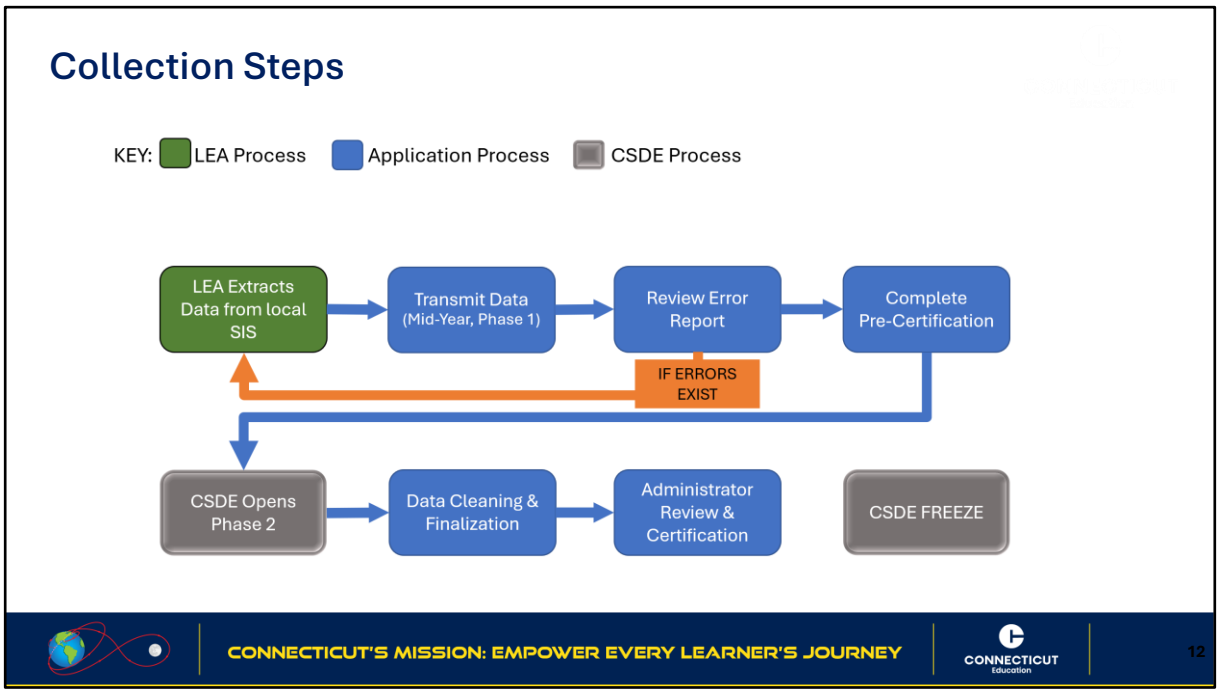
Slide Links:

- EdSight: http://edsight.ct.gov
- Data Suppression Guidelines: https://edsight.ct.gov/relatedreports/BDCRE%20Data%20Suppression%20Rules.pdf
- https://portal.ct.gov/sde/performance/data-collection-help-sites/ed166-help-site/laws



Many ED166 Application Managers also are responsible for the Public School Information System (PSIS). If you are unfamiliar with the PSIS Registration Module, this is the state application that assigns each student a unique 10-digit SASID (or State Assigned ID).

PSIS Registration has several "hang-off" applications including the PSIS Collections, TCS, CT-SEDS and the ED166. The data in a "hang-off" application relies on the data in PSIS Registration to exist and be accurate. You will be unable to successfully report a record in the ED166 unless a student has been registered in the PSIS Registration Module.



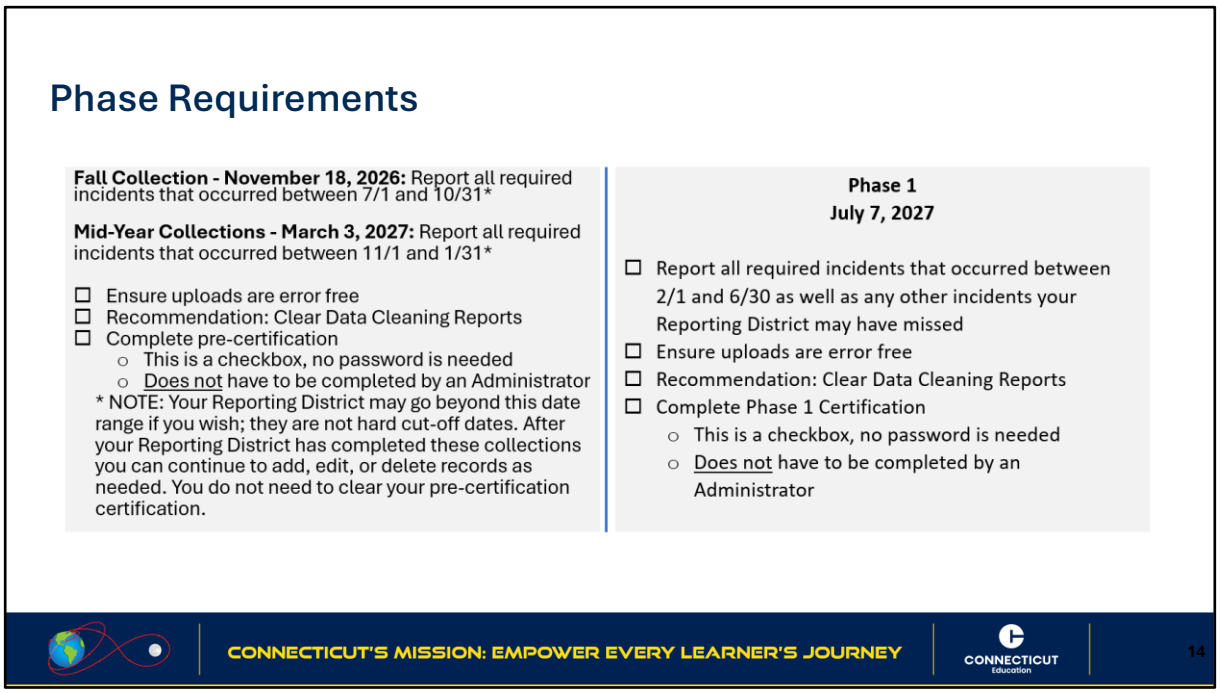
This slide illustrates the steps of the collection process using a batch transmission, the most common method of reporting. Note the item in green is a district-only process, the items in gray are CSDE processes, and the remaining boxes in blue are application-based processes.

The first step is for your district to extract the data from the student information system. Most SIS have a "State Reporting" feature which automatically pulls the required records in the correct format. Note that CSDE cannot assist with the data extraction, we advise reaching out to someone in your district or the SIS vendor if you need help with this step.

Next, your district will upload the file into the ED166 application. Next, review the error report that automatically opens after your upload. If errors exist, the best practice is to go back to your Student Information System, resolve the errors, extract an updated file, and repeat the process.

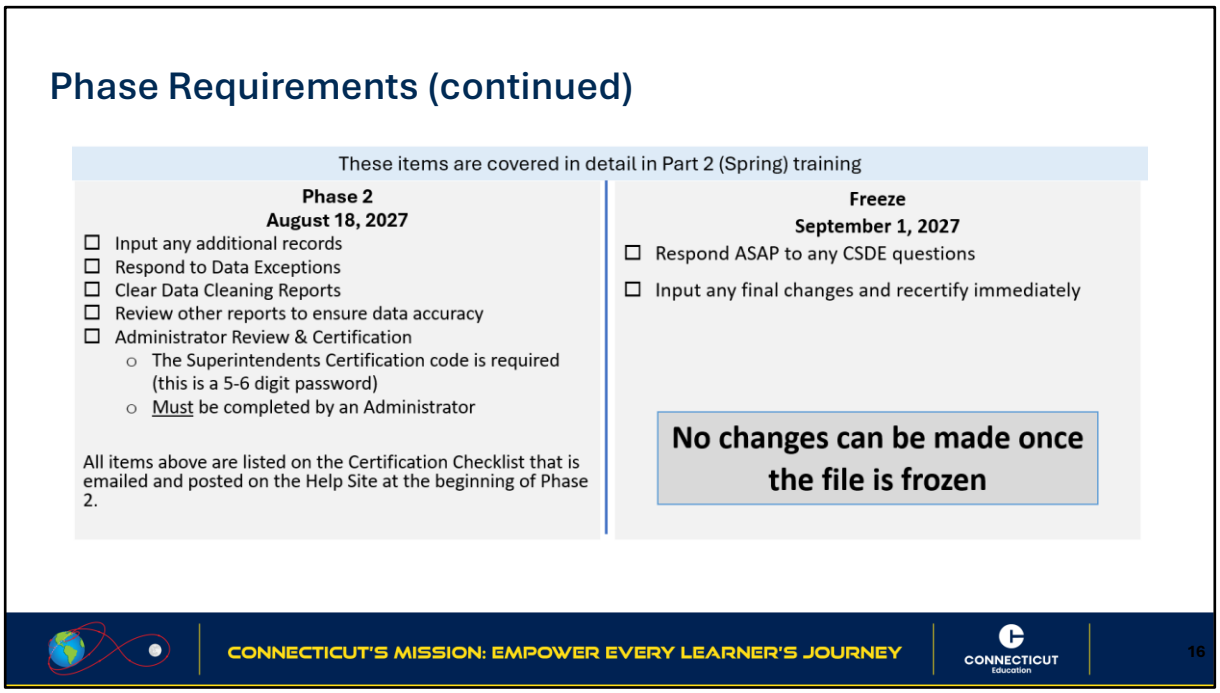
If you do not have errors, the next step it to complete the appropriate precertification checkbox. After that, you can begin reviewing your Data Cleaning Reports or wait until Phase 2 begins.

Once we open Phase 2, you will complete the data cleaning and finalization stage. Then, to complete the report, your administrator should review the data for accuracy and then electronically sign off. Separate training materials will be available for Phase 2.



For the **Mid-Year Collection** your Reporting District should report all incidents that took place from July 1 – January 31 of the current school year. If there was a summer school incident that took place on July 15, 2025 for example, it should be included in the current 2025-26 collection, not the collection pertaining to the prior school year. Note that the fall and mid-year dates are not hard dates, you can certainly go beyond the suggested range. The purpose of these collections are for CSDE to obtain partial school year to data to identify disciplinary or data reporting issues earlier. All uploads must be error free. When your Reporting District has finished reporting you must check the Pre-Certification checkbox. Your Reporting District can continue to add, edit or delete records, you do not need to clear the checkbox. It is also recommended that you begin clearing your Data Cleaning Reports.

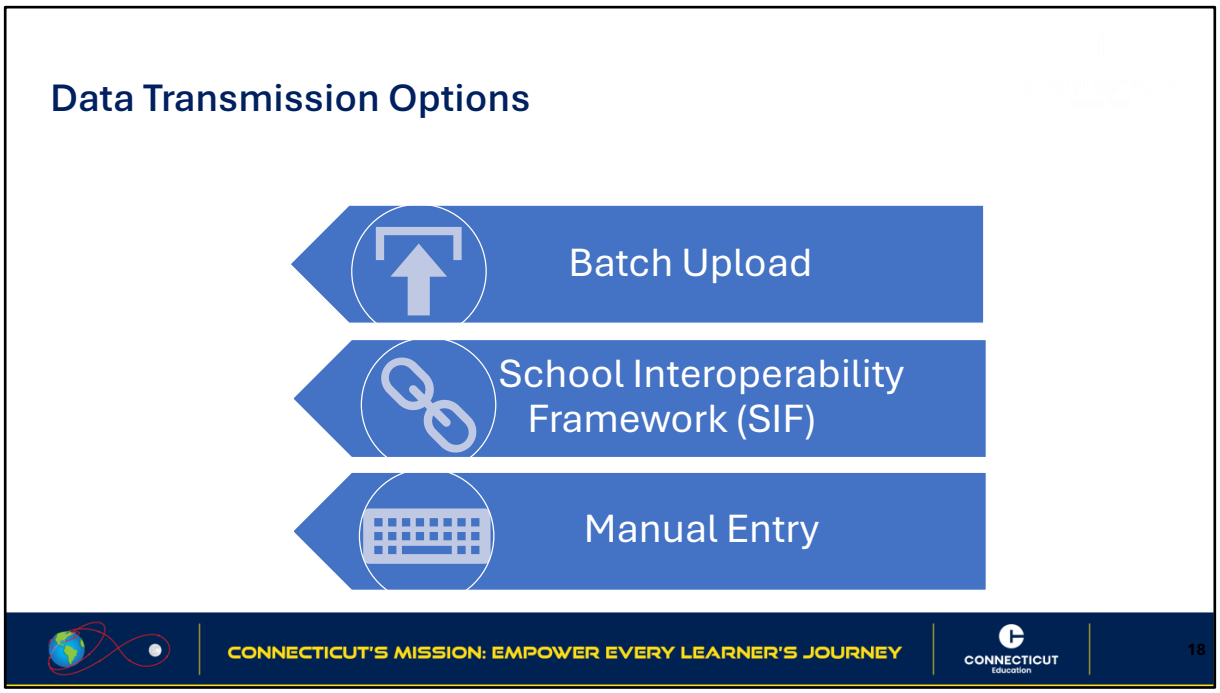
Phase 1 follows the same process as the Fall and Mid-Year Collections, except your Reporting District is now reporting incidents that occurred from February 1 – June 30 as well as any other incidents that may have been missed during the year.



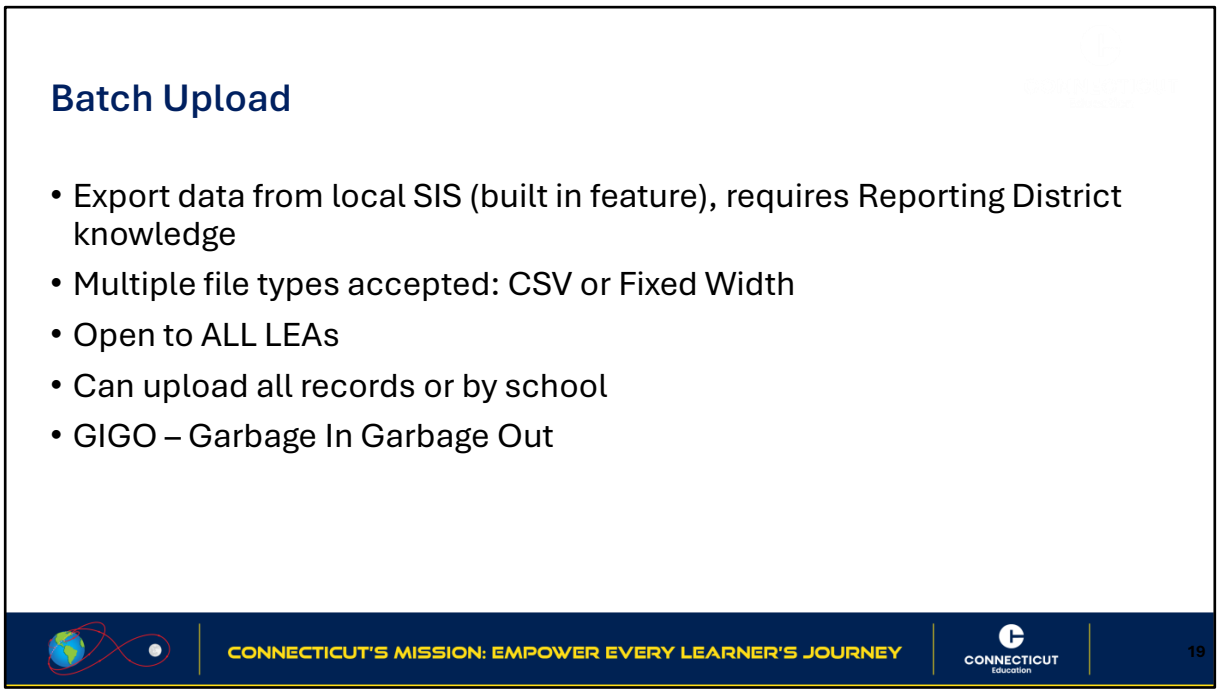
Phase 2 is the Data Cleaning and Certification stage. During this phase, your Reporting District will input any final records. Your Reporting District will then review the Data Exceptions which are variances in the data from the prior year.

All Data Cleaning Reports must be cleared. Your Reporting District should review the other reports available within the application, and then a Certified Administrator must input their Certification Code to indicate their electronic signoff of the data. More details on each of these items will be emailed to you during Phase 2. A Phase 2 video and PowerPoint will be available. Once your Administrator has completed Certification CSDE will review your data to see if there are any final items that need attention.

During the finalization period please respond to any CSDE questions and re-certify as soon as possible. **Note that no changes can be made after the Freeze so please be sure that all final changes have been made by this date.**

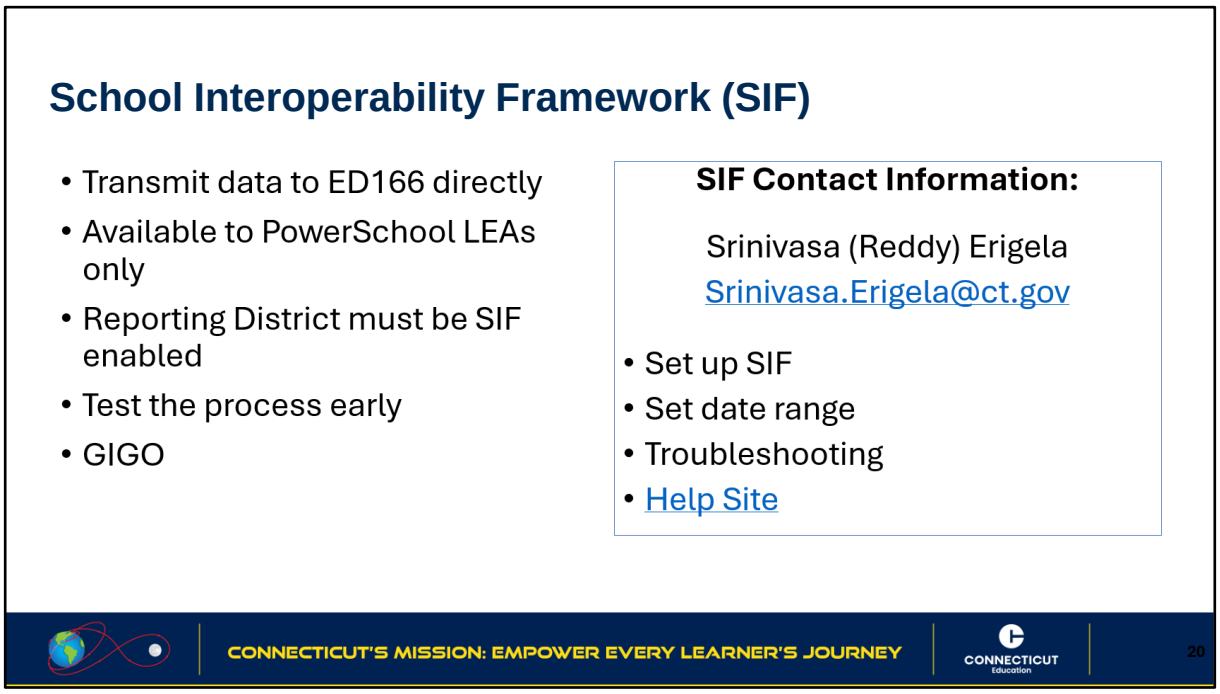


All records must be electronically reported. There are three ways to do this: Batch Entry, SIF, or Manual Entry.



The most common type of data transmission is Batch Upload. This is when your data is extracted from your local Student Information System and organized into a format readable by the ED166 application (CSV or Fixed Width). Most SIS's have a "state reporting" feature that will automatically arrange your data according to the Record Layout. Your Reporting District can also manually build a file following the Record Layout – a template is available on the Help Site. All LEA's can use this method of transmittal, regardless of SIS. Each batch added via upload is appended to any data already reported – unless the Incident Tracking Number is included.

Two things to remember with this method is **G**arbage **I**n **G**arbage **O**ut – if there are mistakes in your Student Information System there will be mistakes in the ED166. The other item is that while CSDE can assist with the upload process and error correction, we do not have knowledge of all the SIS's and the processes to extract data from your system. If you are unsure how to do that contact your SIS vendor.



The second type of transmittal is SIF – the School Interoperability Framework. SIF works as a link between your local Student Information System and the ED166. Note that this method does not bypass error checks, and like Batch Upload, **G**arbage **I**n, **G**arbage **O**ut applies. If there are mistakes on the Reporting District end, they will be imported into the ED166.

Currently SIF is only available to LEA's using PowerSchool, and your district must be "SIF enabled" to use this mechanism. Many LEA's who use SIF absolutely love it, however there are some who have run into issues. If your Reporting District decides to use SIF be sure to test the process early and complete the collection well before the deadline so if you do run into SIF related issues you still have time to upload directly to the system to make the deadline.

Manual Entry

- Hand type each record
- Open to ALL LEA's
- Can combine with other types
- GIGO and human error



The final type of data transmission is manual entry, where each record is hand typed. This method is open to all LEA's regardless of size, however it is not recommended to complete your entire collection this way unless you only have a handful of records to report.

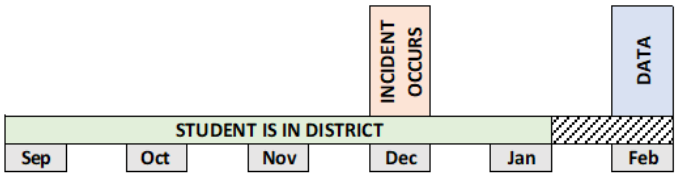
Like the other methods the data entered will only be as good as the data in your local student information system, so once again GIGO applies. In addition, your Reporting District is open to human data entry error. While this method is not the most efficient, it can be combined with the other data entry methods. Therefore, if you notice one record is missing you do not have to create and submit a batch to add the data you can simply add it manually.

PSIS Registration Accuracy

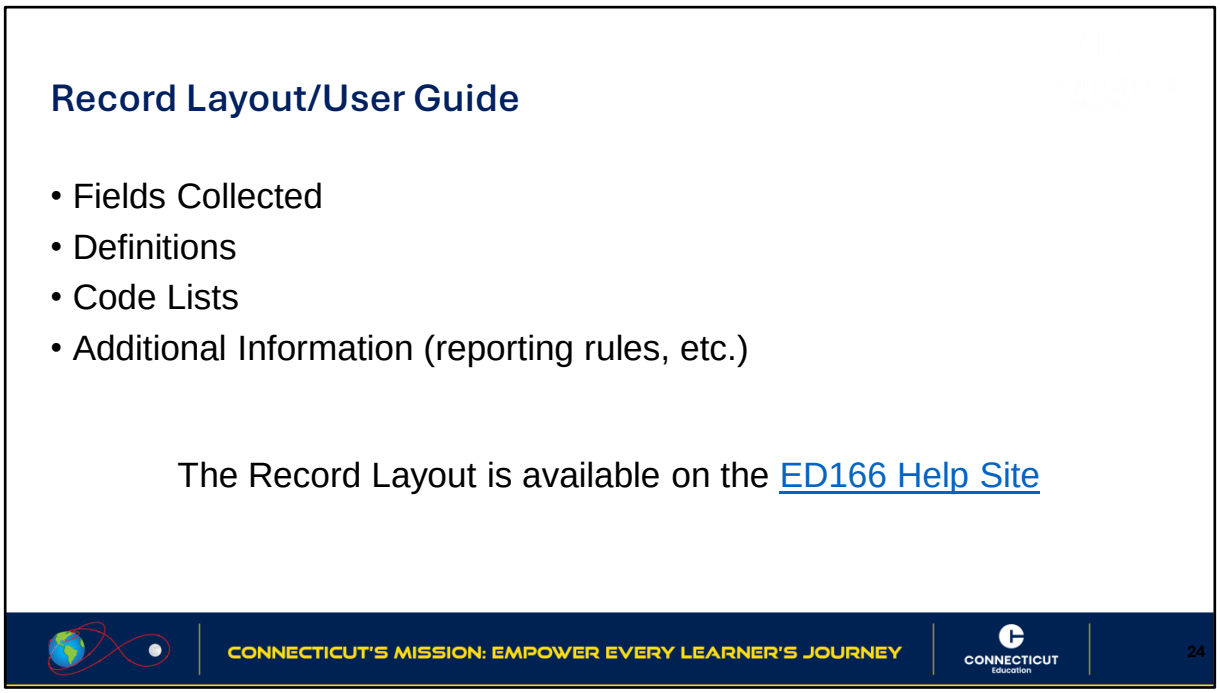
- September - Student enters LEA
- December - Incident occurs
- January - Student exits LEA
- February - ED166 data is uploaded



Report Incident



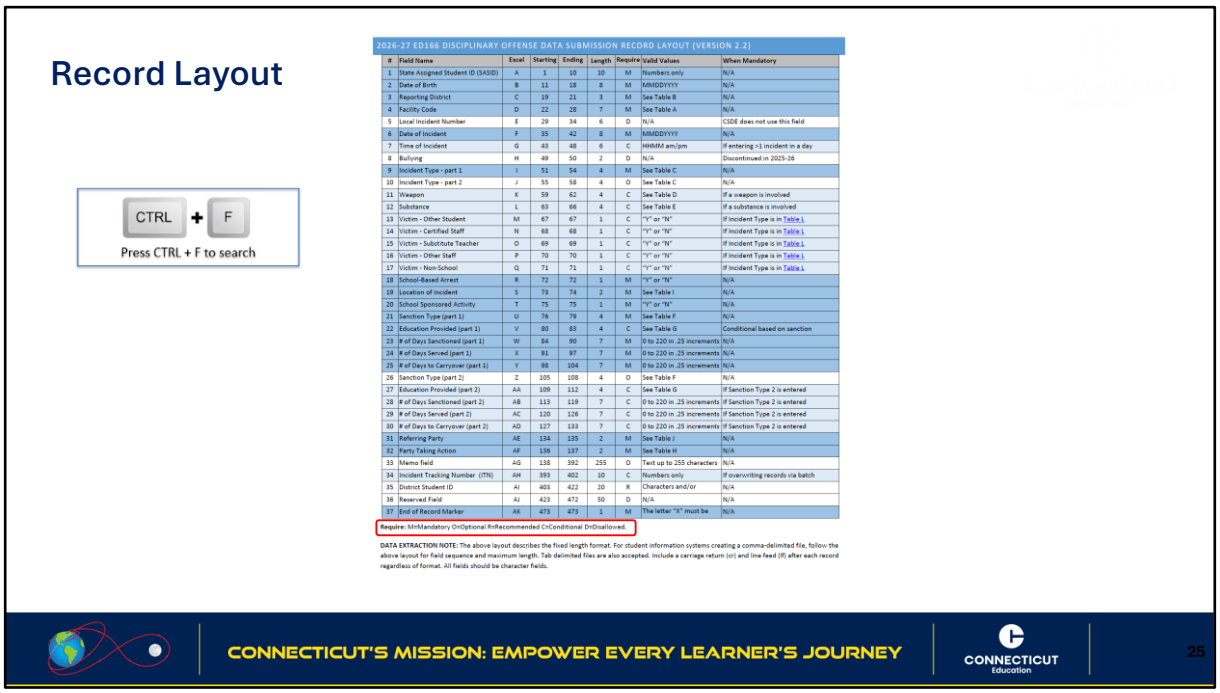
If you had a student who began the school year with your district, committed an incident in December, and then left in January, the discipline record should be reported in the ED166, and it will be accepted by the system if PSIS registration accurately reflects the students Entry and Exit Dates AND the Incident Date took place during the time the student was registered to your LEA.



The next section of this presentation is a review of the Record Layout document. The Record Layout lists all fields collected, as well as definitions, code lists and reporting rules.

The Record Layout is available on the Help Site.

Slide Links:
ED166 Help Site: https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site



Record Layout: It's recommended to have a copy of the Record Layout (either physical or digital) open while you read through these slides. Note that if you keep a digital copy open now or while completing your collection you can press CTRL + F to open a search box to quickly find what you need within the document.

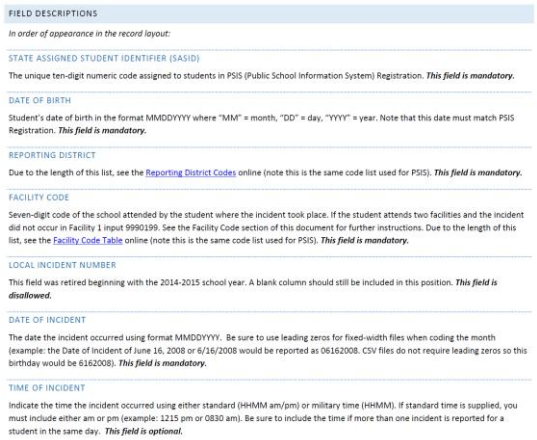
Before the content of the Record Layout is described, there are a few items to make note of. An "updated date" is included on all documentation so you can always be sure you are using the most recent copy. Since this document is quite lengthy, items updated from the prior year are highlighted in yellow. Changes to the file structure itself (number of fields, length, etc.) are rare; however, new codes and definition updates do occur more regularly. There is a change log listed on the Help Site, however there are generally no significant changes made once a collection is open for a school year.

At the bottom of the page is a key: M–Mandatory, O–Optional, R-Recommended, C-Conditional and D-Disallowed. These values are listed in the Require column and various shades of blue and white rows also coincide with this key.

Note each of the column headers. After the field name there is the Excel column. When reviewing errors, some LEA's like to look directly in the batch, so the Excel column is useful. The starting and ending column, as well as the maximum field length is only needed when manually creating a file - the state reporting feature in your SIS has already been set up to follow these rules.

Next is the Requirement column which is where the key referenced earlier is used. After that is the Valid Values column so you can determine if a field is alpha-numeric, yes/no, or uses a code table. Finally, there is a column to indicate the parameters for a conditional field, such as requiring a Victim Type when a specific Incident Type is reported.

Record Layout Field Descriptions



FIELD DESCRIPTIONS

In order of appearance in the record layout:

STATE ASSIGNED STUDENT IDENTIFIER (SASID)

The unique ten-digit numeric code assigned to students in PSIS (Public School Information System) Registration. ***This field is mandatory.***

DATE OF BIRTH

Student's date of birth in the format MMDDYYYY where "MM" = month, "DD" = day, "YYYY" = year. Note that this date must match PSIS Registration. ***This field is mandatory.***

REPORTING DISTRICT

Due to the length of this list, see the Reporting District Codes online (note this is the same code list used for PSIS). ***This field is mandatory.***

FACILITY CODE

Seven-digit code of the school attended by the student where the incident took place. If the student attends two facilities and the incident did not occur in Facility 1 input 9990199. See the Facility Code section of this document for further instructions. Due to the length of this list, see the Facility Code Table online (note this is the same code list used for PSIS). ***This field is mandatory.***

LOCAL INCIDENT NUMBER

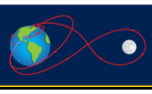
This field was retired beginning with the 2014-2015 school year. A blank column should still be included in this position. ***This field is disallowed.***

DATE OF INCIDENT

The date the incident occurred using format MMDDYYYY. Be sure to use leading zeros for fixed-width files when coding the month (example: the Date of Incident of June 16, 2008 or 6/16/2008 would be reported as 06162008. CSV files do not require leading zeros so this birthday would be 6162008). ***This field is mandatory.***

TIME OF INCIDENT

Indicate the time the incident occurred using either standard (HHMM am/pm) or military time (HHMM). If standard time is supplied, you must include either am or pm (example: 1215 pm or 0830 am). Be sure to include the time if more than one incident is reported for a student in the same day. ***This field is optional.***



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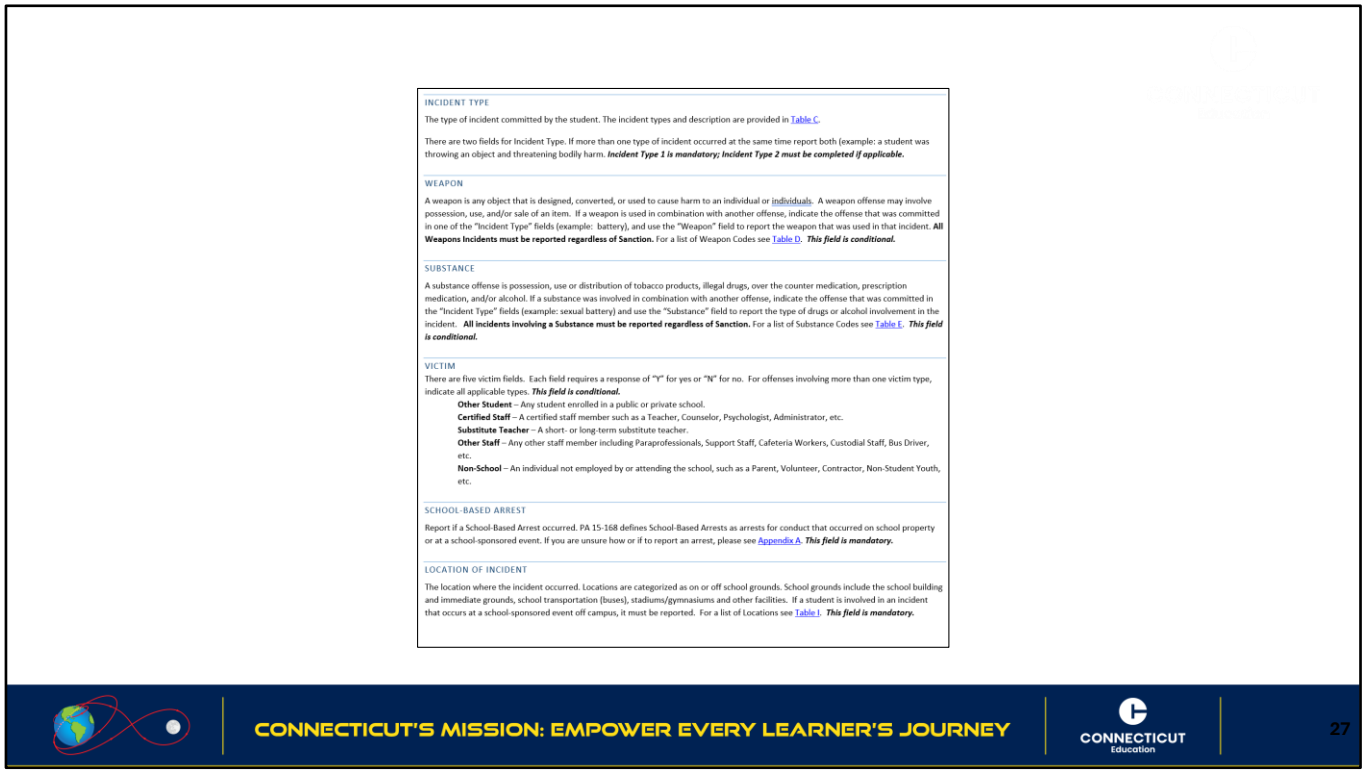
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Some of the following definitions are brief, however there are additional slides with more details on select fields.

Record Layout Field Descriptions:

- The **SASID** is the student's 10-digit identifier which you may recall comes from PSIS Registration. Next is the student's **DOB**. These two fields *must* match PSIS Registration exactly for the record to be accepted by the system. A common upload error is that the SASID or DOB does not match PSIS Registration. These two fields must be consistent so if there is a mistake in PSIS you (or your PSIS Manager) may have to update PSIS Registration to resolve the error in the ED166.
- Next is your three-digit **Reporting District**. You can only report records for students who are registered (or were registered) to your Reporting District on the date of incident. If a student joined your district mid-year but they committed an incident in their previous district that incident should not be reported by your district.
- After that is the seven-digit **Facility Code** for the facility where the incident took place. In 99% of the cases this will be the student's Facility Code 1 in PSIS. If the student did commit an incident while attending their Facility Code 2 instructions for reporting are available on the Documentation page of the Help Site and linked above.
- The **Local Incident Number** is no longer used; however, a column needs to be left in the record layout to maintain the file structure.
- The **Date of Incident** is when the incident took place – remember this date must be within the timeframe that a student was registered to your district.
- **Time of Incident** is Optional but must be included if a student had two or more incidents on the same day.



Record Layout Field Descriptions, continued

Next is **Incident Type**. There are two Incident Type fields that can be used to describe each incident. More information on using both fields is on an upcoming slide.

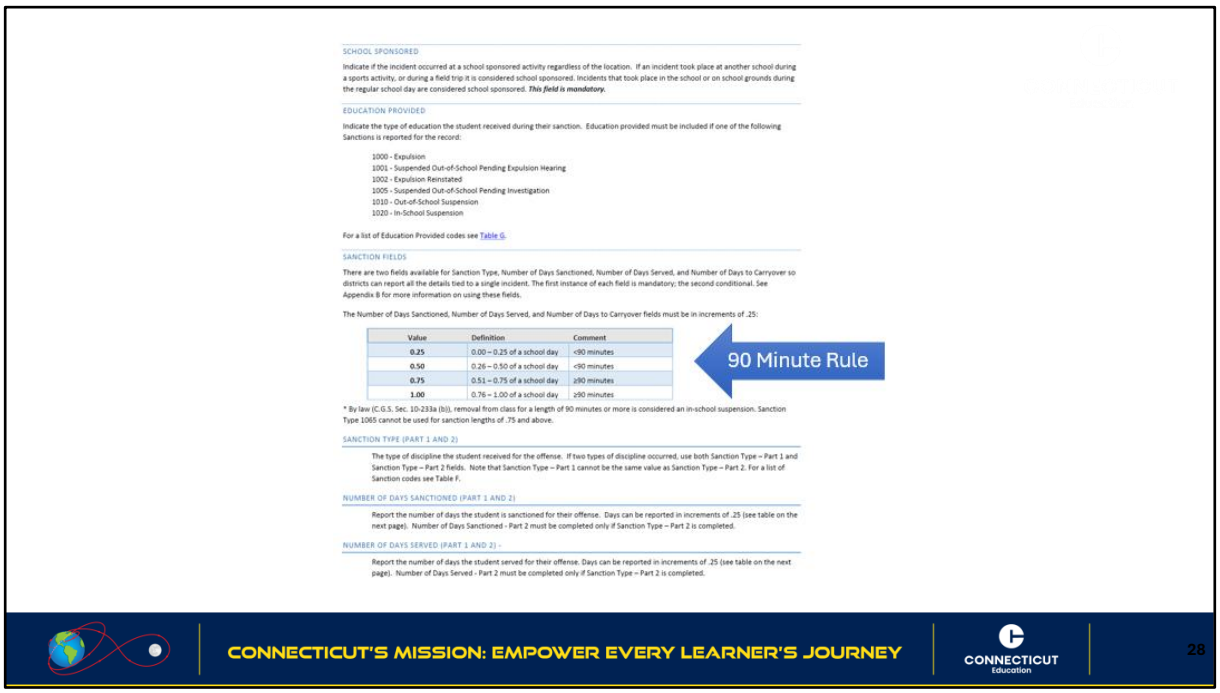
After that are the **Substance** and **Weapons** fields. Remember that all incidents involving a Substance (including vaping) or Weapons must be reported regardless of sanction (consequence).

Next are the **Victim Type** fields. Some Incident Types require at least one Victim Type to be reported. CSDE does not require specific information on the victim, or how many victims there are, but we do require the category of the victim. The categories are Other Student, Certified Staff, Substitute Teacher, Other Staff and Non-School individual (such as a parent, etc.).

Incident Types that require a Victim Type are noted in Table L.

If an Incident results in a **School-Based Arrest** it must be reported. Note that a School-Based Arrest is an arrest that took place due to an incident that took place on school grounds during the school day or at a school-sponsored event. More information on School-Based Arrests is on an upcoming slide.

Location of Incident is where the incident took place. There is a code for online (22) as well as a location code for an accumulation of incidents (50) since those are not specific locations.



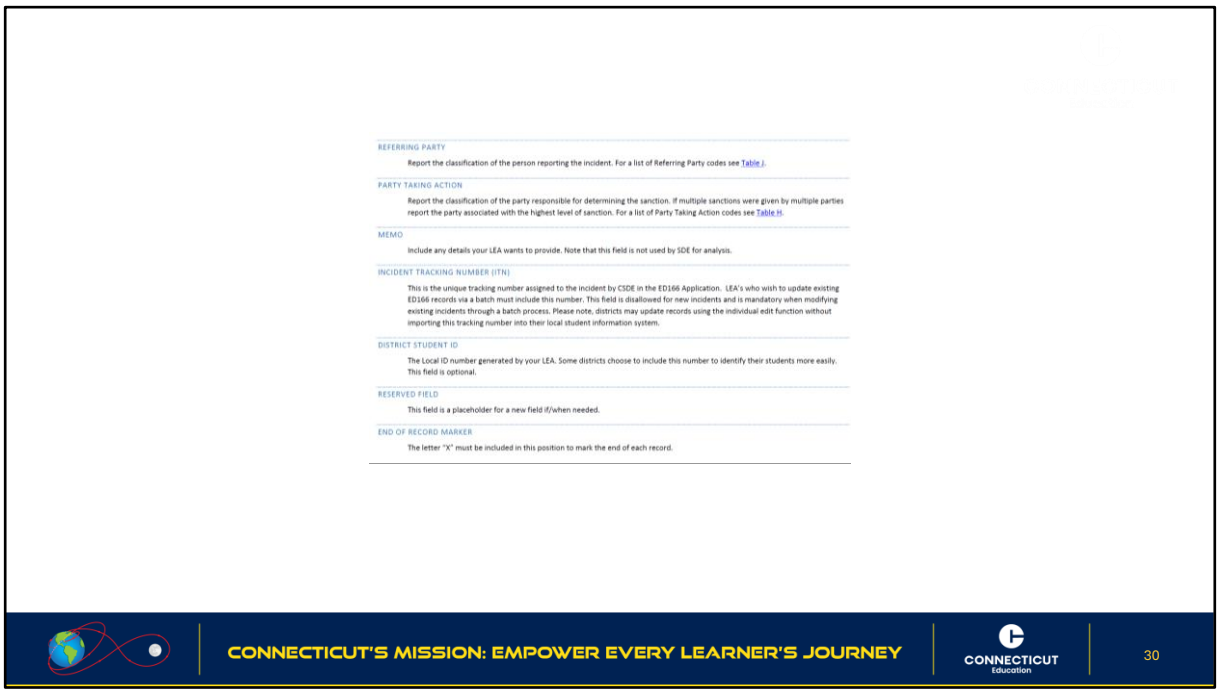
Record Layout Field Descriptions, continued

School Sponsored is used to indicate if the incident took place during the school day or at a school-sponsored event (such as an evening concert or sporting event).

Education Provided is the type of education a student receives during their sanction. This field is especially important for expelled students.

There are two fields available for the **Sanction**. There are three additional fields associated with the Sanction (consequence) fields: **Days Sanctioned, Days Served**, and **Days to Carryover**. The number of Days Sanctioned is the total number of days the student is supposed to be sanctioned, the Number of Days Served is the actual number of days the student completed the sanction (example: student transferred to another Reporting District mid-suspension), and the Carryover Days are the number of days that the student will be sanctioned the next school year (example: an incident took place at the end of the school year in June and the sanction could not be completed that school year).

All three of the "Days" fields must be reported in increments of .25 or one quarter of a school day. Note that any amount over .5 is considered over 90 minutes. 90 minutes is an important parameter because once a student is removed from class for 90 minutes or more that is legally considered an ISS. If a student is sitting outside of the principal's office for 91 minutes, by law, that is considered an ISS. Statute information is available in the Laws section of these slides.



Record Layout Field Descriptions, continued

Referring Party is the person who reported the student while **Party Taking Action** is the person who sanctioned the student.

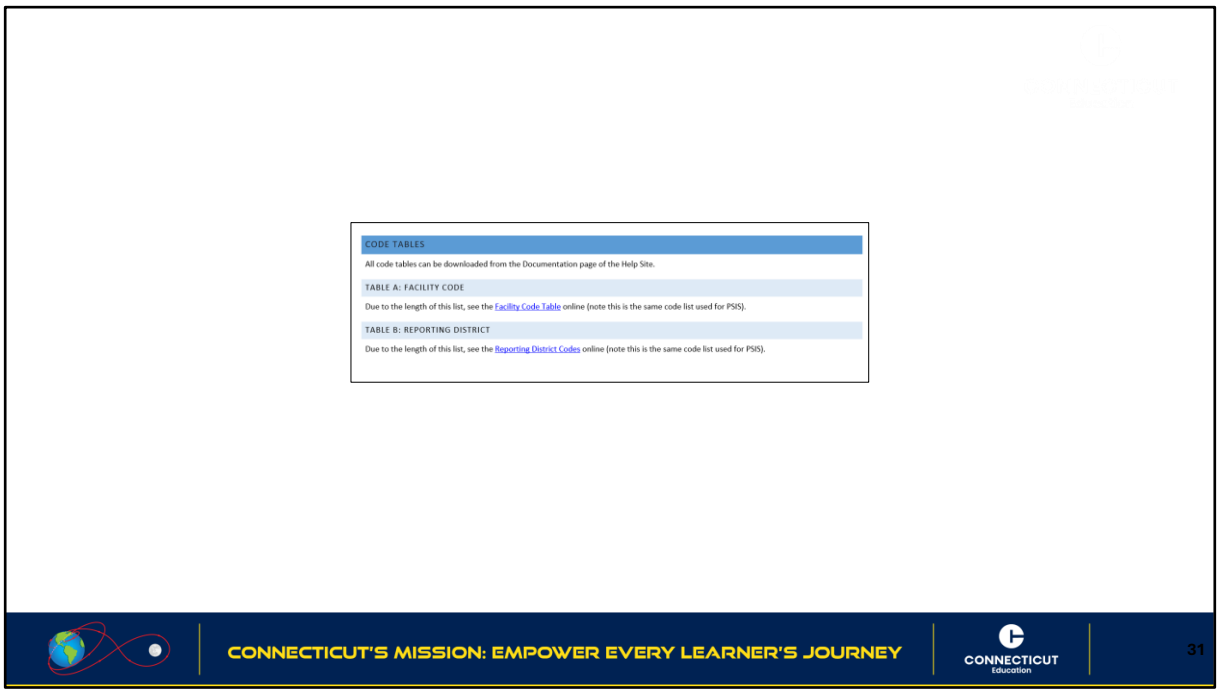
Memo is an optional field where your Reporting District can include a few sentences about the incident. This field is not used for analysis.

The ITN or **Incident Tracking Number** is a unique number assigned by the ED166 once an incident is successfully reported. The ITN number is used if you are trying to batch update records that have already been reported in the ED166. To update a record this number must be included in the batch, otherwise the system will recognize the record as a new record.

The **District ID** is the local ID number used by your Reporting District which is often shorter and therefore easier to work with than the SASID.

The **Reserved Field** is a placeholder field that will be used for any future updates needed.

Finally, the **End of Record Marker** is simply the letter X. This marker signifies to our database to move onto the next line to read the next record. Your state reporting feature will automatically populate this field.



All code tables can be downloaded from the Documentation page of the Help Site.

Facility Code and **Reporting District** are available online due to the length of these tables.

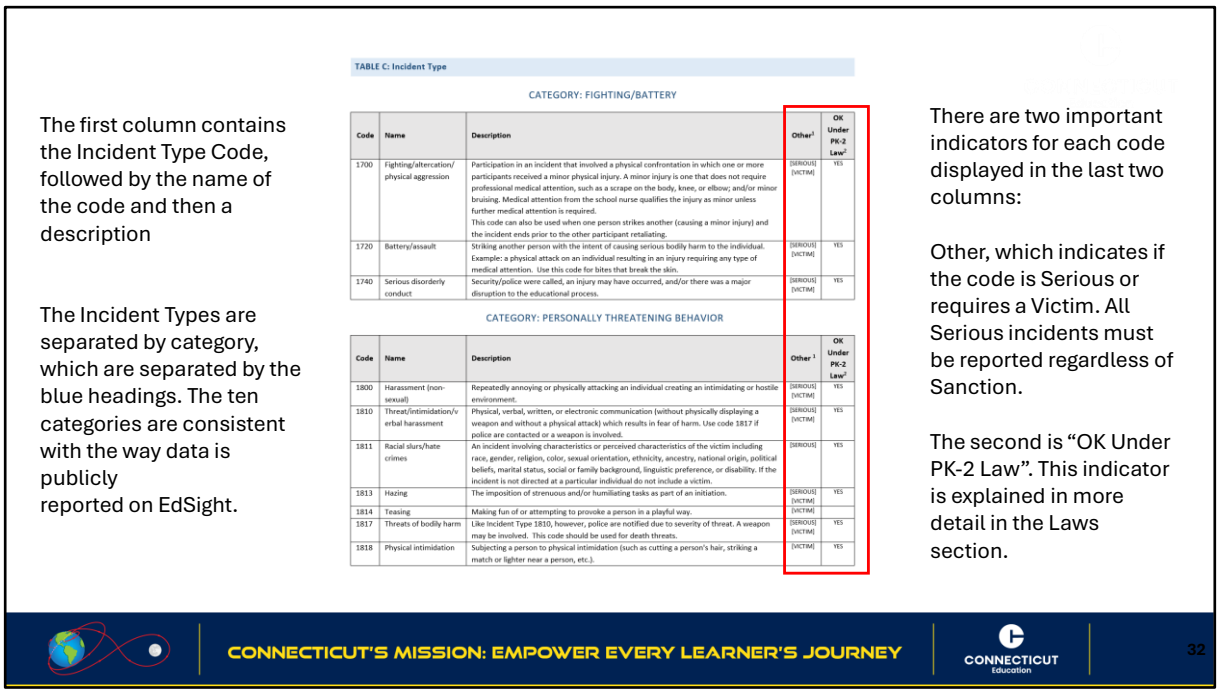
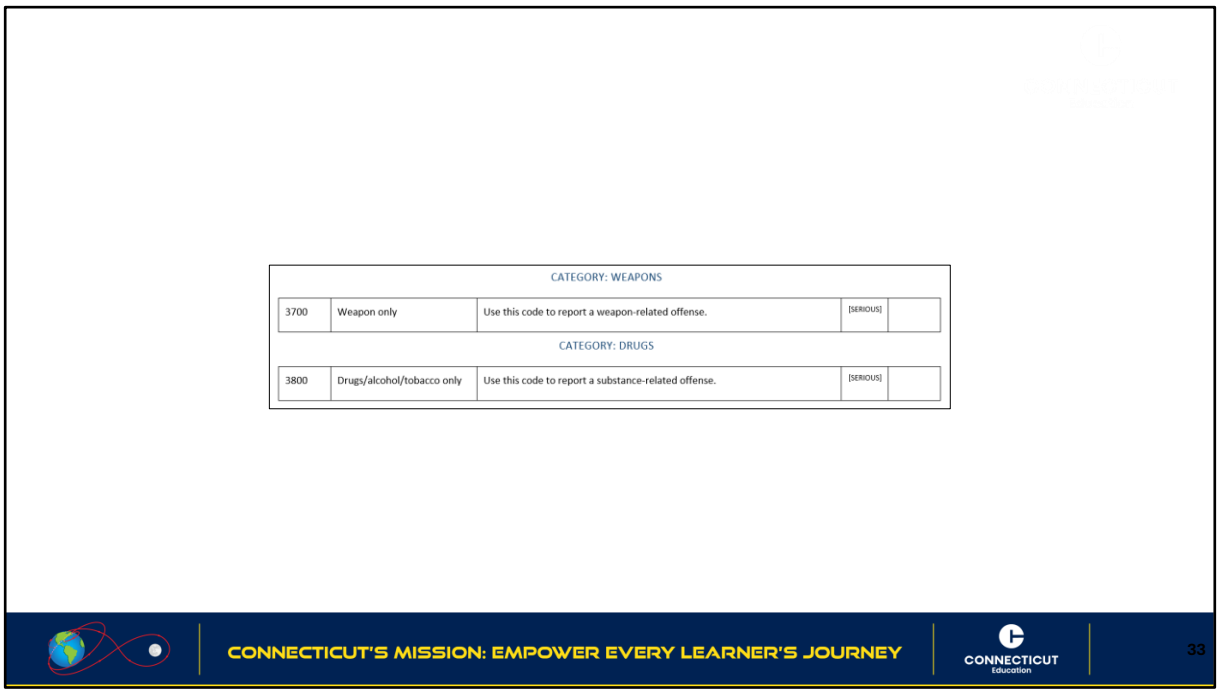


Table C: Incident Types. The Incident Types are listed by category. Note that the first column contains the Incident Type Code, followed by the name of the code and then a description. There are two important columns at the end. The first is Other, which indicates if the code is Serious or requires a Victim. Remember all Serious incidents must be reported regardless of Sanction. The last column is "OK Under PK-2 Law" and is explained in more detail on an upcoming slide and in Appendix C of the Record Layout.

The Incident Type categories are:

- Fighting/battery
- Personally threatening behavior
- Physical/Verbal confrontation
- Property Damage
- School Policy Violations. Notice that this category has the most Incident Types. This category also does not contain any "Serious" incidents so these Incident Types should only be reported if only ending in an ISS, OSS, Expulsion or Bus Suspension.
- Theft/Theft Related Behaviors
- Sexually Related behavior
- Violent Crimes Against Persons
- Weapons
- Drugs

These categories are consistent with how the data is publicly reported on EdSight.



Notice that there is only one code for both Weapons and Drugs (3700 and 3800) in the Incident Type table. This is because there are separate fields with additional code lists. For example, if a student was in a fight and has a substance on them you may choose to use a fight code as the Incident Type and then use the **Substance Involvement** field to provide that additional piece of information.

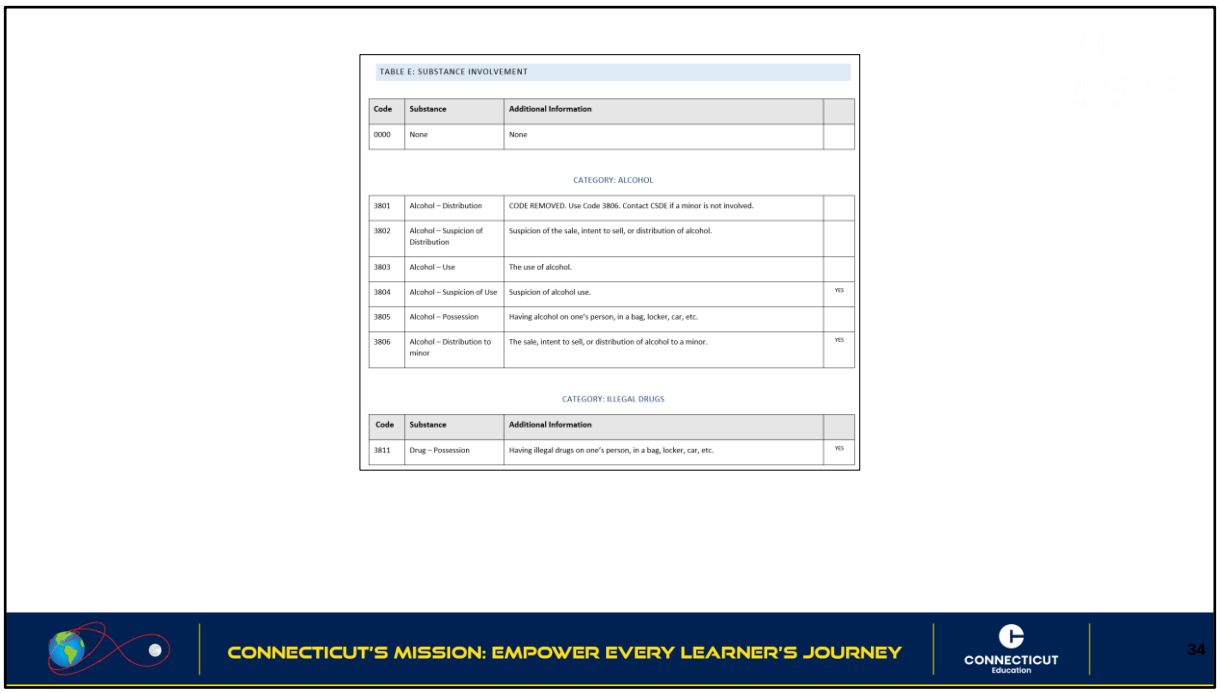


TABLE E: SUBSTANCE INVOLVEMENT

Code	Substance	Additional Information	
0000	None	None	

CATEGORY: ALCOHOL

3801	Alcohol – Distribution	CODE REMOVED. Use Code 3806. Contact CSDE if a minor is not involved.	
3802	Alcohol – Suspicion of Distribution	Suspicion of the sale, intent to sell, or distribution of alcohol.	
3803	Alcohol – Use	The use of alcohol.	
3804	Alcohol – Suspicion of Use	Suspicion of alcohol use.	YES
3805	Alcohol – Possession	Having alcohol on one's person, in a bag, locker, car, etc.	
3806	Alcohol – Distribution to minor	The sale, intent to sell, or distribution of alcohol to a minor.	YES

CATEGORY: ILLEGAL DRUGS

Code	Substance	Additional Information	
3811	Drug – Possession	Having illegal drugs on one's person, in a bag, locker, car, etc.	YES

Table E: Substance Involvement. Remember that all substances must be reported regardless of Sanction. Like the previous tables they are categorized:

- Alcohol
- Illegal Drugs
- Prescription Drugs
- Over the Counter Drugs
- Tobacco and ENDS - Electronic Nicotine Delivery Systems, better known as vaping or e-cigarettes. Both Tobacco and e-cigarettes are highly underreported. Note that the ENDS codes only pertain to tobacco based vaping device. Be sure to use the marijuana codes if applicable.

- 1000 Expulsion
- 1010 OSS
- 1020 ISS

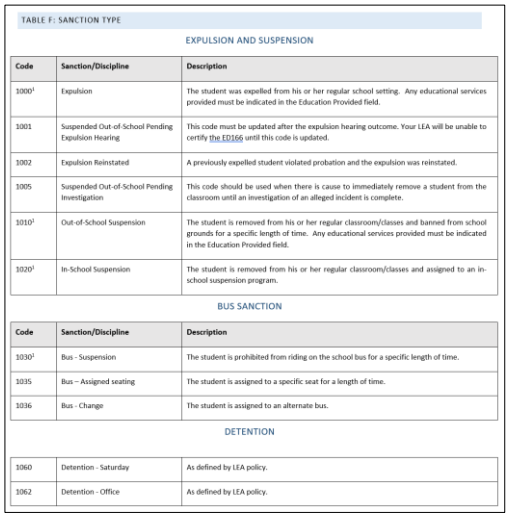


TABLE F: SANCTION TYPE

EXPULSION AND SUSPENSION

Code	Sanction/Discipline	Description
1000[1]	Expulsion	The student was expelled from his or her regular school setting. Any educational services provided must be indicated in the Education Provided field.
1001	Suspended Out-of-School Pending Expulsion Hearing	This code must be updated after the expulsion hearing outcome. Your LEA will be unable to certify the ED166 until this code is updated.
1002	Expulsion Reinstated	A previously expelled student violated probation and the expulsion was reinstated.
1005	Suspended Out-of-School Pending Investigation	This code should be used when there is cause to immediately remove a student from the classroom until an investigation of an alleged incident is complete.
1010[1]	Out-of-School Suspension	The student is removed from his or her regular classroom/classes and banned from school grounds for a specific length of time. Any educational services provided must be indicated in the Education Provided field.
1020[1]	In-School Suspension	The student is removed from his or her regular classroom/classes and assigned to an in-school suspension program.

BUS SANCTION

Code	Sanction/Discipline	Description
1030[1]	Bus - Suspension	The student is prohibited from riding on the school bus for a specific length of time.
1035	Bus – Assigned seating	The student is assigned to a specific seat for a length of time.
1036	Bus - Change	The student is assigned to an alternate bus.

DETENTION

1060	Detention - Saturday	As defined by LEA policy.
1062	Detention - Office	As defined by LEA policy.

- 1001 Suspended Pending Expulsion
- 1002 Expulsion Reinstated
- 1090 No Sanction

Table F: Sanction Type. Next is the Sanction Type table. The most common ones are:
- 1000 Expulsion
- 1010 OSS
- 1020 ISS

In addition to these it's important to be aware of:
- 1001 Suspended Pending Expulsion
- 1002 Expulsion Reinstated

These two are important to note because the code Suspended Pending Expulsion will need to be updated prior to Certification unless the expulsion hearing is continued into the next school year. Expulsion reinstated is used if your Reporting District has a student who was expelled and then was allowed back in school as part of an agreement plan, and then that student then violates agreement.

One other Sanction Code to note is 1090 No Sanction. This code is used if your district is reporting a serious incident that did not end in a sanction.

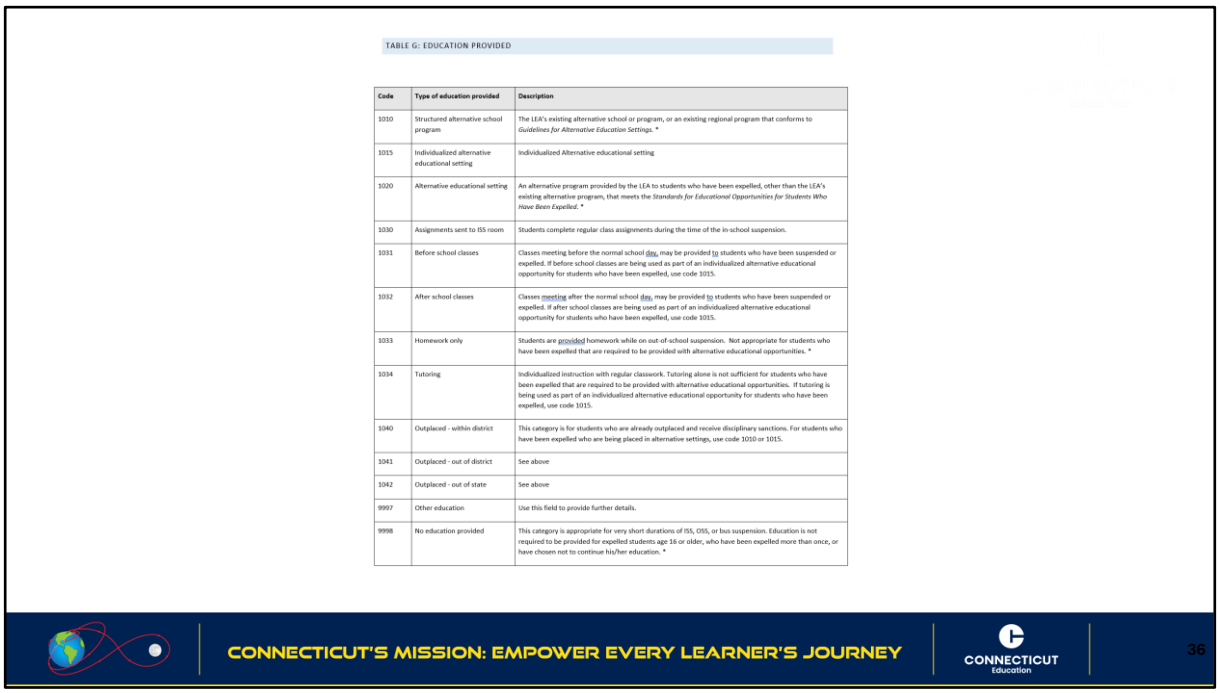


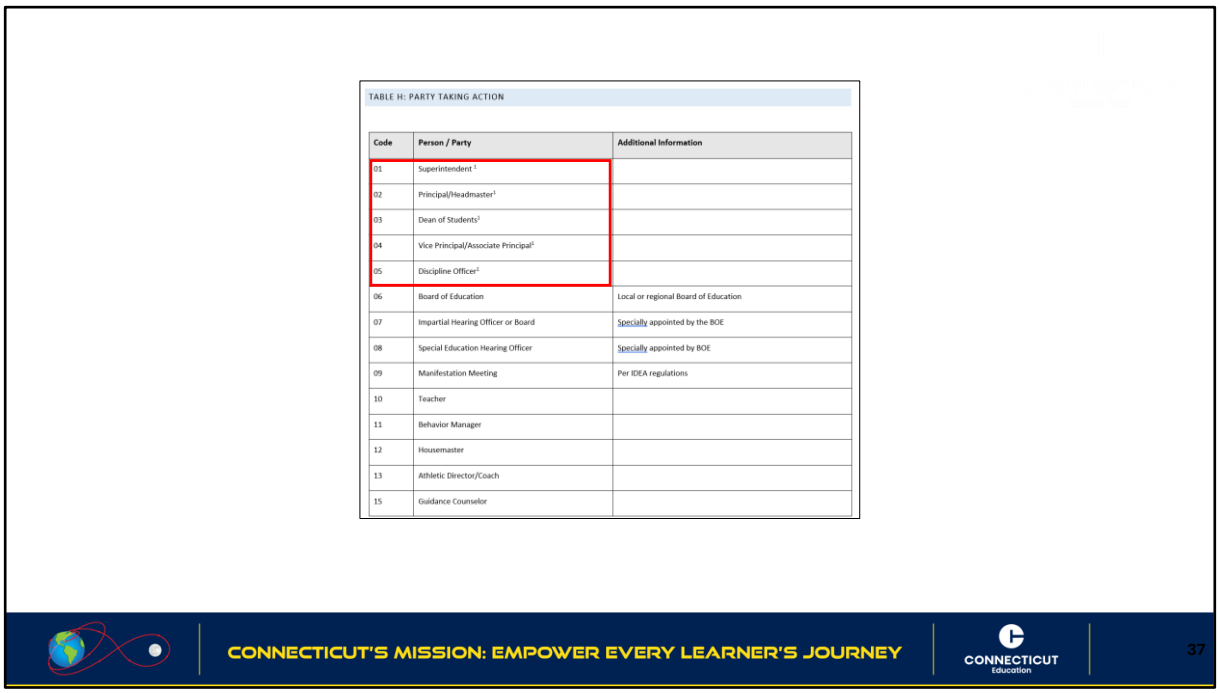
TABLE G: EDUCATION PROVIDED

Code	Type of education provided	Description
1010	Structured alternative school program	The LEA's existing alternative school or program, or an existing regional program that conforms to *Guidelines for Alternative Education Settings.* *
1015	Individualized alternative educational setting	Individualized Alternative educational setting
1020	Alternative educational setting	An alternative program provided by the LEA to students who have been expelled, other than the LEA's existing alternative program, that meets the *Standards for Educational Opportunities for Students Who Have Been Expelled.* *
1030	Assignments sent to ISS room	Students complete regular class assignments during the time of the in-school suspension.
1031	Before school classes	Classes meeting before the normal school day, may be provided to students who have been suspended or expelled. If before school classes are being used as part of an individualized alternative educational opportunity for students who have been expelled, use code 1015.
1032	After school classes	Classes meeting after the normal school day, may be provided to students who have been suspended or expelled. If after school classes are being used as part of an individualized alternative educational opportunity for students who have been expelled, use code 1015.
1033	Homework only	Students are provided homework while on out-of-school suspension. Not appropriate for students who have been expelled that are required to be provided with alternative educational opportunities. *
1034	Tutoring	Individualized instruction with regular classwork. Tutoring alone is not sufficient for students who have been expelled that are required to be provided with alternative educational opportunities. If tutoring is being used as part of an individualized alternative educational opportunity for students who have been expelled, use code 1015.
1040	Outplaced - within district	This category is for students who are already outplaced and receive disciplinary sanctions. For students who have been expelled who are being placed in alternative settings, use code 1010 or 1015.
1041	Outplaced - out of district	See above
1042	Outplaced - out of state	See above
9997	Other education	Use this field to provide further details.
9998	No education provided	This category is appropriate for very short durations of ISS, OSS, or bus suspension. Education is not required to be provided for expelled students age 16 or older, who have been expelled more than once, or have chosen not to continue his/her education. *

Table G: Education Provided.

The **Education Provided** codes are especially important when reporting Expulsions. At the bottom of this table are footnotes pertaining to Expulsions. By law, LEA's are required to provide an appropriate alternative education to any student under the age of 16 and expelled or and any student 16-18 who is expelled for the first time and wants to continue their education. There are links to documentation detailing appropriate alternative education both at the bottom of this table and on the Help Site. The codes that fulfill the appropriate alternative education definition are identified in the definitions.

See the Laws section for statute information.



Record Layout Page 26: The **Party Taking Action** is the individual that sanctioned the student. If a student is expelled a hearing must take place and an administrator cannot expel a student.

The next table is the **Location of Incident**. These codes are categorized by On-Campus, Off-Campus, and then Other. Other includes online as well as if a reportable incident took place because of an accumulation of incidents.

EXAMPLE: a student was suspended after numerous detentions not served.

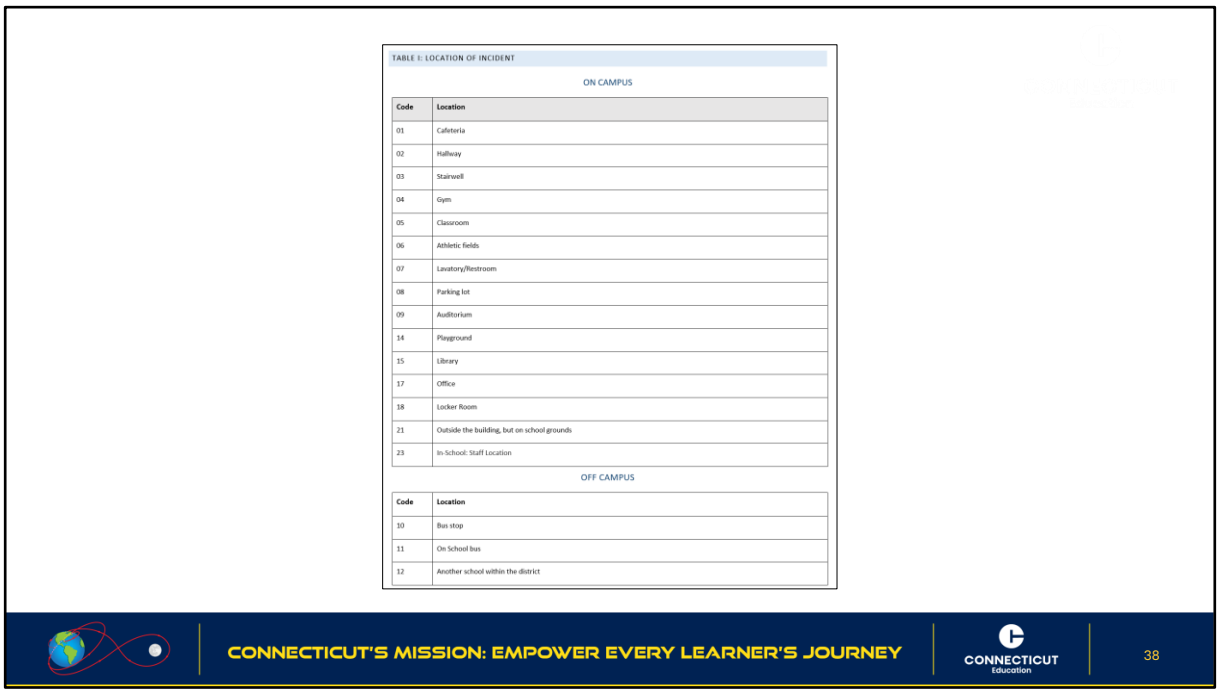


Table E: Location of Incident.

The next table is the **Location of Incident**. These codes are categorized by On-Campus, Off-Campus, and then Other. Other includes online as well as if a reportable incident took place because of an accumulation of incidents.

EXAMPLE: a student was suspended after numerous detentions not served.

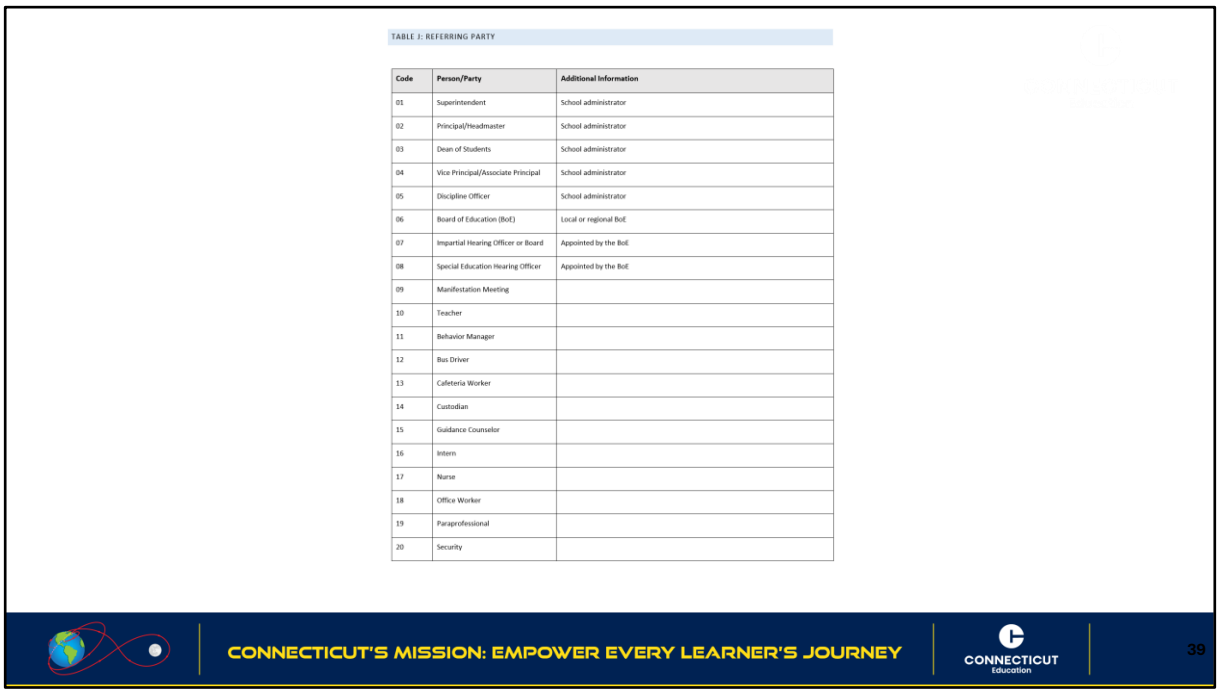
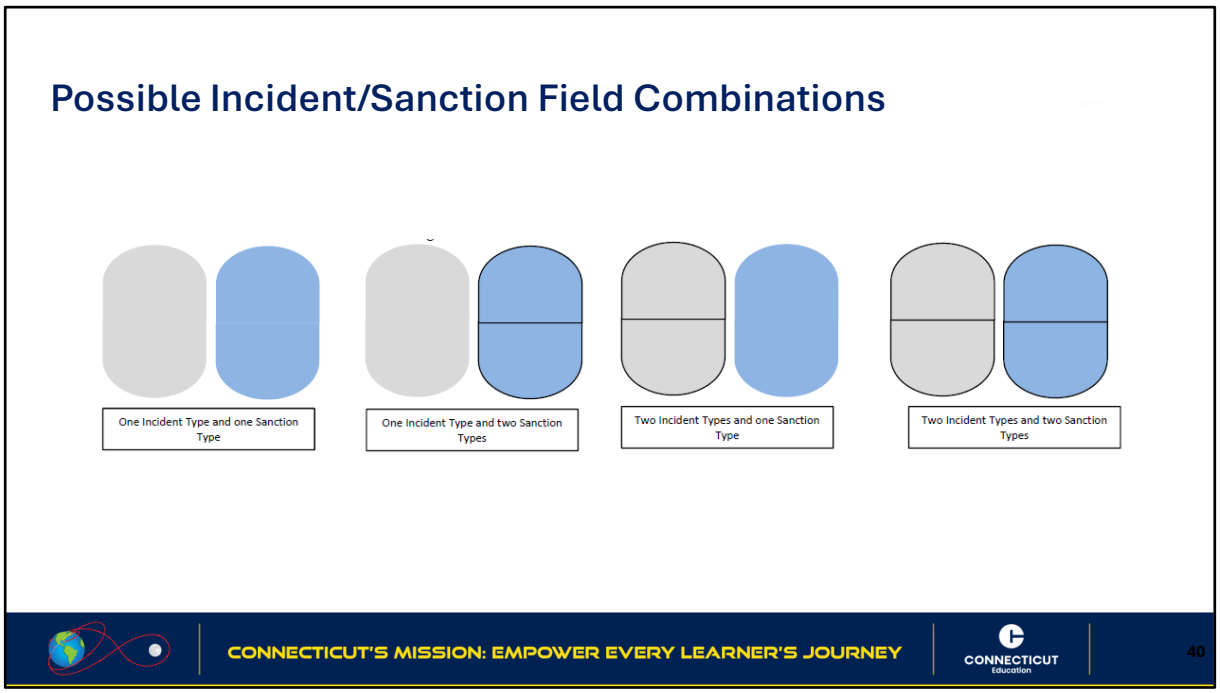


TABLE J: REFERRING PARTY

Code	Person/Party	Additional Information
01	Superintendent	School administrator
02	Principal/Headmaster	School administrator
03	Dean of Students	School administrator
04	Vice Principal/Associate Principal	School administrator
05	Discipline Officer	School administrator
06	Board of Education (BoE)	Local or regional BoE
07	Impartial Hearing Officer or Board	Appointed by the BoE
08	Special Education Hearing Officer	Appointed by the BoE
09	Manifestation Meeting	
10	Teacher	
11	Behavior Manager	
12	Bus Driver	
13	Cafeteria Worker	
14	Custodian	
15	Guidance Counselor	
16	Intern	
17	Nurse	
18	Office Worker	
19	Paraprofessional	
20	Security	

Table J: Referring Party. The **Referring Party** is the individual who reported the student. Note that there is a code for an anonymous tip as well as a parent.

The **Bullying** table has been removed, as mentioned earlier this field is retired beginning with the 2025-2026 school year. Although districts are still required to maintain data regarding bullying and challenging behaviors, according to P.A. 23-167, Sec. 87, districts are no longer required to report verified acts of bullying to the CSDE.

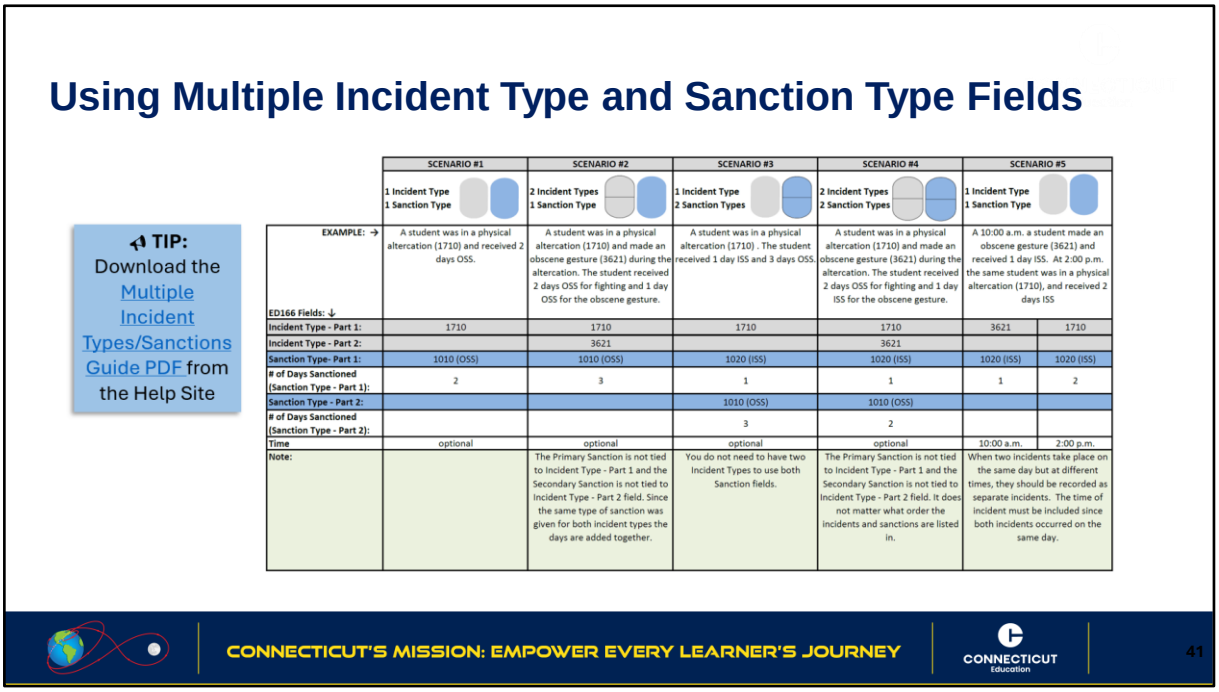


Recall that there are two **Incident Type** fields and two **Sanction Type** fields in the Record Layout. Think of each set of ovals as one all-encompassing event. The gray portion is the Incident description, and the blue portion is the Sanction description.

A record can consist of:

1. one incident type and one sanction type or
2. one incident type and two sanction types or
3. two incident types and one sanction type or
4. two incident types and two sanction types

This can get confusing, so it is useful to follow the description on the next page while viewing a full page printed or downloaded copy of the **Multiple Incident Types/Sanctions Guide.**



This document covers 5 scenarios. Each includes an example situation and then the appropriate Incident and Sanction fields to use.

Scenario #1 – **1 Incident Type, 1 Sanction Type** - A student was in a physical altercation (1710) and received 2 days OSS (1010).

- Incident Type – Input 1710 in the first Incident Type field and leave the second Incident Type field blank.
- Sanction Type – Input 1010 in the first Sanction Type field and leave the second Sanction Type field blank.

Scenario #2 - **2 Incident Types, 1 Sanction Type** - A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS (1010) for fighting and 1 day OSS (1010) for the obscene gesture.

For the Incident Type use both fields – but then only one sanction field. The second sanction field must remain blank, even though the student received 2 days of OSS for part of the incident and an additional day of OSS for the other part of the incident. **Since it was the same sanction, the days are combined.**

- Incident Type – Input 1710 in the first Incident Type field and 3621 in the second Incident Type field
- Sanction Type – Input 1010 in the first Sanction Type field and leave the second Sanction Type field blank.

Scenario #3 - **1 Incident Type, 2 Sanction Types** - A student was in a physical altercation (1710) . The student received 1 day ISS (1020) and 3 days OSS (1010). In this instance use one Incident Type field and both Sanction Type fields. The other incident field remains blank. **You do not need to have two Incident Types to use both Sanction fields.**

Scenario #4 - **2 Incident Types, 2 Sanction Types** - A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS for fighting and 1 day ISS for the obscene gesture. In this case all four fields are used. The Primary Sanction is not tied to Incident Type - Part 1 and the Secondary Sanction is not tied to Incident Type - Part 2 field. **It does not matter what order the incidents and sanctions are listed in.**

Scenario #5 is a little different - At 10:00 a.m. a student made an obscene gesture (3621) and received 1 day ISS. At 2:00 p.m. the student was in a physical altercation (1710) and received 2 days ISS. When two incidents take place on the same day but at different times, they should be recorded as separate incidents. The time of incident must be included since both incidents occurred on the same day.

A few rules to remember are at the bottom of this sheet:

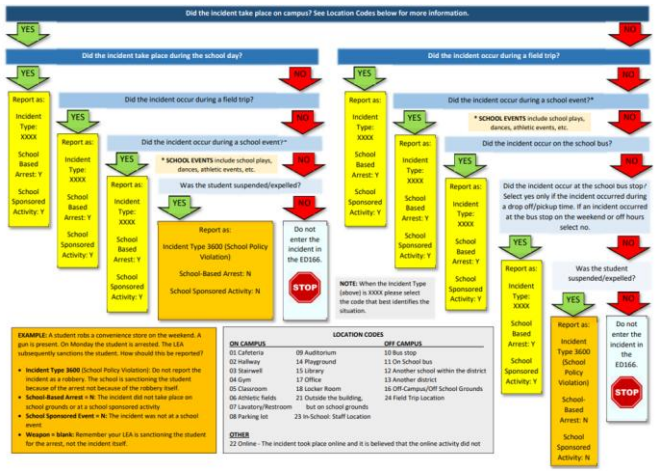
- Incident Type - Part 1 and Incident Type - Part 2 should be viewed as one all-encompassing description of an incident regardless of if one or two Sanction Types are imposed.
- Sanction Type - Part 1 and Sanction Type - Part 2 should be viewed as one all-encompassing sanction for an incident regardless of if the incident is described in one or two Incident Types.
- Incident Type - Part 1 CANNOT equal Incident Type - Part 2.
- Sanction Type - Part 1 CANNOT equal Sanction Type - Part 2.

As mentioned earlier this section this can get confusing! Please reach out to CSDE if you are unsure how to code a multi-part incident.

There is a data cleaning report built into the ED166 that will help you identify records that have been potentially miscoded. More information on this report is available in Phase 2 Training.

School Based Arrest Flow Chart

TIP: Download the Reporting Arrests PDF from the Help Site



This slide details when your Reporting District should report a student arrest in the ED166. As with the previous slide it is recommended to follow this description with a printed or downloaded copy of the **Reporting Arrests** document as it will likely be easier to see.

Note that only School-Based Arrests (SBA) should be reported in the ED166. **This only includes incidents that took place on school grounds or at a school-sponsored event.**

Note the series of questions in blue and the green "yes" arrows and red "no" arrows. All the situations that end in yellow will instruct you to report the arrest as School-Based, while the orange boxes will not be reported as a SBA, and the light blue boxes result in the incident not being reported in the ED166 at all. At the bottom of the page are several pertinent definition as well as the location codes.

EXAMPLE #1: A student robbed a convenience store on the weekend with a weapon. The student was arrested on school grounds on Monday and subsequently suspended from the school district due to the severity of the arrest. How and should that be reported?

- Start at the top of the chart…Did the incident take place on campus? No, it did not, move to the right and down to the next question.
- Did the incident occur on a field trip? No, again move right and down to the next question.
- Did the incident occur on a school bus, No, again move right and down to the next question.
- Did the incident occur at the school bus stop? Note that a bus stop is only considered a bus stop during drop-off/pickup times. In this case no, again move right and down to the next question.
- Was the student suspended/expelled? Yes. Following the guidance in the orange box, note that the incident should be reported, but **not** as a SBA. Use incident type 3600 – which is a school policy violation where a "sanctionable" arrest took place. The incident is not coded as a robbery and the weapon is not reported. The school-sponsored activity field is coded as no.

EXAMPLE #2: A student shoplifted merchandise from a convenience store on a weekend. The student was arrested on school grounds on Monday, but no sanction is given by the LEA. Stepping through the chart all the answers are the same as the previous example except for the last one. The student was not suspended/expelled. This is an example of when a non-SBA took place, and nothing needs to be reported in the ED166.

Many other situations are more straight forward – arrests that occurred due to fights during the school day or at school football game etc. In each of those cases the SBA field should be marked "yes" as well as School Sponsored Activity field. The Incident Type would be coded as the actual incident that took place, and include any weapon or substance involved.

Laws - Expulsion

- CT General Statutes Sec. 10-233d. Expulsion of pupils
  - **Students Under 16 Years Old:** The district must offer alternative education to any student under the age of 16 who is expelled, regardless of the reason or offense.
  - **Students Aged 16 to 18:** School districts must provide an alternative educational opportunity to students in this age bracket who are expelled for **either their first or second time**. To receive it, the student must express a desire to continue their education and comply with behavioral/attendance conditions established by the school board. *(Note: Exceptions apply if the expulsion involves specific severe weapons charges or drug distribution on school grounds).*
  - Review:
    - ED166 Report: Expulsion Education Provided Review
    - Alternative Education information linked from the Help Site



The next set of slides pertain to the discipline laws related to this collection.

10-233 (d) covers alternative education for expelled students. Note that additional information is also linked at the bottom of the Alternative Education Provided table in the Record Layout and in the Links section of the Help Site.

More information on Review items is available in the Phase 2 Training

Laws - Suspension

- CT General Statutes Sec. 10-233 (a-n) - Suspension of Pupils
  - Defines Removal (90-minute rule), In-School Suspension, Suspension (Out of School), Expulsion and School-Sponsored Activities
  - Review:
    - ED166 Report: Removed From Class Over 90 Minutes



10-233 (a-n) defines several of the terms used in reference to discipline including the "90 Minute Rule" referenced earlier.

Laws – School-Based Arrest

- Public Act No. 15-168 - An Act Concerning Collaboration Between Boards of Education and School Resource Officers and the Collection and Reporting of Data on School-Based Arrests
  - "School-based arrest" means an arrest of a student for conduct of such student on school property or at a school-sponsored event.
  - Guidance available on the Reporting Arrests flow chart available on the ED166 Help Site
  - Review:
    ED166 Report: Arrest Reported - Not School Sponsored

PA 15-168 defines School-Based Arrests, which was illustrated in the flow chart.

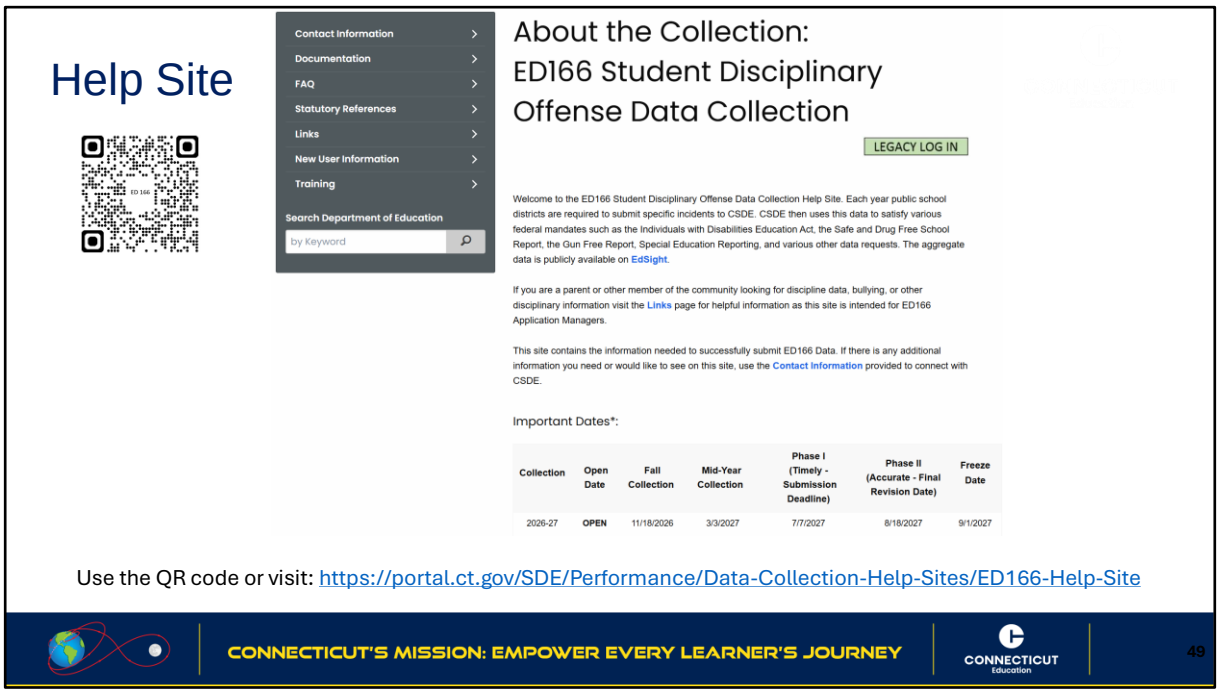
Laws – PK-2 Students

- Public Act 24-45 Sec. 14 revises the standard for determining when a school may issue an out-of-school suspension for Kindergarten through Grade Two students. An out-of-school suspension is permissible only if it is determined that it is necessary based on evidence that the student's conduct (on school grounds) constitutes behavior that **causes physical harm**. School suspensions for such students cannot exceed **five** consecutive school days.



This is an update to a law that has been in place since July 1, 2015. The law prohibits exclusionary discipline for students in grades PK-2 unless the behavior causes physical harm. Refer to the last column in Table C (Incident Type codes) to determine if a code falls within the law.

A report housed within the ED166 identifies records that may not follow the law. If the records below do not accurately describe the incident that occurred, your district should recode them before the data is frozen. This report is live, so it will be updated as you make changes to the data.

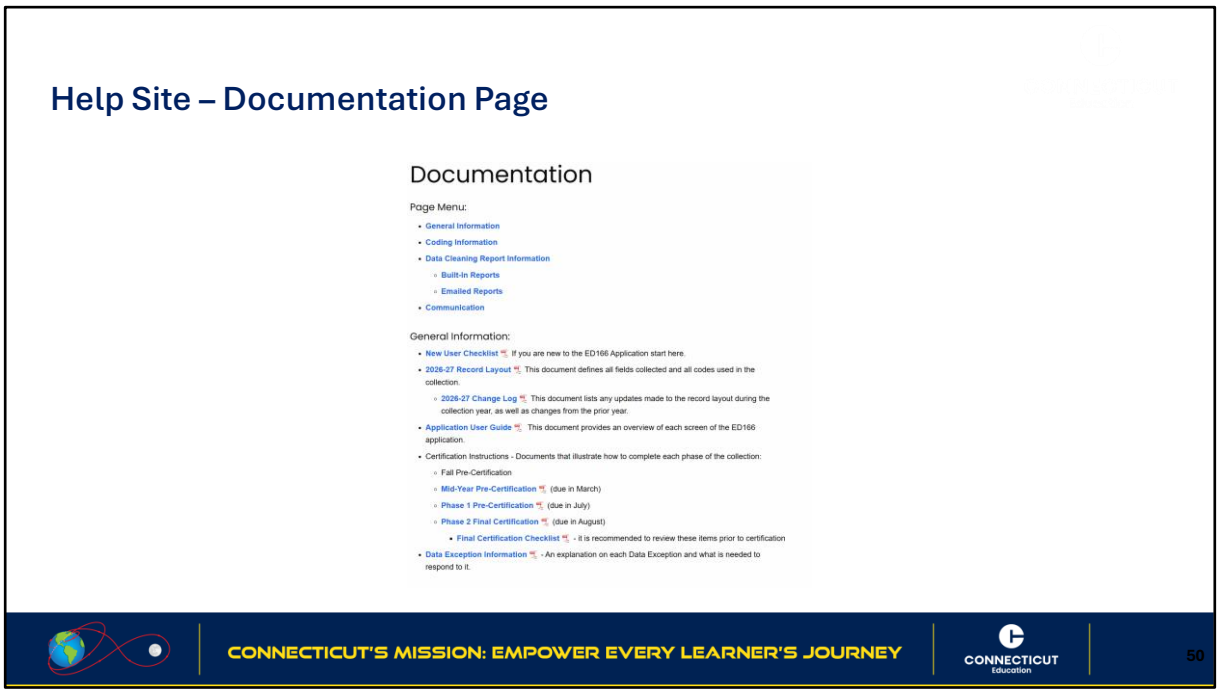


This is the ED166 Help Site **Home Page**. Note that there is a link to the application login page in the upper right. In the bottom center of the page the deadlines are listed.

There are several links on the left side menu. The next few slides will highlight the most referenced pages.

Slide Links:
ED166 Help Site: https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site
CSDE Home Page: https://portal.ct.gov/SDE

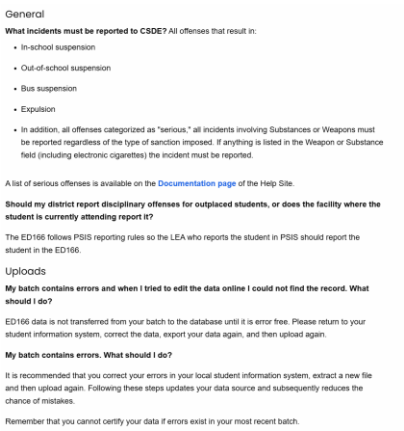
Help Site – Documentation Page



The **Documentation** page is the most important pages as everything needed for reference is here. The page starts with **General Information** such as the record layout as well as the change log – recall that this is where any updates are listed. There is information on the phases and error messages. Next there is **Coding Information**. This is where the documents covered in this PowerPoint are all posted. After that is the **Data Cleaning Report Information**. Those reports will be covered in the Phase 2 PowerPoint, but you are encouraged to begin reviewing them early. Next is the **Communication** section. Since you are reviewing these instructions you may be new, so if you just joined the mailing list or haven't yet been added to the profile, here is where you can catch up on the emails that have been sent this collection year.

When Phase 2 opens additional information is posted in the Phase 2 Information section.

Help Site - Frequently Asked Questions



General

What incidents must be reported to CSDE? All offenses that result in:

- In-school suspension
- Out-of-school suspension
- Bus suspension
- Expulsion
- In addition, all offenses categorized as "serious," all incidents involving Substances or Weapons must be reported regardless of the type of sanction imposed. If anything is listed in the Weapon or Substance field (including electronic cigarettes) the incident must be reported.

A list of serious offenses is available on the Documentation page of the Help Site.

Should my district report disciplinary offenses for outplaced students, or does the facility where the student is currently attending report it?

The ED166 follows PSIS reporting rules so the LEA who reports the student in PSIS should report the student in the ED166.

Uploads

My batch contains errors and when I tried to edit the data online I could not find the record. What should I do?

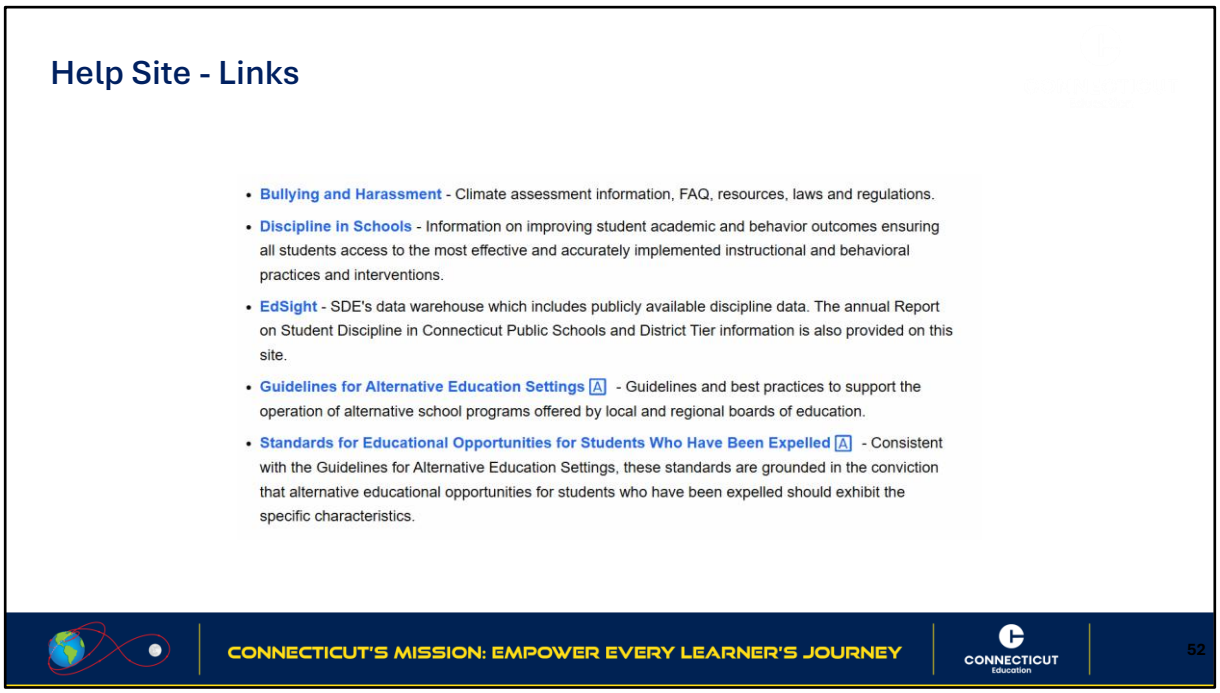
ED166 data is not transferred from your batch to the database until it is error free. Please return to your student information system, correct the data, export your data again, and then upload again.

My batch contains errors. What should I do?

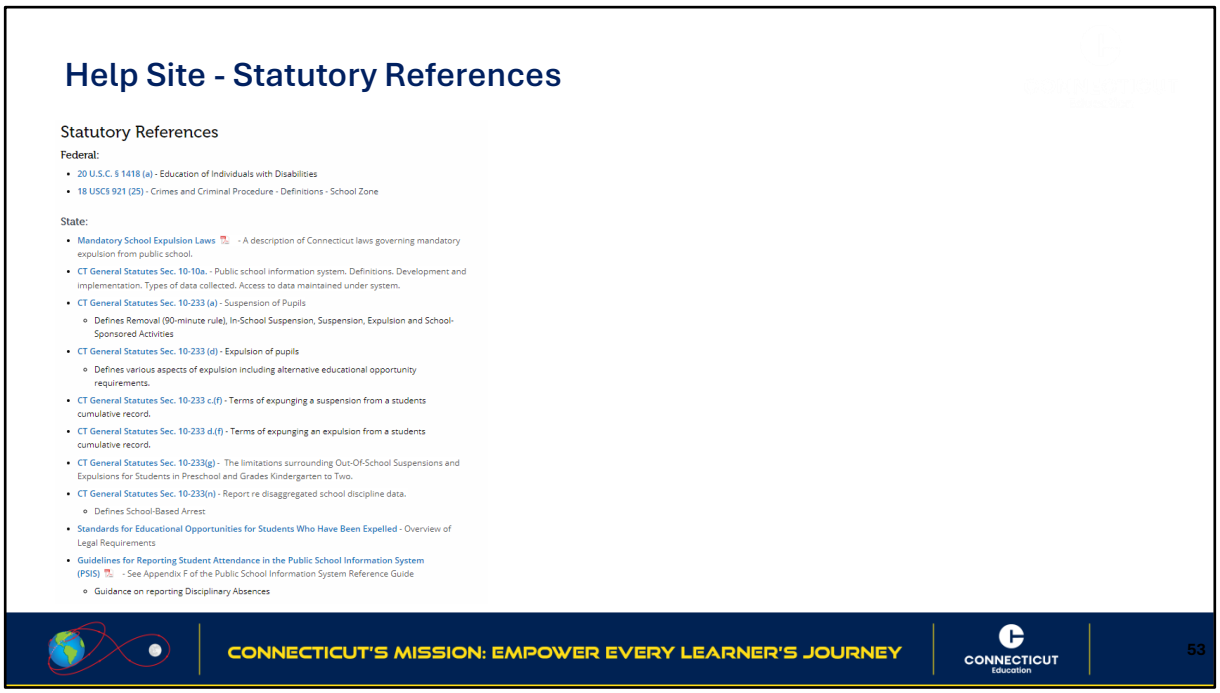
It is recommended that you correct your errors in your local student information system, extract a new file and then upload again. Following these steps updates your data source and subsequently reduces the chance of mistakes.

Remember that you cannot certify your data if errors exist in your most recent batch.

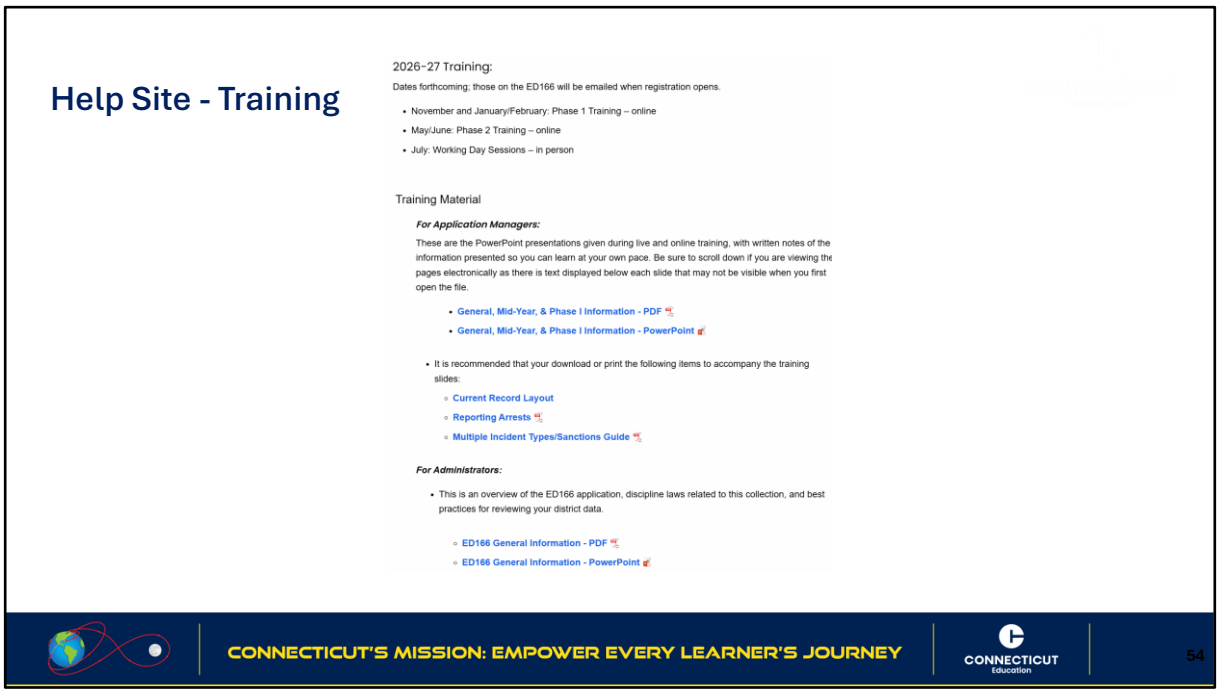
The **Frequently Asked Questions** page lists the most common questions and is updated as additional reoccurring questions emerge.



The **Links** page brings you to documentation on alternative education for expelled students, information on bullying and harassment, as well as a link to EdSight, our public data warehouse.

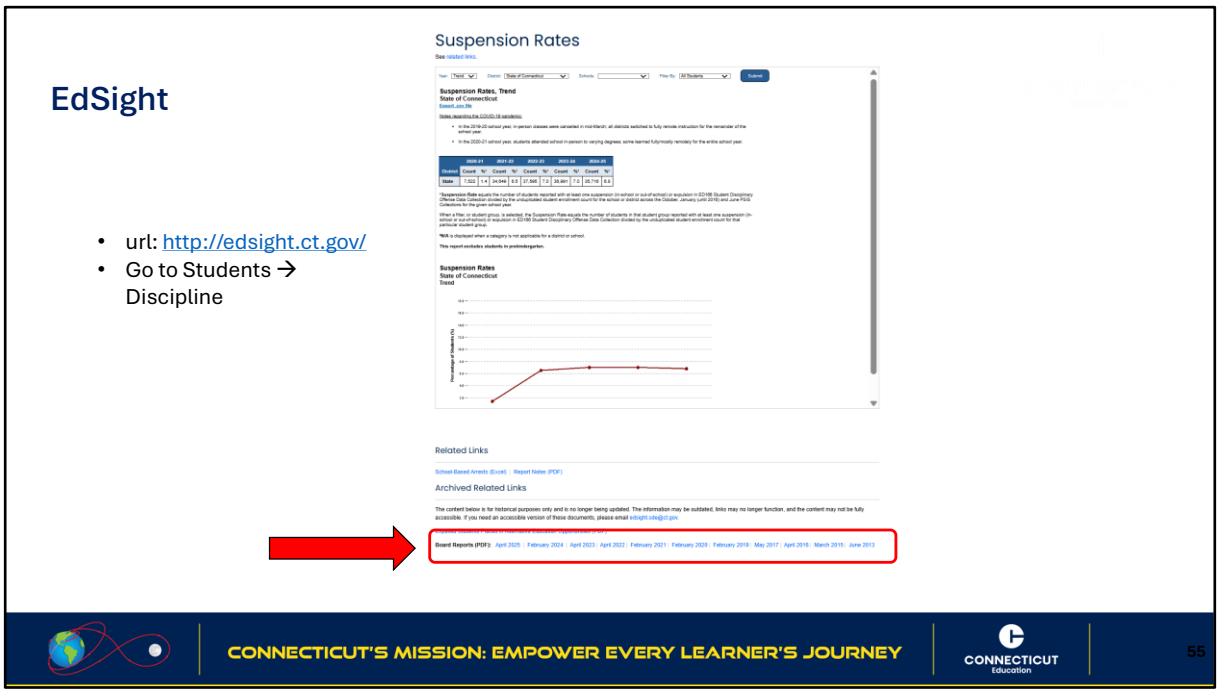


The **Statutory References** page links to the laws pertaining to the ED166 including those covered on the slides.



The **Training** page lists any upcoming live sessions as well as prerecorded videos and PowerPoint training such as this one. When live sessions are scheduled, you will be notified via email if you are listed as an ED166 Contact.

In addition to training, we have Working Days in the spring/early summer. It is highly encouraged for new users to attend these. These sessions give districts a chance to work on their collection and receive live help as needed. The goal of these sessions is to complete your collection or to understand what else is needed to successfully complete your collection.



EdSight, CSDE's public information portal, has been mentioned on a few slides. The website is linked from the Help Site, or you can go directly to http://edsight.ct.gov/. To view the discipline data, go to Students → Discipline

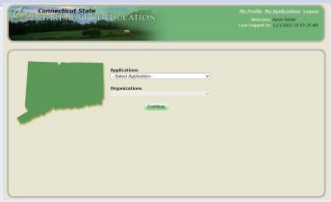
There are several sections of discipline data: Suspension Rates, Sanctions, and Incidents (where the data counts by category are displayed).

You can view trend data, which shows a five-year range, or select a specific year. You can view district wide data or view a specific school. On the Suspension Rates Page, you can also drill down by subcategory (gender, grade, etc.).

Note that no Personally Identifying Information (PII) is posted on EdSight. You may notice some tables contain an asterisk instead of a number following our Data Suppression Guidelines (https://edsight.ct.gov/relatedreports/BDCRE%20Data%20Suppression%20Rules.pdf). Calculation information on each of these reports are available in the Report Notes section.

EdSight also contains links to our Annual Board Report on Discipline.

Application Types

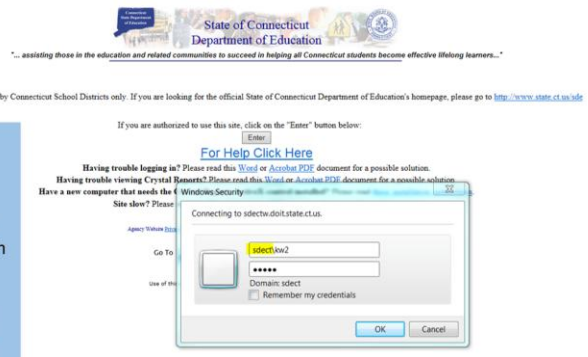
Legacy	Portal
One password per Reporting District – may be shared as they see fit	One password per person. Do not share passwords, create a new account for every user.
One role per Reporting District – anyone with the password can add, delete, etc.	Multiple roles available. Functions are based on roles (access to editing data, certification, etc.)
Contact CSDE to reset your password	Password can be reset online
	

Visit the Data Collection Applications page for a list of each Performance Office application with its type.

CSDE has two types of applications, legacy and portal. The ED166 is a legacy application, so there is only one username and password per district – and districts may share this with whoever they feel is appropriate on their end.

Slide Links:
Data Collection Applications: https://portal.ct.gov/SDE/Performance/Data-Collections-Guide/Data-Collection-Applications

Accessing the Application

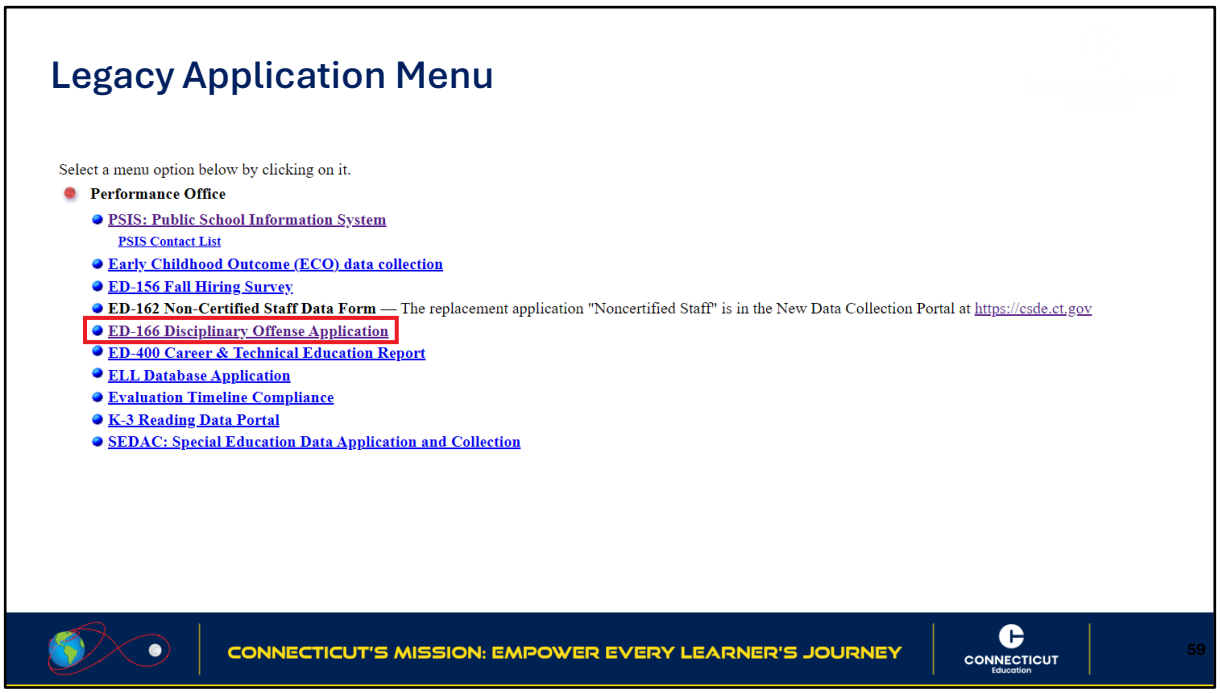


TIPS & REMINDERS:

- Add **sdect** before your username
- Use the same username/password used to access other collections such as PSIS
- If you are unsure of the username/password please contact our IT office at (860) 713-6681. Ask for the "enter button" password.

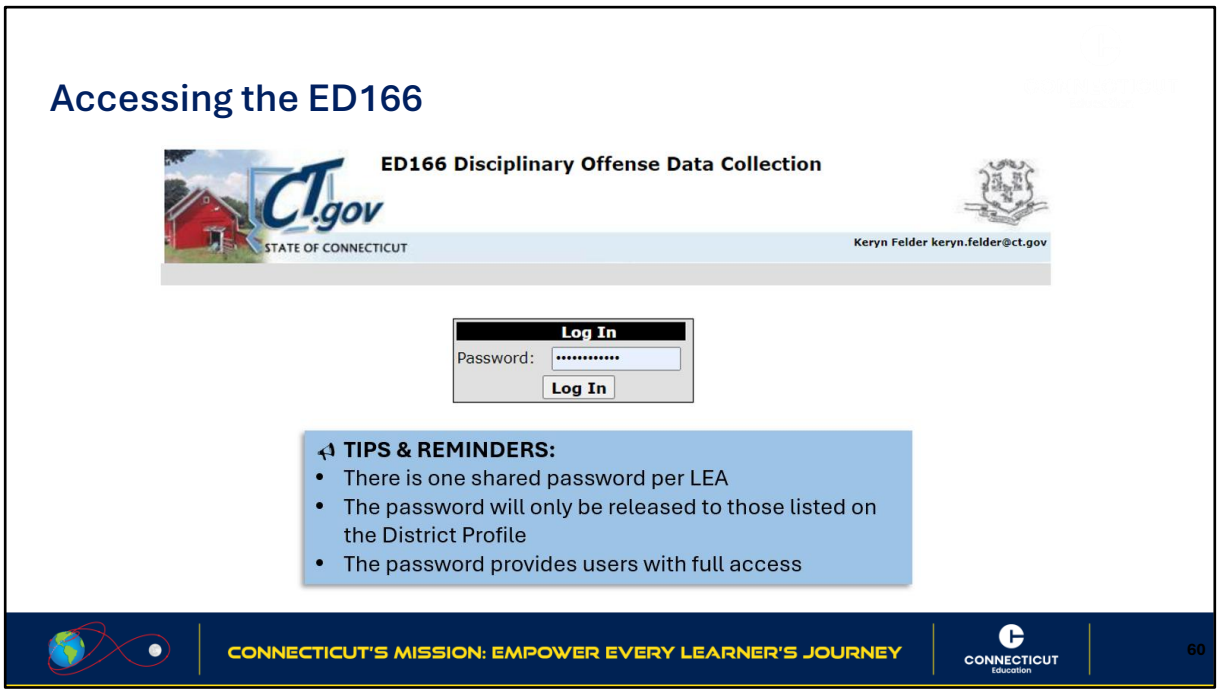
The next set of slides are screen shots from the application and include tips in the blue boxes on the slides. This is a quick overview of each page, not comprehensive instructions. Visit the Training section of the Help Site to view a video demonstrating how to upload or manually enter data in to the ED166 Application. The next set of slides has been included so you can take additional notes on each screen as needed when you watch the video or when you upload.

To log onto the ED166 go to http://www.csde.state.ct.us/



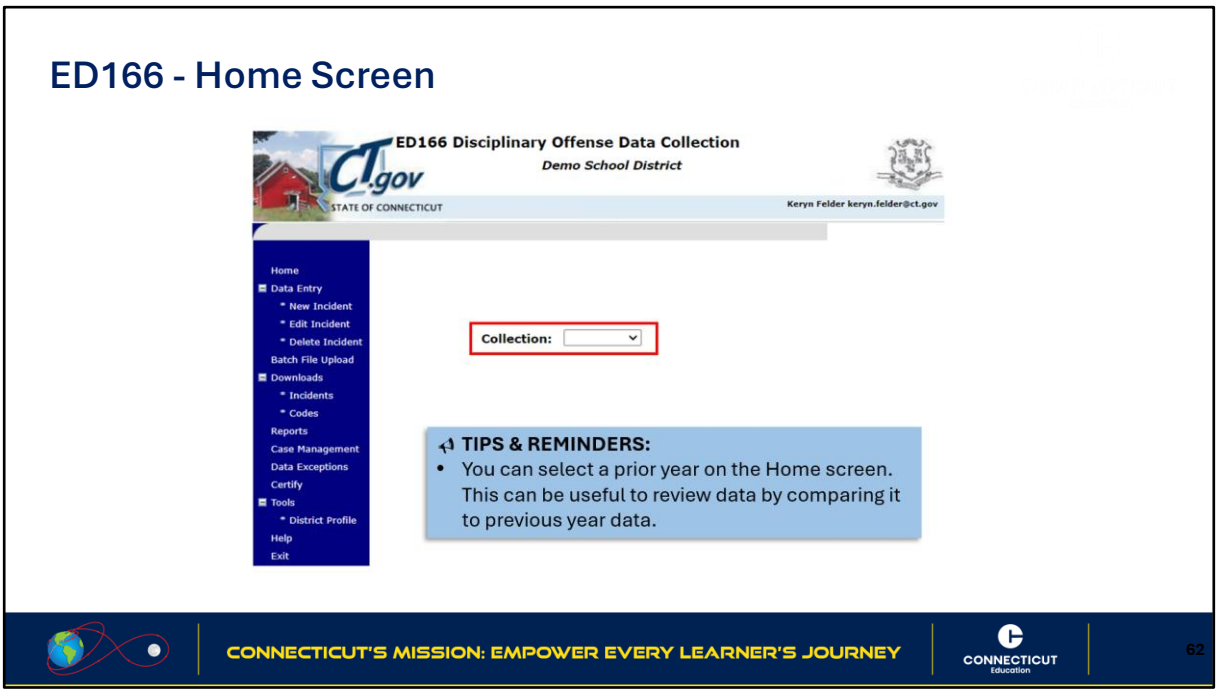
After entering the first password select ED166 Disciplinary Offense Application.

Accessing the ED166



Enter the ED166 specific password. If you need password assistance, contact CSDE.

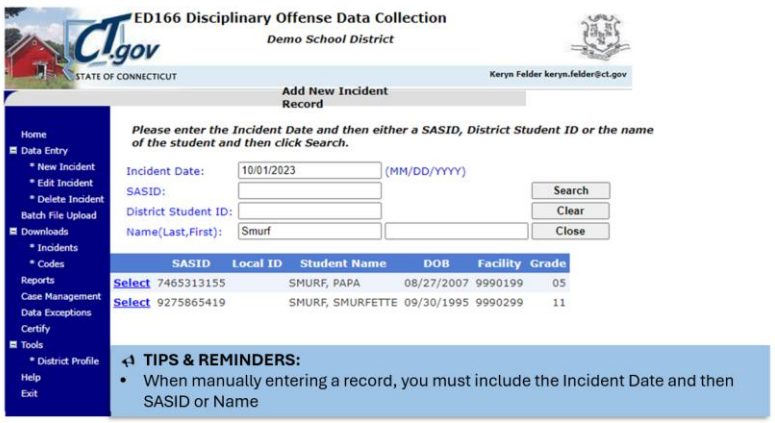
ED166 - Home Screen



On the ED166 Home Screen you can select a prior year in the drop-down menu to review reports or download data from a different collection year.

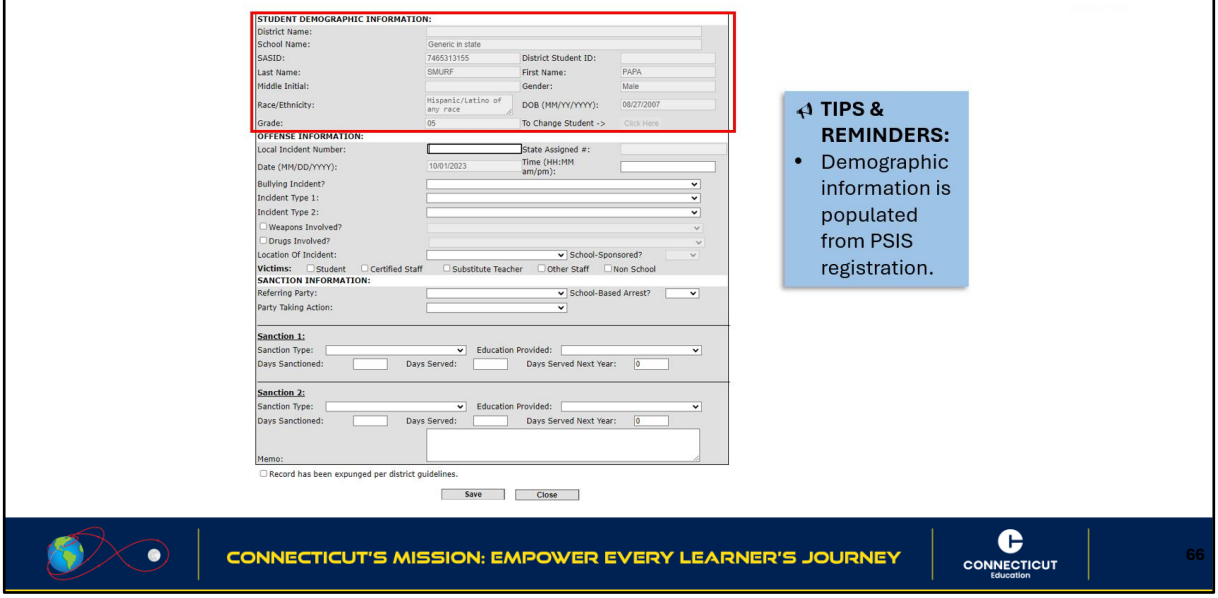
The next slides will step through each of the menu item on the left side of the screen.

ED166 – Manual Entry Step 1



To manually enter a record, select New Incident. Next enter the date of the incident and the students SASID, District Student ID, or Name. A list of potential matches will appear. Select the appropriate student and the Individual Entry screen will open.

ED166 – Manual Entry Step 2



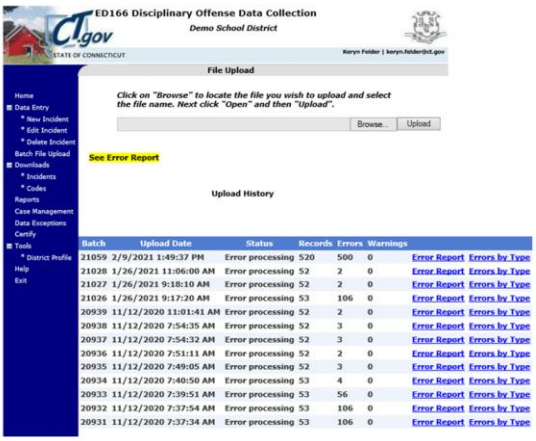
TIPS & REMINDERS:

- Demographic information is populated from PSIS registration.

The top of this screen contains locked ("grayed out") fields with demographic information for the selected student. If the data in any of these fields is incorrect, it must be edited in the Public School Information System (PSIS) Registration Module.

Complete the form and select Save. An error message will occur at the top of the screen if there is any missing or inconsistent information. You will not get an error report for manually entered records as the error check occurs upon saving.

ED166 – Batch Upload Screen

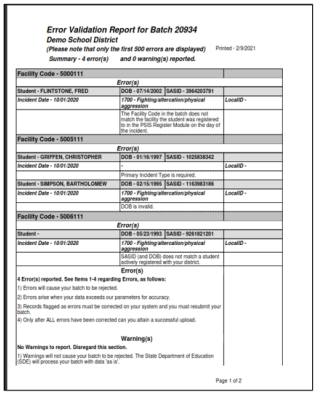


TIPS & REMINDERS:

- Your prior uploads will be listed here.
- This is where you access your error report.
- Max errors = 500

All uploads for the school year are listed as well as corresponding error reports. There is also a report that indicates the number of errors by type, which can be useful to identify systematic issues. If you enter records manually, they will not be reflected on this page.

Error Report



Error Validation Report for Batch 20934
Demo School District
(Please note that only the first 500 errors are displayed) Printed - 2/9/2021
Summary - 4 error(s) and 0 warning(s) reported.

Facility Code - 5000111		
Error(s)		
Student - FLINTSTONE, FRED	**DOB - 07/14/2002** **SASID - 3964203791**	
Incident Date - 10/01/2020	***I700 - Fighting/altercation:physical aggression***	***LocalID -***
	The Facility Code in the batch does not match a valid Facility Code registered to in the PSIS Register Module on the day of the incident.	
Facility Code - 5005111		
Error(s)		
Student - GRIFFEN, CHRISTOPHER	**DOB - 01/16/1997** **SASID - 1025838342**	
Incident Date - 10/01/2020	-	***LocalID -***
	Primary Incident Type is required.	
Student - SIMPSON, BARTHOLOMEW	**DOB - 02/15/1995** **SASID - 1163968186**	
Incident Date - 10/01/2020	***I700 - Fighting/altercation:physical aggression***	***LocalID -***
	DOB is invalid.	
Facility Code - 5006111		
Error(s)		
Student -	**DOB - 05/23/1993** **SASID - 9261021201**	
Incident Date - 10/01/2020	***I700 - Fighting/altercation:physical aggression***	***LocalID -***
	SASID (and DOB) does not match a student actively registered with your district.	

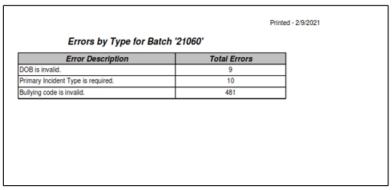
Error(s)

4 Error(s) reported. See Items 1-4 regarding Errors, as follows:
1) Errors will cause your batch to be rejected.
2) Errors arise when your data exceeds our parameters for accuracy.
3) Records flagged as errors must be corrected on your system and you must resubmit your batch.
4) Only after ALL errors have been corrected can you attain a successful upload.

Warning(s)

No Warnings to report. Disregard this section.
1) Warnings will not cause your batch to be rejected. The State Department of Education (SDE) will process your batch with data 'as is'.

Page 1 of 2



Printed - 2/9/2021

Errors by Type for Batch '21060'

Error Description	Total Errors
DOB is invalid.	9
Primary Incident Type is required.	10
Bullying code is invalid.	481

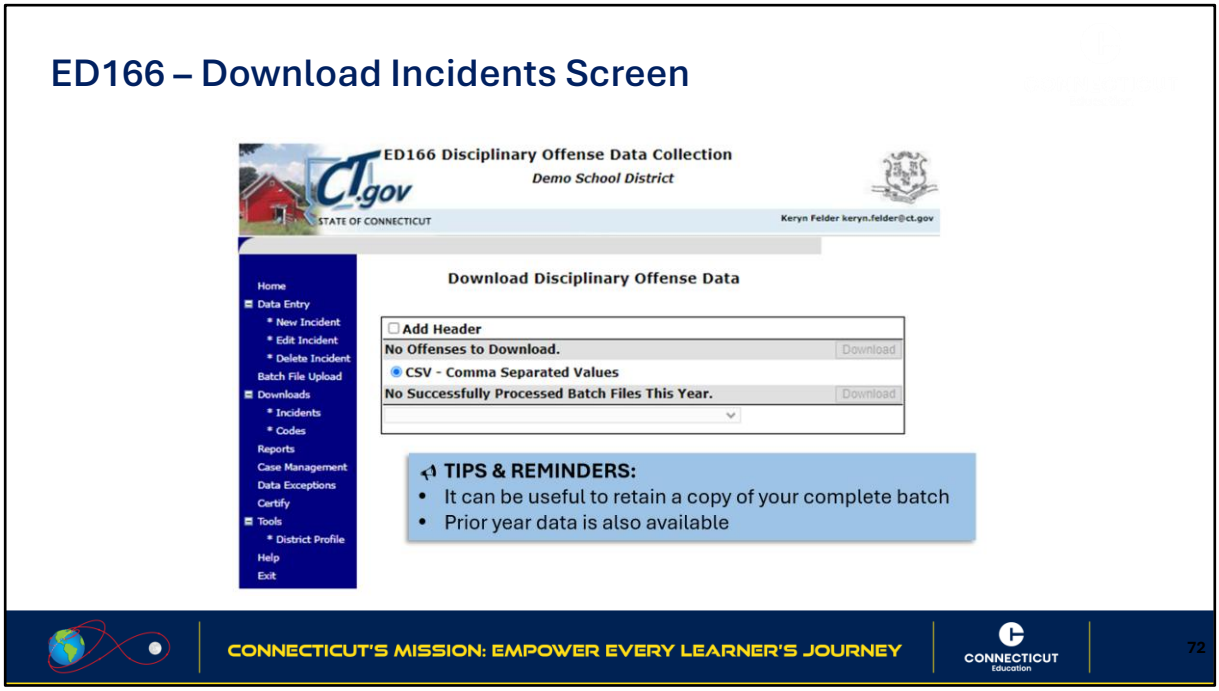
TIPS & REMINDERS:

- A list of Error Messages & correction information is on the Help Site
- 500+ errors are generally same error on every record

The Error Report identifies records that did not pass the ED166 validation checks. The best practice is to correct errors in your LEA's Student Information System (SIS), create a new extract, and upload again.

These errors **cannot** be corrected manually within the ED166 application.

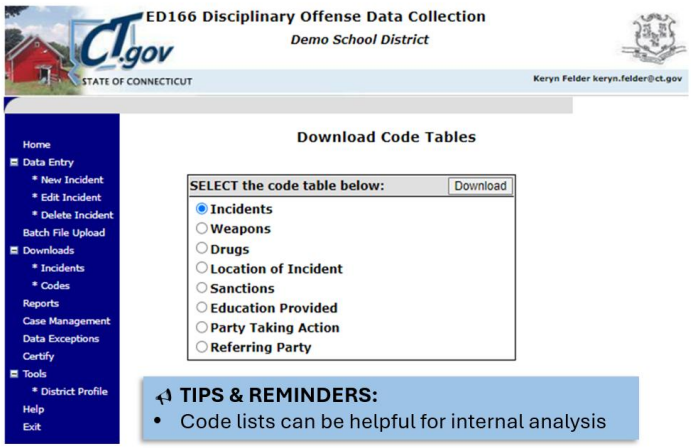
ED166 – Download Incidents Screen



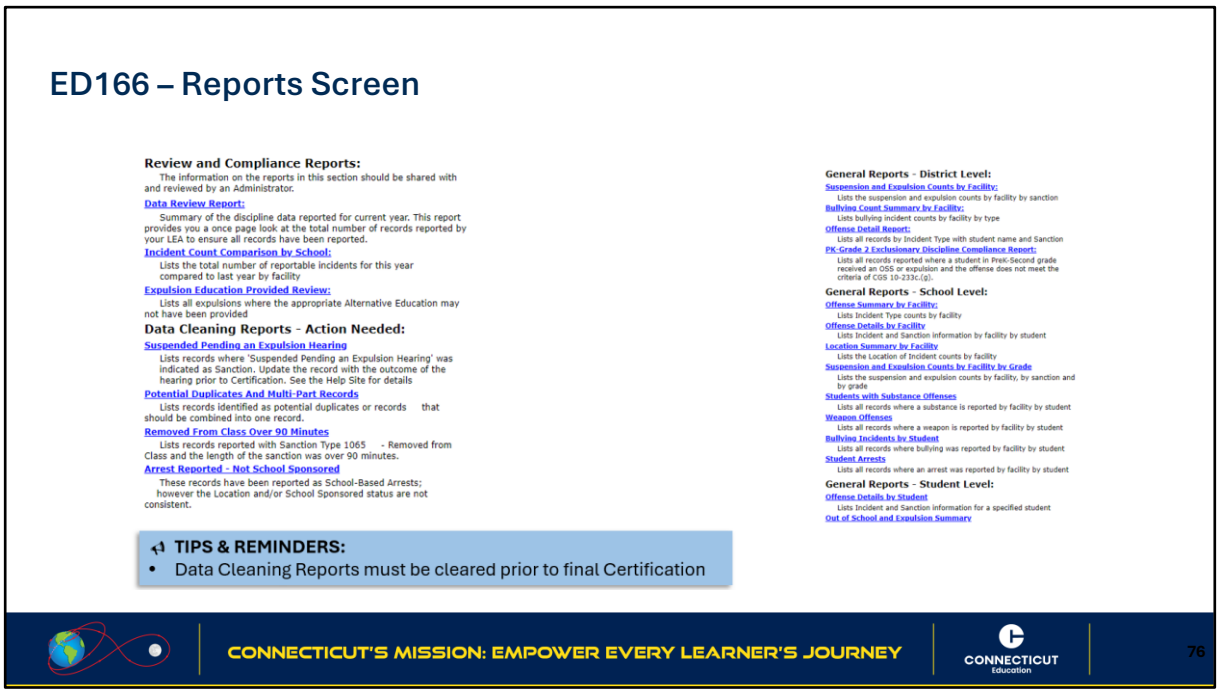
The downloads section of the application provides extracts of your data and system codes, both of which can be helpful with internal analysis or recordkeeping.

Incidents – records reported can be downloaded by batch, or combined. There is an option to include the field names in the download (select "Add Header").

ED166 – Download Codes Screen



Codes – Each of the code tables is available for individual download.



There are many reports available within the ED166. These reports are live, and therefore immediately updated upon data charges.

Review and Compliance Reports

These reports are encouraged to be shared with administrators as they provide a high-level record review, as well as student level records that may be out of compliance with CT disciplinary laws or have been reported incorrectly.

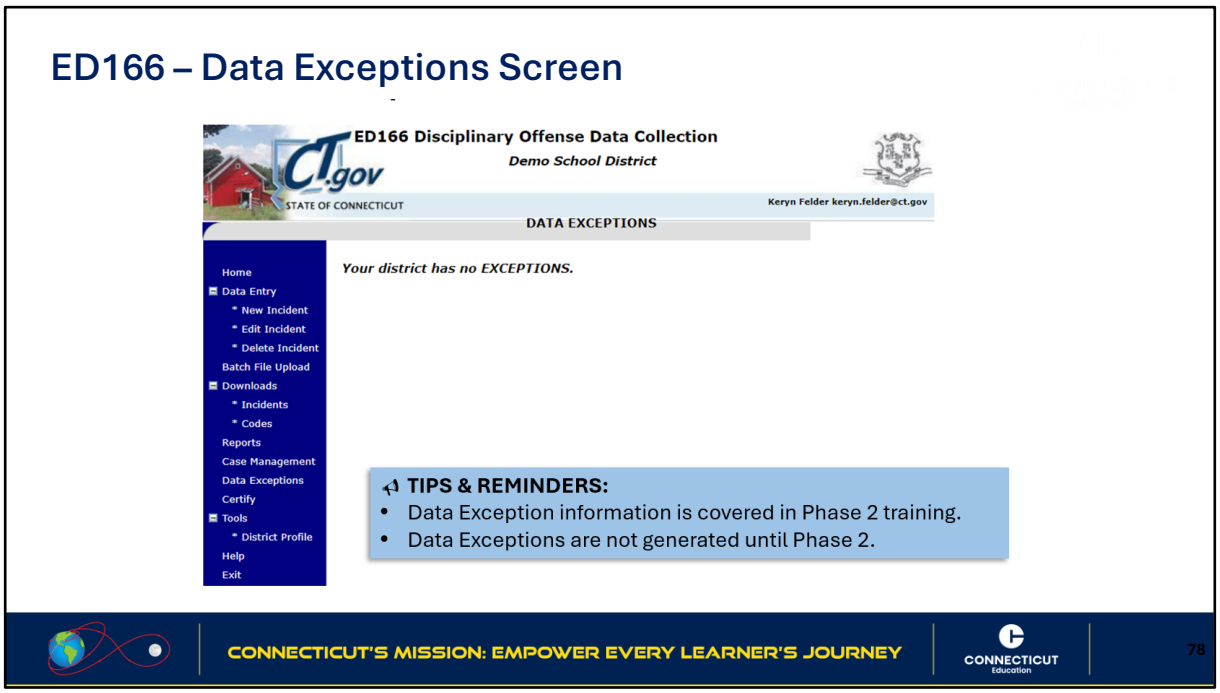
Data Cleaning Reports

The Data Cleaning Reports identify records that must be updated prior to Phase 2 Certification.

General Reports

Several general reports are available to help your Reporting District review the data submitted.

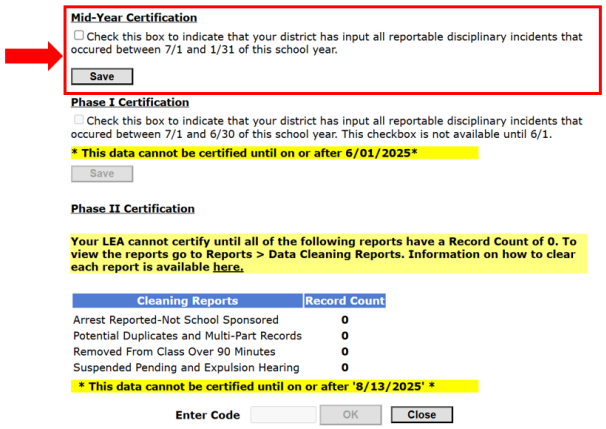
ED166 – Data Exceptions Screen



Variances in counts will generate a data exception that must be addressed by your District. Fluctuation in counts can naturally occur due to redistricting, changes in enrollment/administration, etc. or can be indicative of errors in data reporting.

An explanation of the logic used to identify Data Exception Types is available on the Help Site. Data Exceptions are not generated until Phase 2 begins and detailed information is available in Phase 2 training.

ED166 – Certification Screen



TIPS & REMINDERS:

- Check this box to complete the Mid-Year Collection
- An Administrator is not required to complete this step
- You do not need to uncheck the box to add/edit/delete data

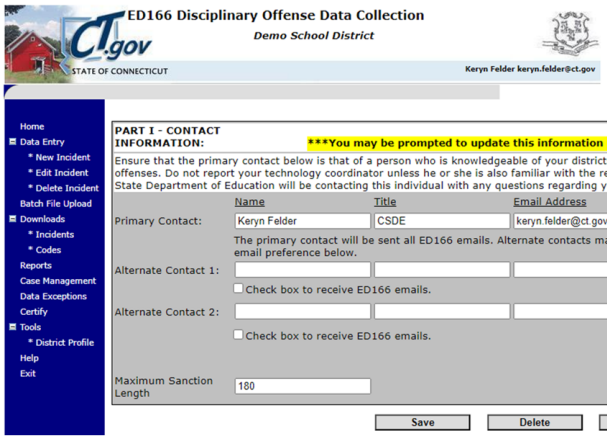
CONNECTICUT'S MISSION: EMPOWER EVERY LEARNER'S JOURNEY

CONNECTICUT Education

Mid-Year Certification – consists of a checkbox indicating that incidents which occurred between 7/1 and 1/31 of the school year have been reported. This box does not need to be unchecked to make any additional edits and does not need to be completed by an Administrator.

Phase 1 Certification – as with Mid-Year Certification this consists of a checkbox indicating that incidents which occurred between 2/1 and 6/30 of the school year have been reported. This box does not need to be unchecked to make any additional edits and does not need to be completed by an Administrator.

ED166 – District Profile Screen



TIPS & REMINDERS:

- Passwords are only released to those on the profile
- Once you are added to the profile you are automatically on the email list

Passwords are only released to those on the profile. Once a user is added to the profile, they are automatically on the email list and will receive training invitations, collection reminders, and other pertinent information.

The Maximum Sanction Length is also stored on this page. This number is used to validate the length of expulsions reported by your LEA.

What Can I Do Now if the Deadline is not Near?

- Step through the Record Layout to familiarize yourself with the codes
- Review last years data – in the ED166 as well as on EdSight
- Query your SIS (check for missing data, etc.)
- Upload a file (can upload at any interval) or enter data

THE MOST IMPORTANT SLIDE

Bookmark the Help Site (Record Layout, FAQs, Instructions): https://portal.ct.gov/SDE → Search "**ED166**"

What incidents are required to be reported to CSDE?

All offenses that result in:

- In-school suspension
- Out-of-school suspension
- Bus suspension
- Expulsion

In addition, all "serious" offenses and incidents involving Alcohol, Drugs or Weapons must be reported regardless of the type of sanction imposed. This means that if anything is listed in the Weapon Involvement or Substance Involvement field the incident must be reported. **Bullying is no longer collected.**

★ START YOUR ★ COLLECTION EARLY

Deadlines

Fall: November 18, 2026
- partial data

Mid-Year: March 3, 2027
- partial data
- checkbox to certify (no Admin needed)

Phase 1: July 7, 2027
- all remaining data
- checkbox to certify (no Admin needed)

Phase 2: August 18, 2027
- resolve Data Exceptions
- clear Cleaning Reports
- review Certification checklist
- Administrator Certification

Questions: Keryn.Felder@ct.gov

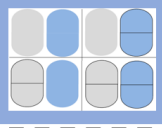
Reminders:

- A student must be registered to your district in the PSIS Registration Module on the Incident Date to report them.
- Review the **Reporting Arrests flowchart** to determine if a School-Based Arrest should be reported
- Be sure to update incidents with an expulsion hearing pending (do not add a new record)
- Update your District Profile as needed

A single record in the ED166 can "look" any of the following ways:

- 1 Incident Type, 1 Sanction Type
- 1 Incident Type, 2 Sanction Types
- 2 Incident Types, 1 Sanction Type
- 2 Incident Types, 2 Sanction Types

Details available on the Help Site



FREEZE DATE: SEPTEMBER 1, 2027

ABSOLUTELY NO CHANGES CAN BE MADE AFTER THIS DATE



Closing Remarks:

I hope the printed version of this information was helpful to you. Be sure you are viewing the most recent version of this document as the training sessions above will be updated as they are scheduled.

Once again, I recommend beginning your collection early, as it will allow ample time to work together through any issues that may occur (missing data, records that require further research, etc.). If you have any additional questions, I'm happy to help, and if you have any recommendations on the collection itself (new reports, etc.) let me know. As always feel free to email me with questions.

- Keryn Felder