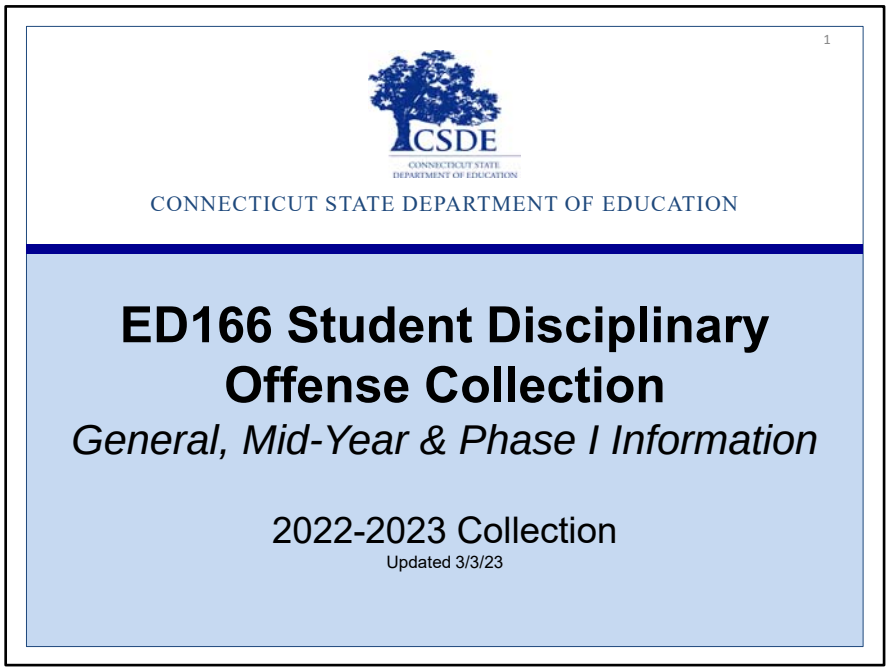
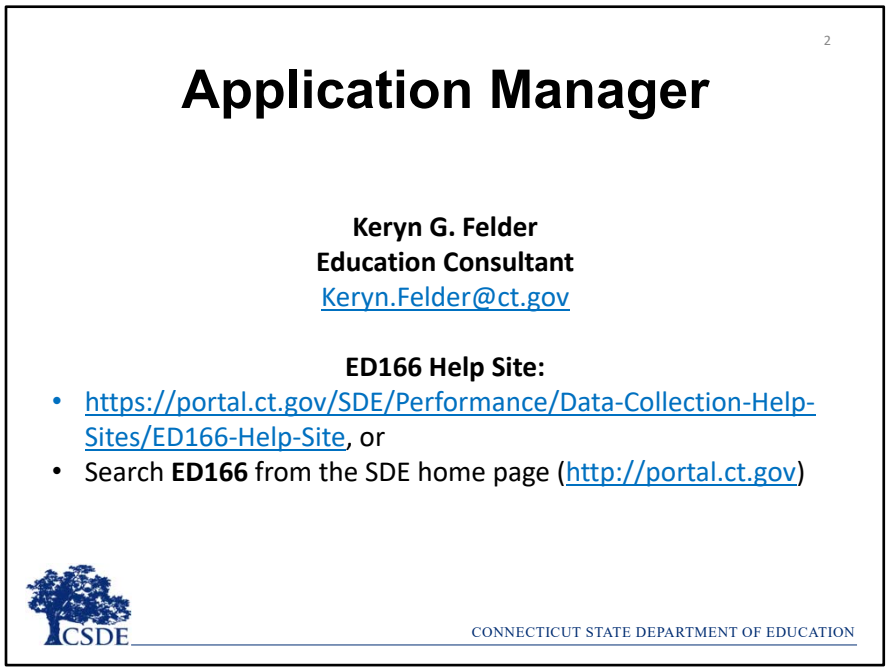


This PowerPoint is on the ED166 Student Disciplinary Offense Collection. The focus is General, mid-year and Phase I information. This PowerPoint is intended for those who will have direct contact with the ED166 application and will be responsible for reporting the data to the State Department of Education.

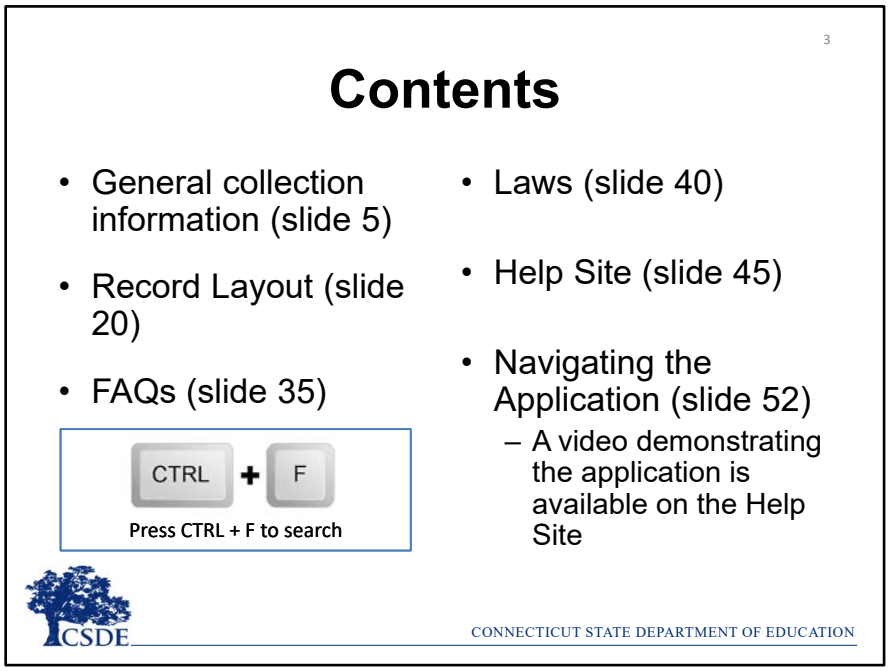


Welcome Message:

Welcome to the ED166 Student Disciplinary Offense collection. This document covers the same information presented at live and virtual training sessions but allows you to step through the content at your own pace. I encourage you to print or save this document to use for reference when you are completing your collection. I also 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 additional questions, I'm happy to help. The best way to reach me with questions is via email.

- Keryn Felder

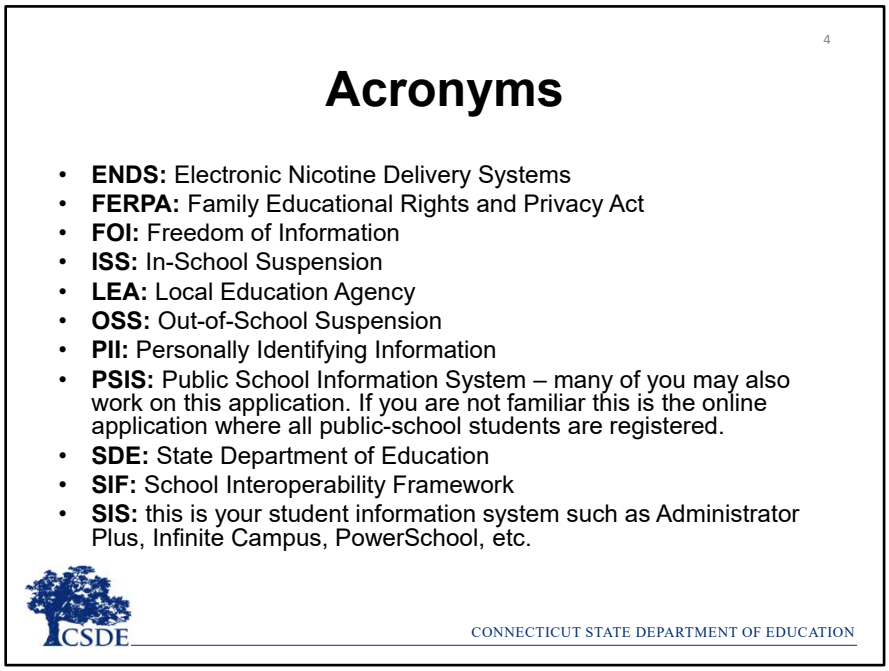


This topics covered today will include the basics of the collection including a review the Record Layout, covering the most frequently asked questions, applicable laws, and exploring the Help Site.

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

- 2022-2023 Record Layout
- Reporting Arrests
- Multiple Incident Types/Sanctions Guide

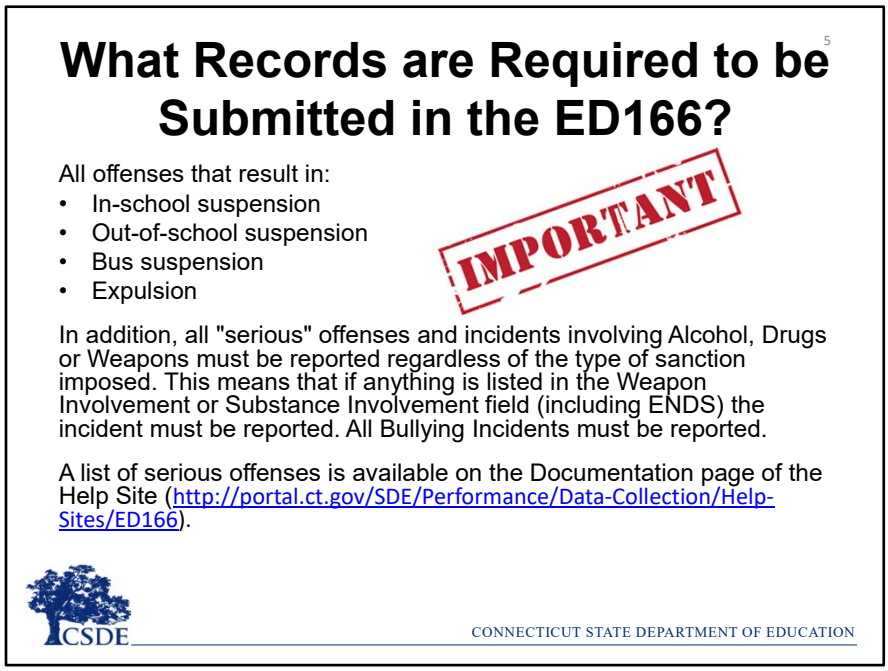
If you are looking for a specific item in this document click on CTRL + F to open a search window. **TIP: This command will work in other file types as well, such as Word and Excel.**



This slide lists the acronyms references in this document.

The most used ones are:

- **ISS:** In-School Suspension
- **OSS:** Out-of-School Suspension
- **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.
- **SASID:** State Assigned Student Identifier – this number is generated by the PSIS Register Module
- **SIS:** This is your student information system such as Administrator Plus, Infinite Campus, PowerSchool, etc.



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 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 imposed. Note that all incidents involving a weapon or substance must be reported as well as all Bullying incidents.

If your LEA reports an incident that is not required to be reported it will not be saved on the SDE end and not used in any analysis.

Why is the SDE Collecting this Data?

Education of Individuals with Disabilities
20 U.S.C. 1418(a)

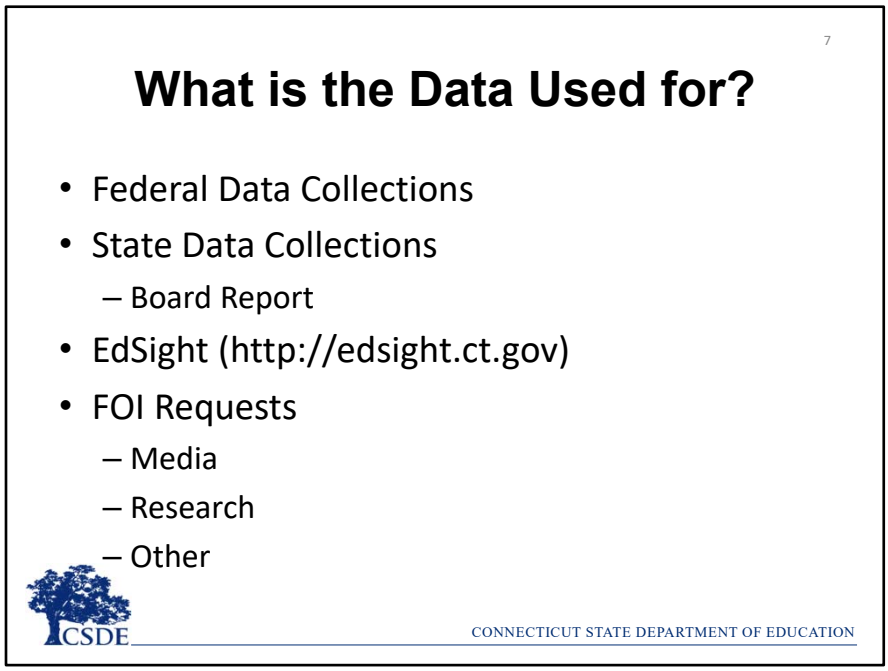
Safe & Drug Free Schools and Communities
20 U.S.C. 7101- 7165

Strengthening & Improvement of Elementary & Secondary Schools: Gun Possession
20 U.S.C. 8921

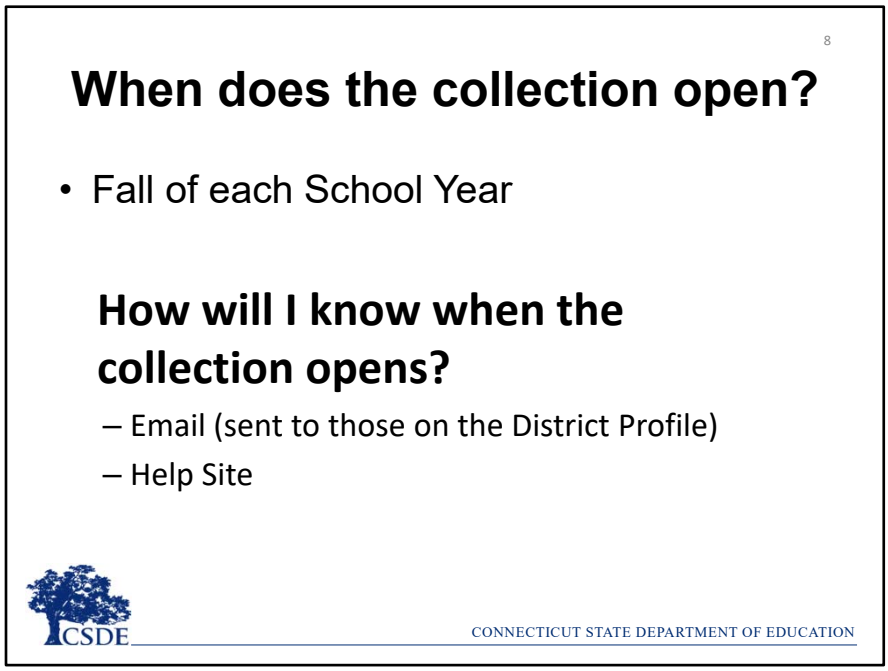
CSDE

CONNECTICUT STATE DEPARTMENT OF EDUCATION

There are several laws requiring SDE to collect this information. This is an example of some of them. Links to these laws are also available in the **Statutory References** section of the ED166 Help Site.

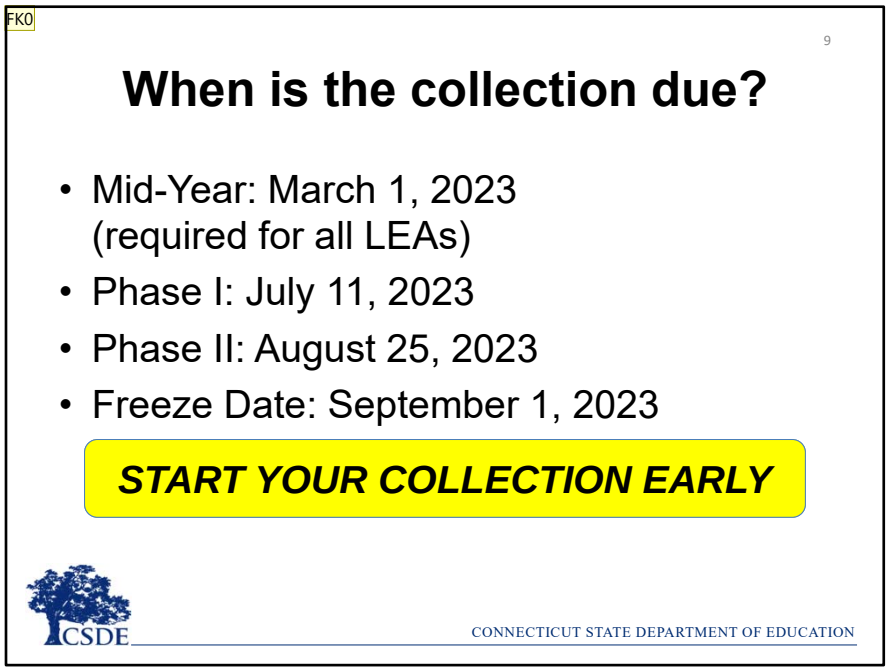


The data collected is used to satisfy federal data collections, state data collections including our annual Board Report, and FOI requests. Discipline data is also publicly posted on EdSight, the SDE's longitudinal data portal. Any publicly posted or released data follows all FERPA data suppression guidelines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



The ED166 collection opens in the Fall each school year, and your LEA 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 you 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 SDE. These individuals are also automatically on the ED166 mailing list.*



The deadlines have adjusted this 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.

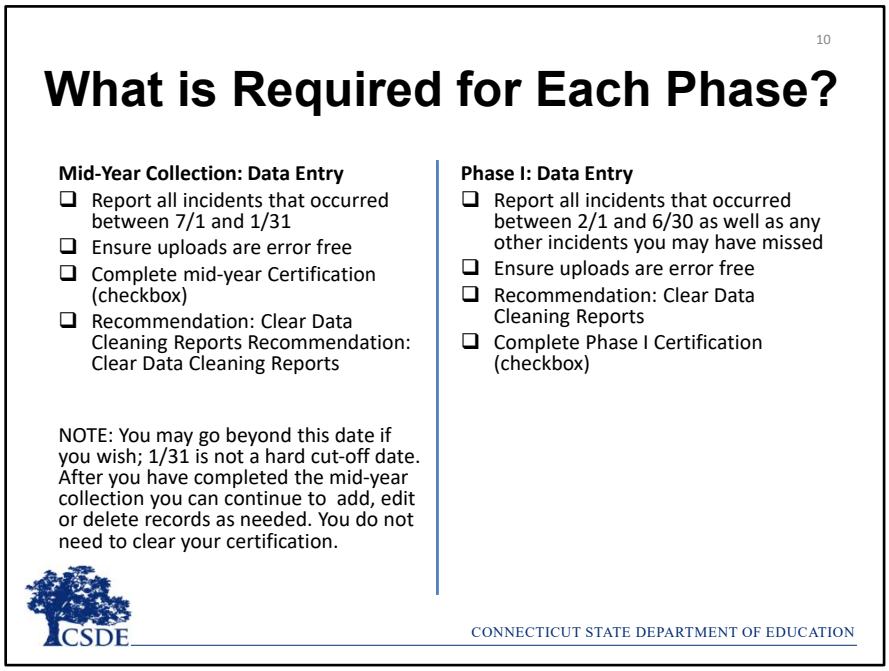
In prior years, the deadline was always the same – June 15 for example. Now the deadlines will fall on Tuesdays and Fridays during a set week of the appropriate month.

The ED166 incident year runs from July 1 – June 30 each 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 II as it is generally more difficult to connect with other 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. The database can be cleared if needed.

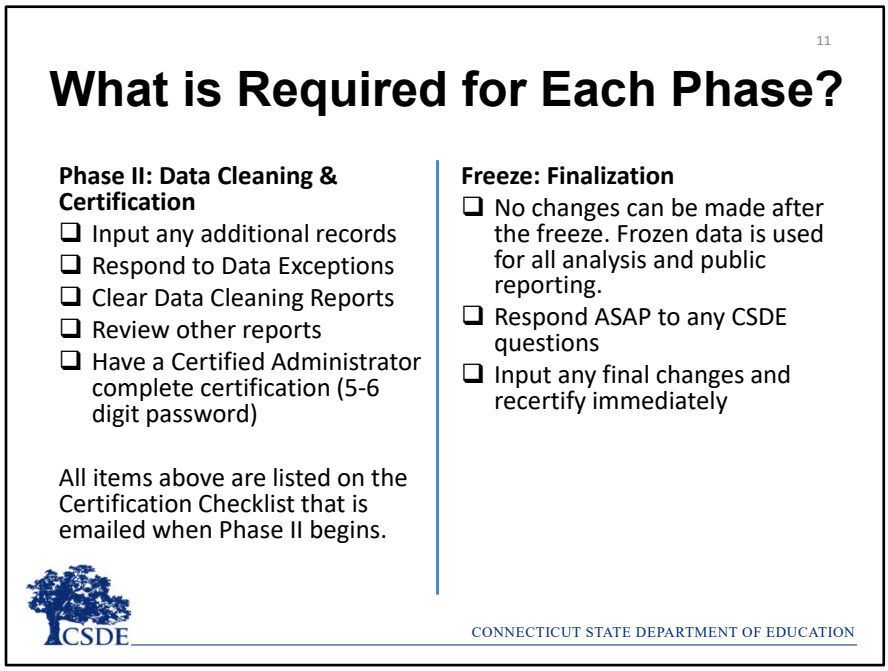
Slide 9

FK0 UPDATE
Felder, Keryn, 2022-09-30T15:22:34.007



For the **Mid-Year Collection** your LEA 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 14, 2022 for example, it should be included in the current 2022-2023 collection, not the collection pertaining to the prior school year. Note that the mid-year dates are not hard dates, you can certainly go beyond January 31. The purpose of the Mid-Year Collection is to obtain approximately half of your school year's incidents. All uploads must be error free. When your LEA has finished reporting you must check the Mid-Year Certification checkbox. Your LEA 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 I follows the same process as the Mid-Year Collection, except your LEA is now reporting incidents that occurred from February 1 – June 30 as well as any other incidents that may have been missed during the Mid-Year Collection.



Phase II is the Data Cleaning and Certification stage. During this phase your LEA will input any final records. Your LEA will then review the Data Exceptions which are variances in the data from the prior year (pre-covid) . The 2021-2022 data exceptions may look several years back to determine if a large variance has occurred.

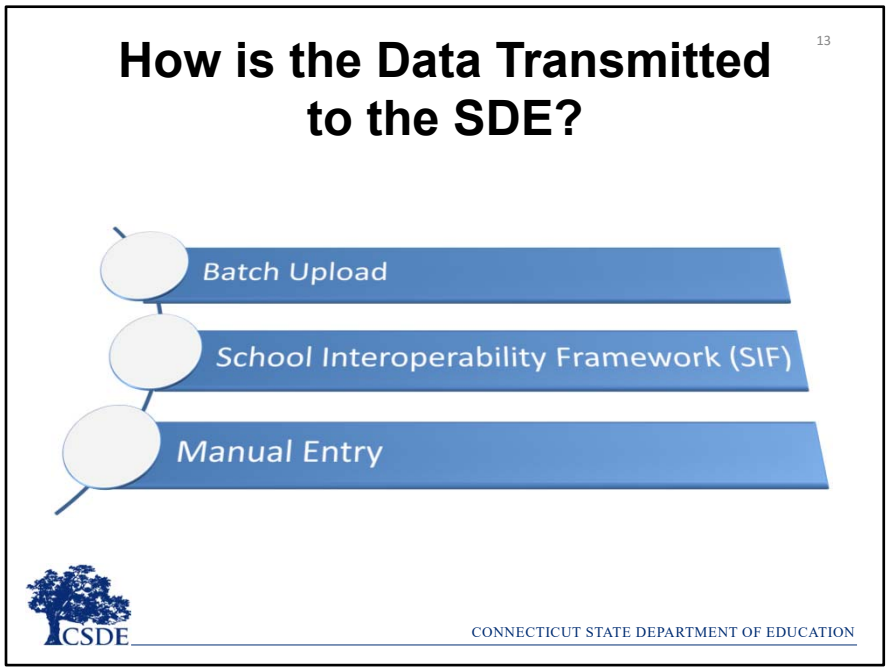
All Data Cleaning Reports must be cleared. Your LEA should review the other reports and then a Certified Administrator must input their Certification Code to indicate their electronic signoff of the data. More details on each of these items will be emailed to you during Phase II and a Phase II video or PowerPoint will also 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 SDE questions as soon as possible and be sure to re-certify if these questions result in data changes. **Note that no changes can be made after the Freeze so please be sure that all final changes have been made by this date.**

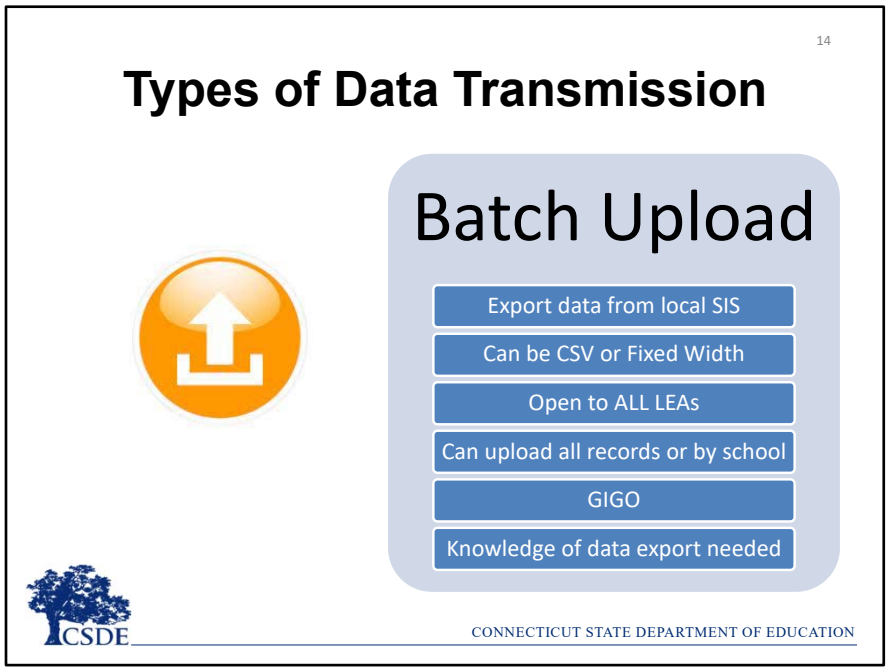
Who is involved in this collection?

- IT Specialists
- Directors
- Guidance Counselors
- Superintendents
- Data Entry Personnel
- Principals
- School Resource Officers
- Administrative Assistants

Each LEA is different and involves different parties. Be sure that all the involved parties in your LEA have an adequate understanding of the collection. You are encouraged to communicate regularly with all who are involved to ensure you are on the same page.

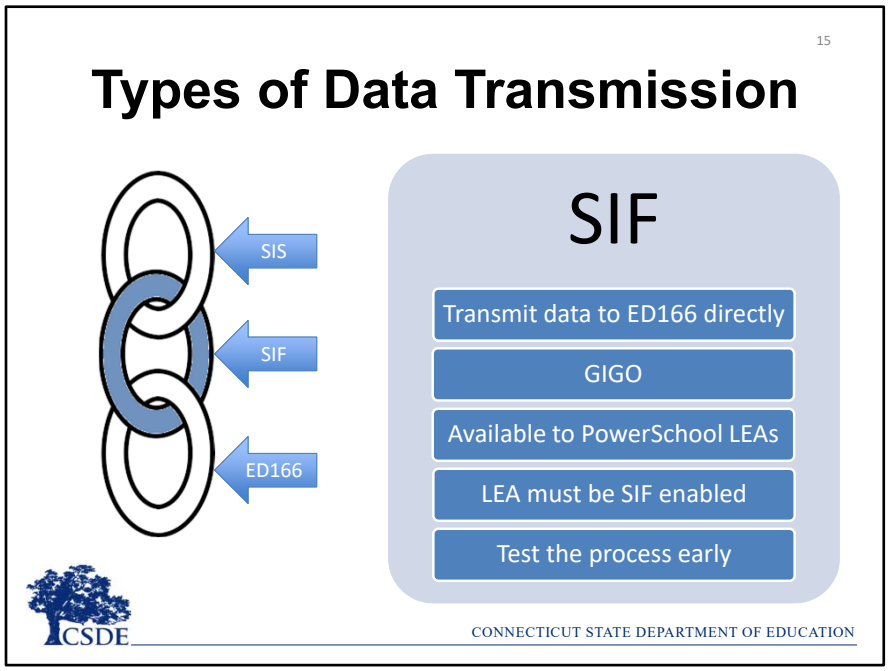


All records must be electronically reported. There are three ways to do this: Batch Entry, SIF, or Manual Entry.



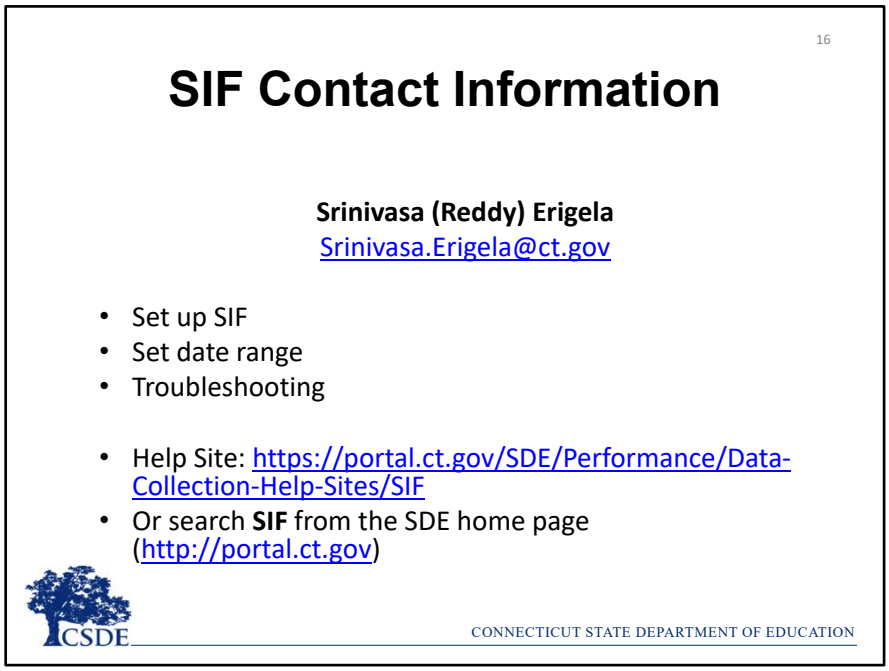
The most common type of data transmission is Batch Upload. This is when your data is extracted from your local Student Information System and organized into a format readable by the ED166 application (CSV or Fixed Width). Most SIS's have a "state reporting" feature that will automatically arrange your data according to the Record Layout. Your LEA 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 (see page 24 for more details on the ITN).

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 SDE 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.

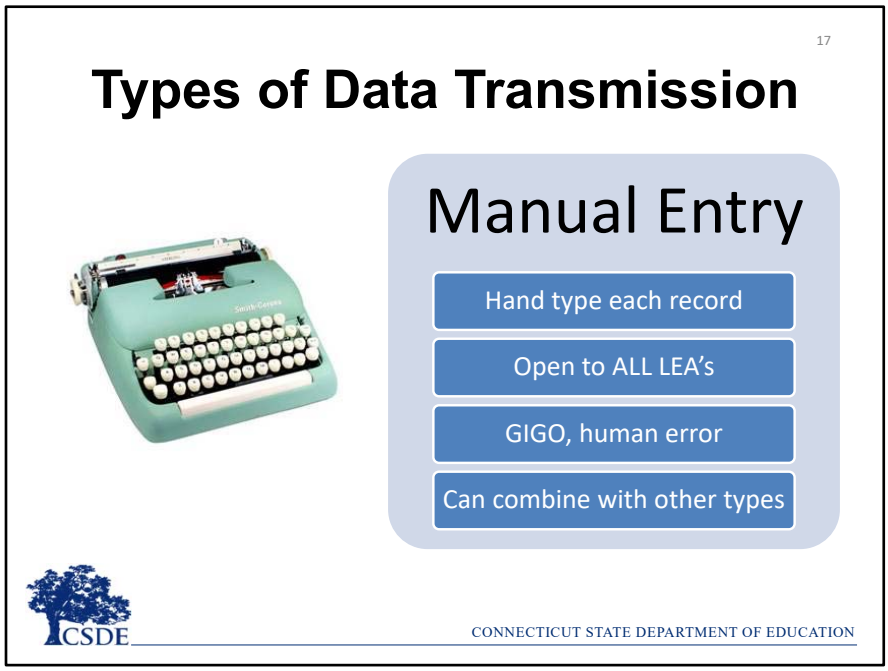


The second type of transmittal is SIF – the School Interoperability Framework. SIF works as a link between your local Student Information System and the ED166. Note that this method does not bypass error checks, and like Batch Upload, **G**arbage **I**n, **G**arbage **O**ut applies. If there are mistakes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

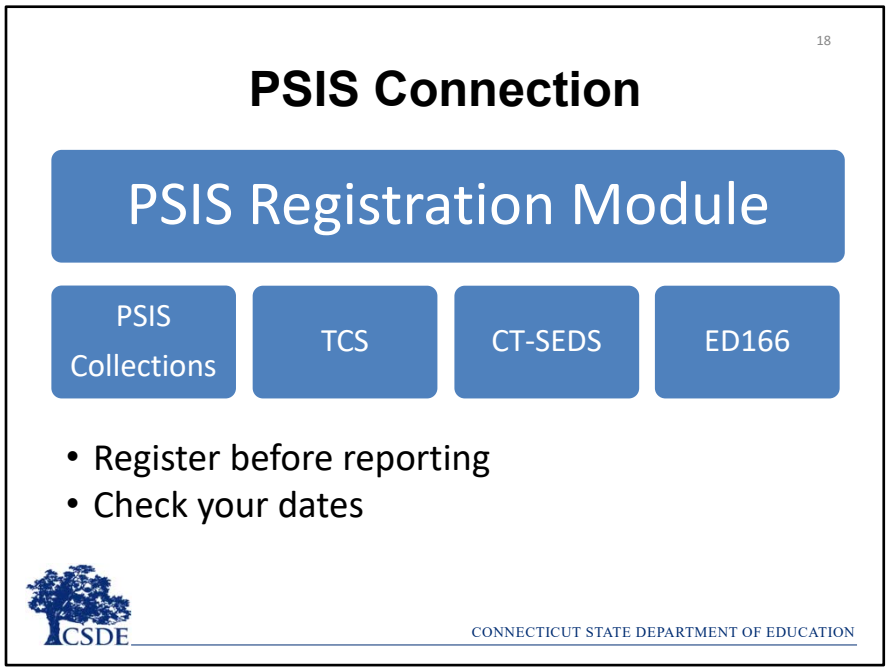


If you are interested in learning more about SIF please contact our SIF Manager, Reddy Erigela and he can get you set up or assist you with any questions you may have.



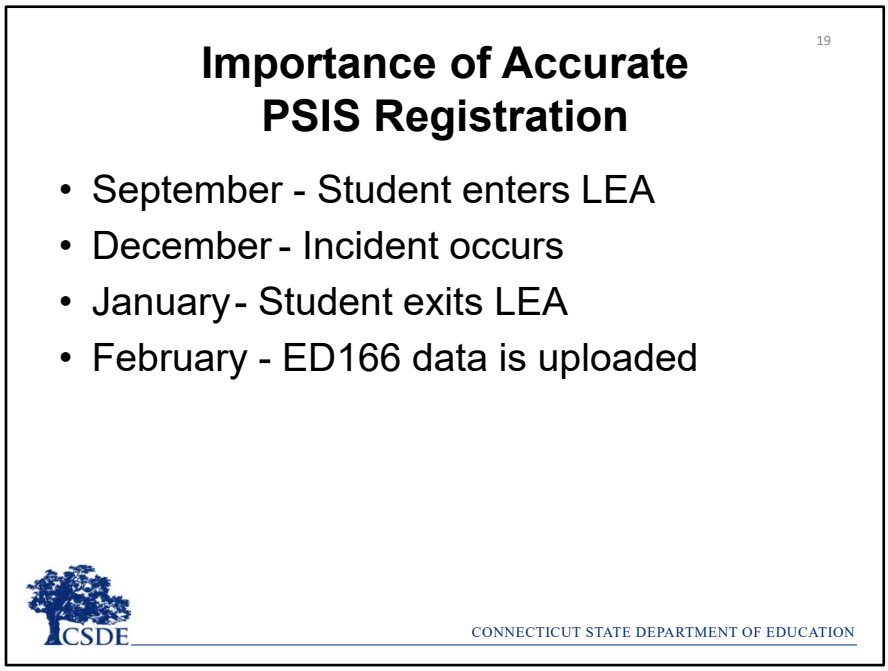
The final type of data transmission is manual entry, where each record is hand typed. This method is open to all LEA's regardless of size, however it is not recommended to complete your entire collection this way unless you only have a handful of records to report.

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 LEA 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.

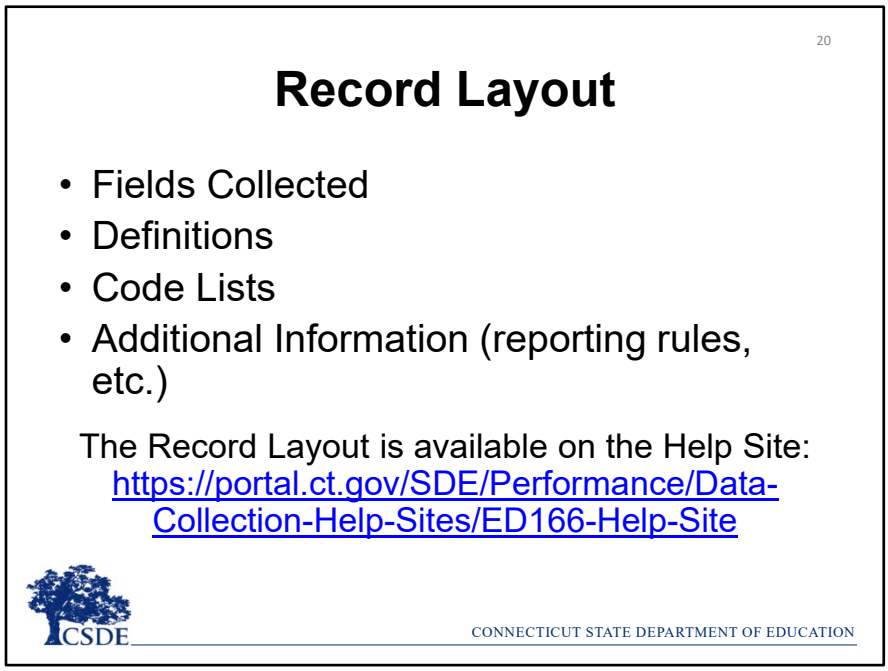


Many ED166 Application Managers also are responsible the Public School Information System (PSIS). If you are unfamiliar with the PSIS Registration Module, this is the state application that assigns each student a unique 10-digit SASID (or State Assigned ID).

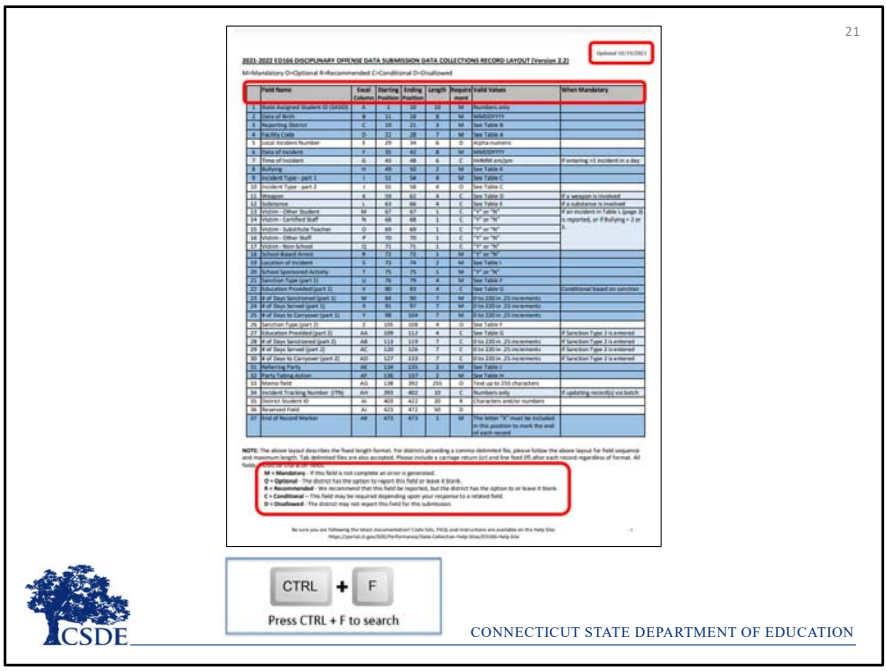
PSIS Registration has several "hang-off" applications including the PSIS Collections, TCS, CT-SEDS and the ED166. The data in a "hang-off" application relies on the data in PSIS Registration to exist and be accurate. You will be unable to successfully report a record in the ED166 unless a student has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



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. When completing your collection, it's recommend you have either a printed copy or (preferably) have an electronic version available for reference. The Record Layout lists all fields collected, as well as definitions, code lists and reporting rules.



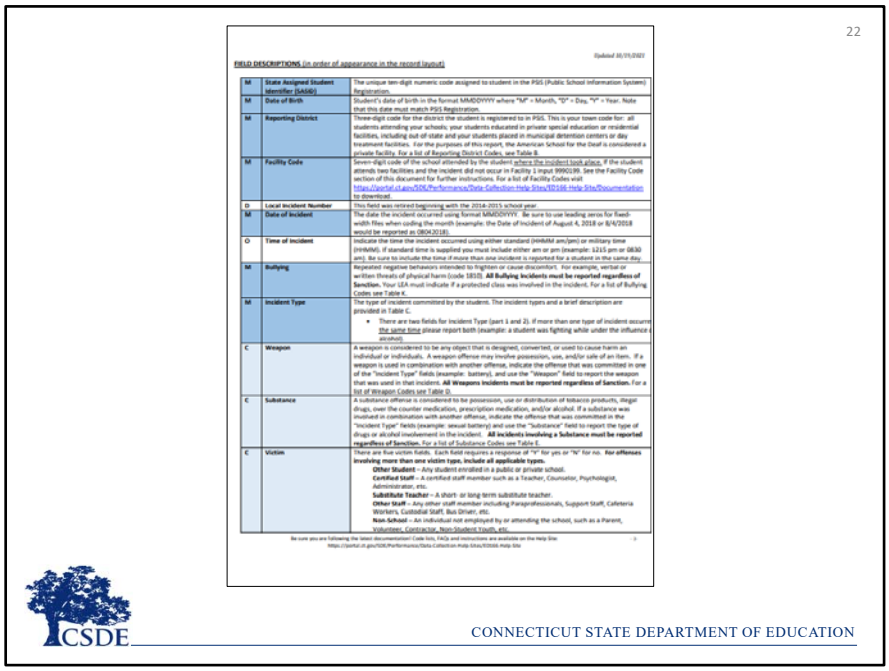
Record Layout Page 1: It's recommended to have a copy of the Record Layout (either physical or digital) open while you read through these slides. Note that if you keep a digital copy open now or while completing your collection you can press CTRL + F to open a search box to quickly find what you need within the document.

Before the content of the Record Layout is described, there are a few items to make note of. First is the updated date in the upper right corner. An "updated date" is included on all documentation so you can always be sure you are using the most up to date copy. Since this document is quite lengthy, items updated from the prior year are highlighted in yellow. There is also a change log listed on the Help Site. There are generally no significant changes made once a collection is open for a school year, but there may be slight definition modifications, etc.

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

Next note each of the column headers. After the field name there is the Excel column. When uploading a batch, you may wish to correct errors directly in the batch, so the Excel column is useful. The starting and ending column is only needed if you are manually creating a fixed-width batch, which is not likely. The length is the maximum length for a given field. The state reporting feature in your SIS will automatically follow these requirements.

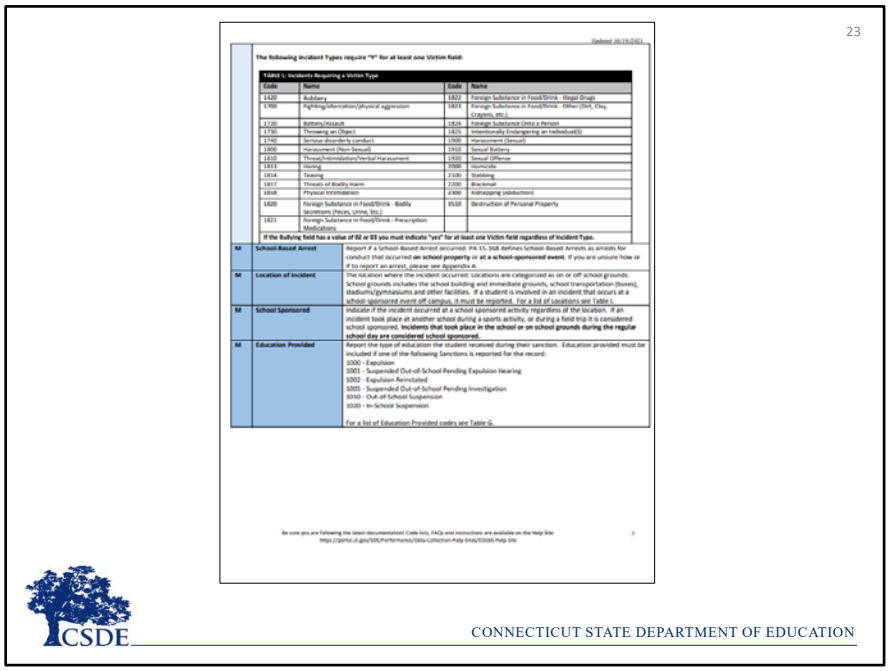
Next is the Requirement column which is where the key referenced earlier is used. After that is the Valid Values column so you can determine if a field is alpha-numeric, Y/N, or uses a code table. Finally, there is a column to indicate the parameters for a conditional field.



Record Layout Page 2: The definition of each field begins on page 2. You will notice that the first column again indicates if the field is mandatory, optional, etc. and the same color-code is followed from the first page. The Code Lists are at the end of this document.

- 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 in order to correct 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 at the date of incident) to your LEA. If you open the batch in Excel and the leading zero is not present that is ok. EXAMPLE: if you are Hartford and you see 64 instead of 064 you will not get an error.
- 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 in another facility the generic code 9990199 should be input and then you should contact CSDE so we can help you adjust it as needed. Additional instructions for using the generic code are available on the Help Site.
- 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 and must be formatted as MMDDYYYY – no slashes.
- **Time of Incident** is Optional and should be included if a student had two or more incidents on the same day.
- **Bullying** is a separate field (not an Incident Type) that must be completed for every record to indicate if it was a Bullying incident.
- Next is **Incident Type**. There are two Incident Type fields that can be used to describe each incident. More information on this will be covered on page 36.
- After that are the **Substance** and **Weapons** fields. Remember that all incidents involving a Substance (including e-cigarettes also known as ENDS) or Weapons must be reported regardless of sanction.
- Next are the **Victim** fields. Some Incident Types require at least one Victim Type to be reported. SDE is not asking for specific information on the victim, or how many victims there are, but we do need 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.).



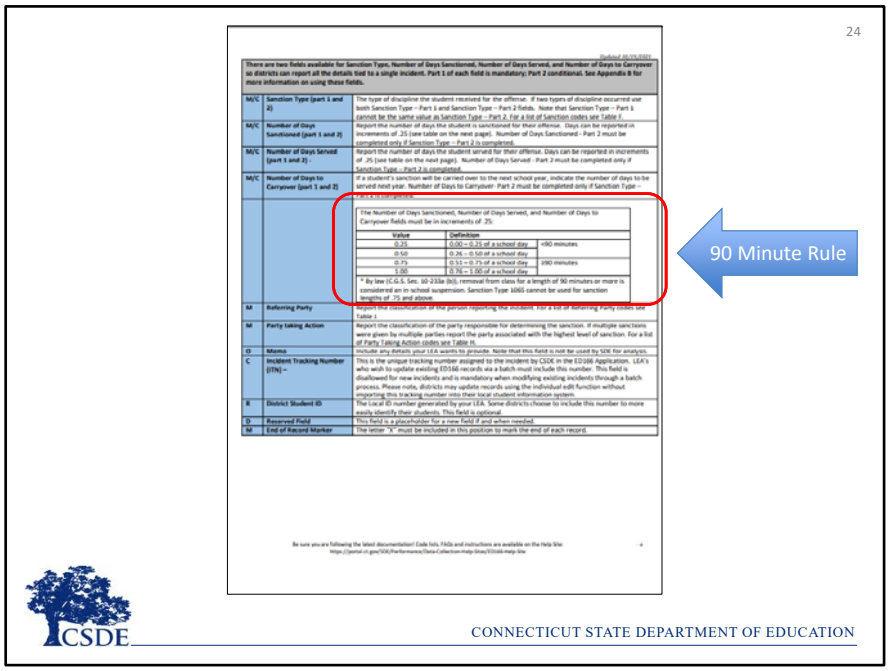
Record Layout Page 3: Here you can see a list of Incident Types that require a Victim Type.

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 page 38 of this document.

Location of Incident is where the incident took place - yes there is a code for online as well as a code for an accumulation of incidents.

School Sponsored is used to indicate if the incident took place during the school day or at a school-sponsored event.

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



Record Layout Page 4: On page 4 you will see there are two fields available for the **Sanction**, otherwise known as the punishment. There are three other fields associated with the Sanction fields: **Days Sanctioned, Days Served**, and **Days to Carryover**. 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, and the Carryover Days are the number of days that the student will be sanctioned the next school year (for example, if 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. See slide 43 for statute information.

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

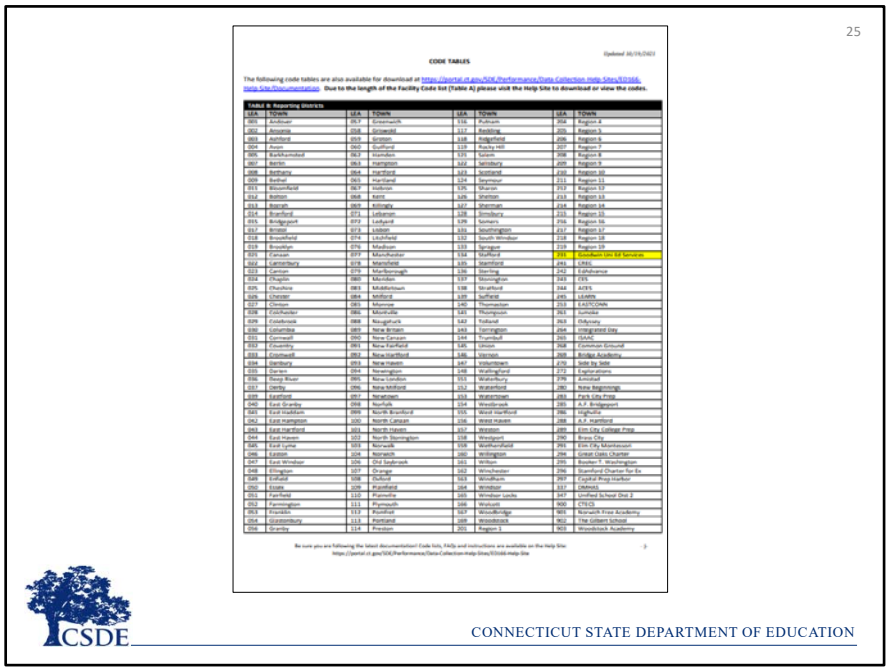
Memo is an optional field where your LEA can include a few sentences about the incident.

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 has 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.

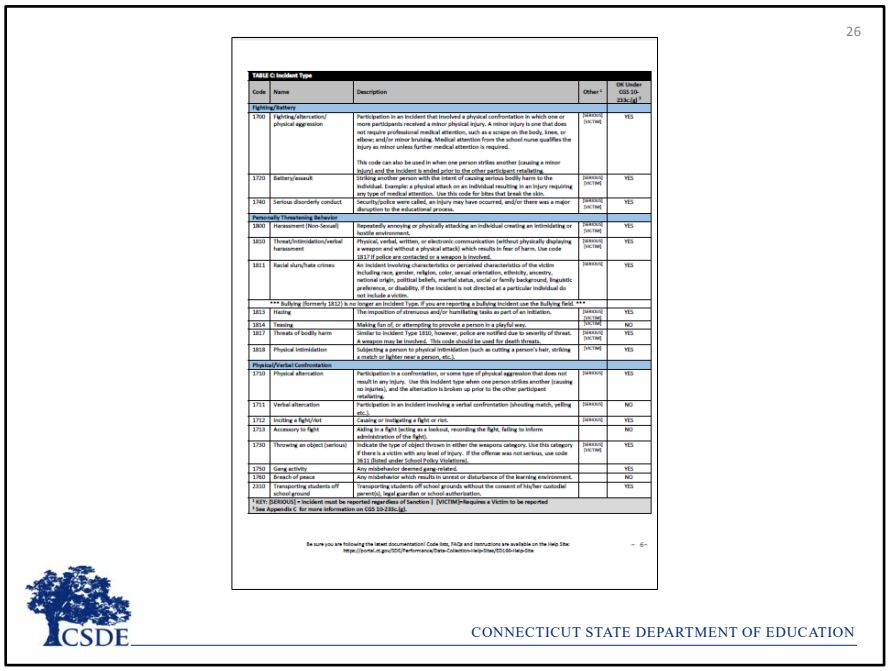
The **District ID** is the local ID number used by your LEA which is often shorter and therefore easier to work with than the SASID.

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

Finally, is 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.



Record Layout Page 5: The code tables begin on page 5 of the Record Layout. First is **Reporting District**. Remember that this can only be your LEA.



26

TABLE C: Incident Type

Code	Name	Description	Other [1]	OK Under CGS 10-233c.(g) [2]
Fighting/Battery				
1700	Fighting/altercation/ physical aggression	Participation in an incident that involved a physical confrontation in which one or more participants received a minor physical injury. A minor injury is one that does not require professional medical attention, such as a scrape on the body, knee, or elbow; and/or minor bruising. Medical attention from the school nurse qualifies the injury as minor unless further medical attention is required. This code can also be used in when one person strikes another (causing a minor injury) and the incident is ended prior to the other participant retaliating.	[SERIOUS] [VICTIM]	YES
1720	Battery/assault	Striking another person with the intent of causing serious bodily harm to the individual. Example: a physical attack on an individual resulting in an injury requiring any type of medical attention. Use this code for bites that break the skin.	[SERIOUS] [VICTIM]	YES
1740	Serious disorderly conduct	Security/police were called, an injury may have occurred, and/or there was a major disruption to the educational process.	[SERIOUS] [VICTIM]	YES
Personally Threatening Behavior				
1800	Harassment (Non-Sexual)	Repeatedly annoying or physically attacking an individual creating an intimidating or hostile environment.	[SERIOUS] [VICTIM]	YES
1810	Threat/Intimidation/verbal harassment	Physical, verbal, written, or electronic communication (without physically displaying a weapon and without a physical attack) which results in fear of harm. Use code 1817 if police are contacted or a weapon is involved.	[SERIOUS] [VICTIM]	YES
1811	Racial slurs/hate crimes	An incident involving characteristics or perceived characteristics of the victim including race, gender, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, social or family background, linguistic preference, or disability. If the incident is not directed at a particular individual do not include a victim.	[SERIOUS]	YES
	*** Bullying (formerly 1812) is no longer an Incident Type. If you are reporting a bullying incident use the Bullying field. ***			
1813	Hazing	The imposition of strenuous and/or humiliating tasks as part of an initiation.	[SERIOUS] [VICTIM]	YES
1814	Teasing	Making fun of, or attempting to provoke a person in a playful way.	[VICTIM]	NO
1817	Threats of bodily harm	Similar to Incident Type 1810, however, police are notified due to severity of threat. A weapon may be involved. This code should be used for death threats.	[SERIOUS] [VICTIM]	YES
1818	Physical intimidation	Subjecting a person to physical intimidation (such as cutting a person's hair, striking a match or lighter near a person, etc.).	[VICTIM]	YES
Physical/Verbal Confrontation				
1710	Physical altercation	Participation in a confrontation, or some type of physical aggression that does not result in any injury. Use this incident type when one person strikes another (causing no injuries), and the altercation is broken up prior to the other participant retaliating.	[SERIOUS]	YES
1711	Verbal altercation	Participation in an incident involving a verbal confrontation (shouting match, yelling etc.).	[SERIOUS]	NO
1712	Inciting a fight/riot	Causing or instigating a fight or riot.	[SERIOUS]	YES
1713	Accessory to fight	Aiding in a fight (acting as a lookout, recording the fight, failing to inform administration of the fight).		NO
1730	Throwing an object (serious)	Indicate the type of object thrown in either the weapons category. Use this category if there is a victim with any level of injury. If the offense was not serious, use code 1611 (listed under School Policy Violations).	[SERIOUS] [VICTIM]	YES
1750	Gang activity	Any misbehavior deemed gang-related.		YES
1760	Breach of peace	Any misbehavior which results in unrest or disturbance of the learning environment.		NO
2010	Transporting students off school ground	Transporting students off school grounds without the consent of his/her custodial parent(s), legal guardian or school authorization.		YES

[1] KEY: [SERIOUS] = Incident must be reported regardless of Sanction | [VICTIM]=Requires a Victim to be reported
[2] See Appendix C for more information on CGS 10-233c.(g).

Be sure you are following the latest documentation! Code lists, FAQs and instructions are available on the Help Site: https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/EDS10-Help-Site

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Record Layout Pages 6-10: These pages contain the **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 definition. Then 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". This law will be explained in more detail on page 40 of this document.

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

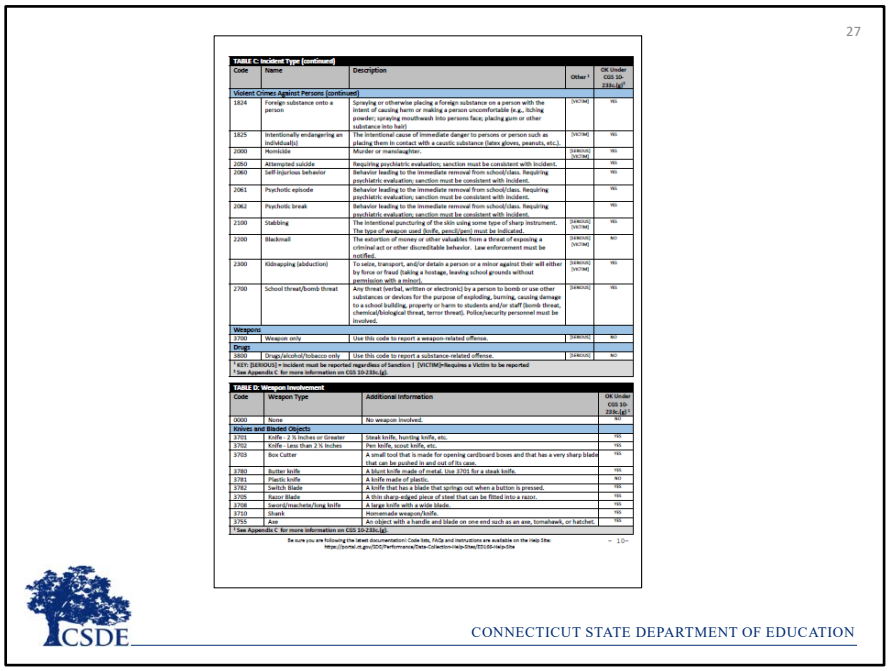

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TABLE C: Incident Type (continued)

Code	Name	Description	Other [1]	OK Under CGS 10-233c.(g)[2]
Violent Crimes Against Persons (continued)				
1824	Foreign substance onto a person	Spraying or otherwise placing a foreign substance on a person with the intent of causing harm or making a person uncomfortable (e.g., itching powder; spraying mouthwash into persons face; placing gum or other substance into hair)	[VICTIM]	YES
1825	Intentionally endangering an individual(s)	The intentional cause of immediate danger to persons or person such as placing them in contact with a caustic substance (latex gloves, peanuts, etc.).	[VICTIM]	YES
2000	Homicide	Murder or manslaughter.	[DEROUS] [VICTIM]	YES
2050	Attempted suicide	Requiring psychiatric evaluation; sanction must be consistent with incident.		YES
2060	Self-injurious behavior	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.		YES
2061	Psychotic episode	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.		YES
2062	Psychotic break	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.		YES
2100	Stabbing	The intentional puncturing of the skin using some type of sharp instrument. The type of weapon used (knife, pencil/pen) must be indicated.	[DEROUS] [VICTIM]	YES
2200	Blackmail	The extortion of money or other valuables from a threat of exposing a criminal act or other discreditable behavior. Law enforcement must be notified.	[DEROUS] [VICTIM]	NO
2300	Kidnapping (abduction)	To seize, transport, and/or detain a person or a minor against their will either by force or fraud (taking a hostage, leaving school grounds without permission with a minor).	[DEROUS] [VICTIM]	YES
2700	School threat/bomb threat	Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building, property or harm to students and/or staff (bomb threat, chemical/biological threat, terror threat). Police/security personnel must be involved.	[DEROUS]	YES
Weapons				
3700	Weapon only	Use this code to report a weapon-related offense.	[DEROUS]	NO
Drugs				
3800	Drugs/alcohol/tobacco only	Use this code to report a substance-related offense.	[DEROUS]	NO

[1] KEY: [DEROUS] = Incident must be reported regardless of Sanction | [VICTIM]=Requires a Victim to be reported
[2] See Appendix C for more information on CGS 10-233c.(g).

TABLE D: Weapon Involvement

Code	Weapon Type	Additional Information	OK Under CGS 10-233c.(g)[1]
0000	None	No weapon involved.	
Knives and Bladed Objects			
3701	Knife - 2 ½ inches or Greater	Steak knife, hunting knife, etc.	YES
3702	Knife - Less than 2 ½ inches	Pen knife, scout knife, etc.	YES
3703	Box Cutter	A small tool that is made for opening cardboard boxes and that has a very sharp blade that can be pushed in and out of its case.	YES
3780	Butter knife	A blunt knife made of metal. Use 3701 for a steak knife.	YES
3781	Plastic knife	A knife made of plastic.	NO
3782	Switch Blade	A knife that has a blade that springs out when a button is pressed.	YES
3705	Razor Blade	A thin sharp-edged piece of steel that can be fitted into a razor.	YES
3708	Sword/machete/long knife	A large knife with a wide blade.	YES
3710	Shank	Homemade weapon/knife.	YES
3755	Axe	An object with a handle and blade on one end such as an axe, tomahawk, or hatchet.	YES

[1] See Appendix C for more information on CGS 10-233c.(g).

Be sure you are following the latest documentation! Code lists, FAQs and instructions are available on the Help Site:
https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Site/EDI-66-Help-Site

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Record Layout Page 10:

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 and code tables for each of these categories. 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 Drug field to provide that additional piece of information.

The **Weapons** codes are also categorized as well as include the PK-2 Indicator. The Weapons code list begins with Knives and Bladed Objects.

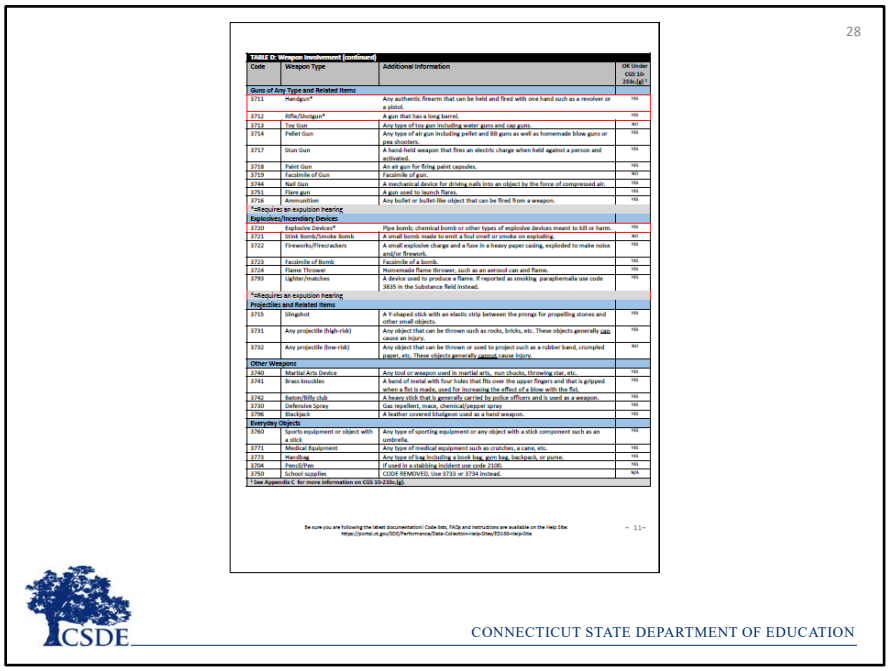

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TABLE D: Weapon Involvement (continued)

Code	Weapon Type	Additional Information	OK Under CGS 10-233c.(g)[1]
Guns of Any Type and Related Items			
3711	Handgun*	Any authentic firearm that can be held and fired with one hand such as a revolver or a pistol.	YES
3712	Rifle/Shotgun*	A gun that has a long barrel.	YES
3713	Toy Gun	Any type of toy gun including water guns and cap guns.	NO
3714	Pellet Gun	Any type of air gun including pellet and BB guns as well as homemade blow guns or pea shooters.	YES
3717	Stun Gun	A hand-held weapon that fires an electric charge when held against a person and activated.	YES
3718	Paint Gun	An air gun for firing paint capsules.	YES
3719	Facsimile of Gun	Facsimile of gun.	NO
3744	Nail Gun	A mechanical device for driving nails into an object by the force of compressed air.	YES
3751	Flare gun	A gun used to launch flares.	YES
3716	Ammunition	Any bullet or bullet-like object that can be fired from a weapon.	YES
*=Requires an expulsion hearing			
Explosives/Incendiary Devices			
3720	Explosive Devices*	Pipe bomb; chemical bomb or other types of explosive devices meant to kill or harm.	YES
3721	Stink Bomb/Smoke Bomb	A small bomb made to emit a foul smell or smoke on exploding.	NO
3722	Fireworks/Firecrackers	A small explosive charge and a fuse in a heavy paper casing, exploded to make noise and/or firework.	YES
3723	Facsimile of Bomb	Facsimile of a bomb.	YES
3724	Flame Thrower	Homemade flame thrower, such as an aerosol can and flame.	YES
3793	Lighter/matches	A device used to produce a flame. If reported as smoking paraphernalia use code 3835 in the Substance field instead.	YES
*=Requires an expulsion hearing			
Projectiles and Related Items			
3715	Slingshot	A Y-shaped stick with an elastic strip between the prongs for propelling stones and other small objects.	YES
3731	Any projectile (high-risk)	Any object that can be thrown such as rocks, bricks, etc. These objects generally can cause an injury.	YES
3732	Any projectile (low-risk)	Any object that can be thrown or used to project such as a rubber band, crumpled paper, etc. These objects generally cannot cause injury.	NO
Other Weapons			
3740	Martial Arts Device	Any tool or weapon used in martial arts, nun chucks, throwing star, etc.	YES
3741	Brass knuckles	A band of metal with four holes that fits over the upper fingers and that is gripped when a fist is made, used for increasing the effect of a blow with the fist.	YES
3742	Baton/Billy club	A heavy stick that is generally carried by police officers and is used as a weapon.	YES
3730	Defensive Spray	Gas repellent, mace, chemical/pepper spray	YES
3796	Blackjack	A leather covered bludgeon used as a hand weapon.	YES
Everyday Objects			
3760	Sports equipment or object with a stick	Any type of sporting equipment or any object with a stick component such as an umbrella.	YES
3771	Medical Equipment	Any type of medical equipment such as crutches, a cane, etc.	YES
3773	Handbag	Any type of bag including a book bag, gym bag, backpack, or purse.	YES
3704	Pencil/Pen	If used in a stabbing incident use code 2100.	YES
3750	School supplies	CODE REMOVED, Use 3733 or 3734 instead.	N/A

[1] See Appendix C for more information on CGS 10-233c.(g).

Be sure you are following the latest documentation! Code lists, FAQs and instructions are available on the Help Site: https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/EDIS6-Help-Site

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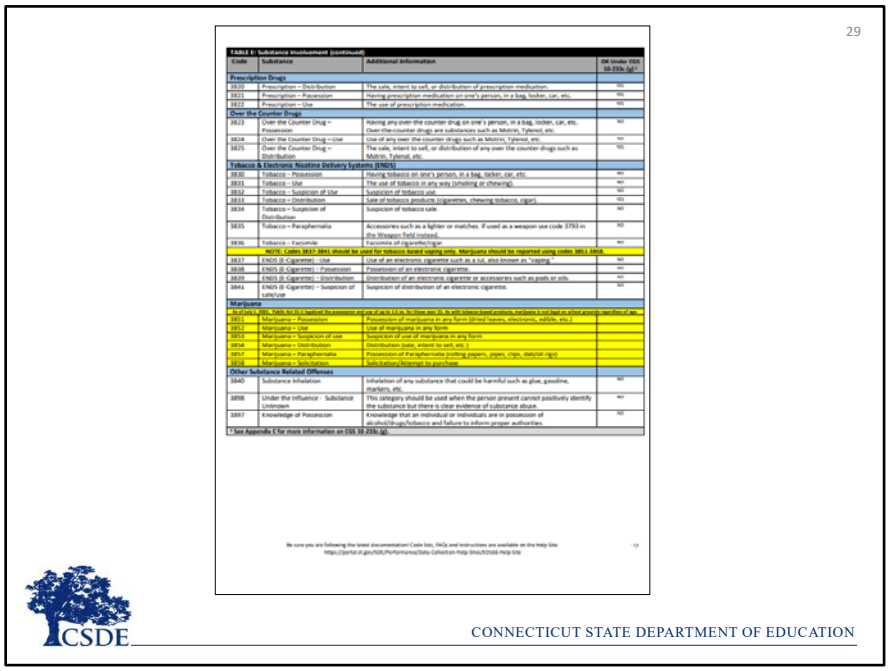
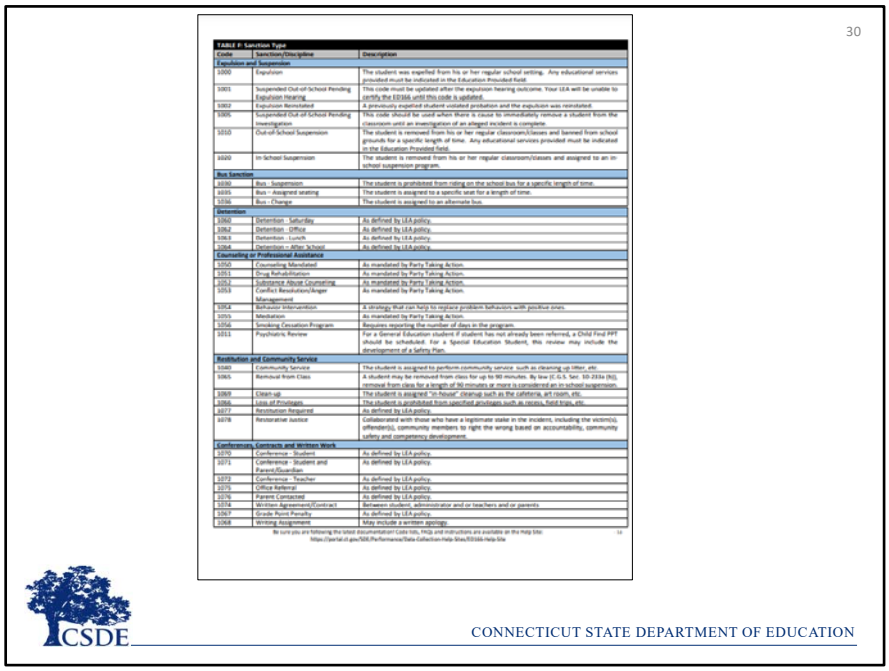
Record Layout Page 11: At the top of page 11 is the Guns and Explosives Categories. Note there are red boxes around select codes. If you report a record with one of these codes the Gun-Free Schools Act of 1994 indicates that states receiving federal funds must have a law requiring LEA's to expel a student who was determined to have brought a weapon to school. Be sure if you are using one of these codes that an Expulsion Hearing has taken place.

The next categories are Projectiles and Other Related Items, Other Weapons, Everyday Objects and concluding with Other Weapon Related Offenses.



Record Layout Page 12: 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 – remember ends are Electronic Nicotine Delivery Systems or e-cigarettes. Both Tobacco and e-cigarettes are highly underreported. Note that the ENDS codes only pertain to tobacco based vaping devices…be sure to use the marijuana codes if applicable.
- While there are no new codes in the 2022-2023 collection, this screens shot gives you an example of what an update would look like. Last year new marijuana codes were introduced since there were changes to the laws surrounding marijuana, so those new codes were noted in yellow.



Record Layout Pages 13-14: Next is the Sanction Codes. The most common ones are:

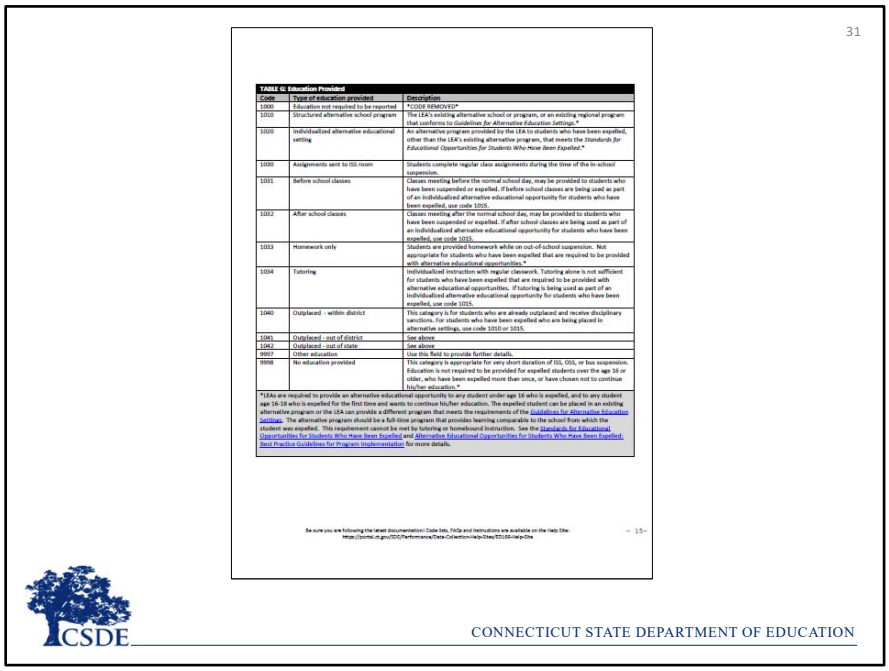
- 1000 Expulsion
- 1010 OSS
- 1020 ISS

In addition to these it's important to be aware of:

- 1001 Suspended Pending Expulsion
- 1002 Expulsion Reinstated

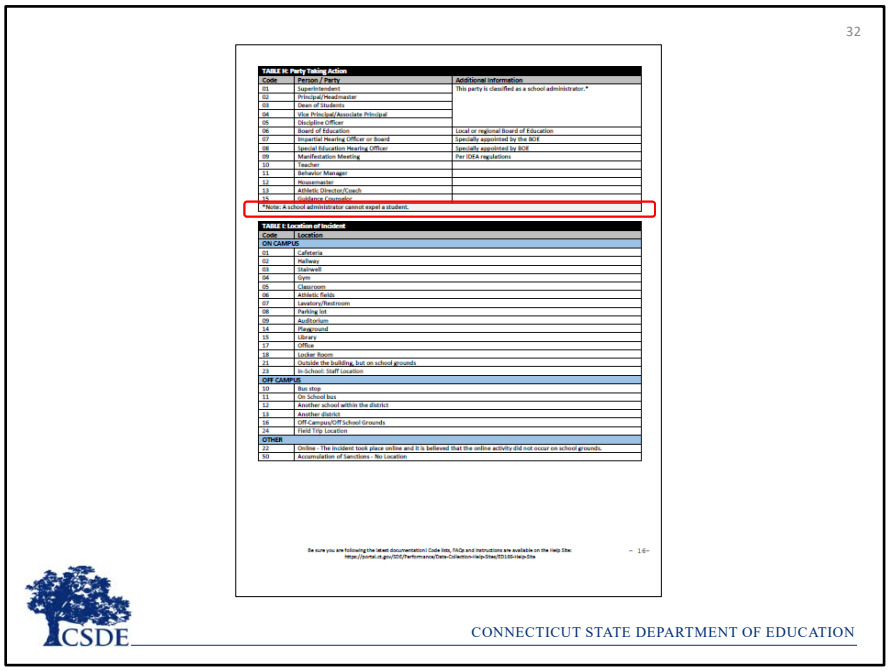
These two are important to note because the code Suspended Pending Expulsion will need to be updated prior to Certification unless the expulsion hearing is continued into the next school year. As for the second code you may have a student who was expelled and then was allowed back in school as part of an agreement plan. If that student then violates the agreement, use the code "expulsion reinstated".

One other Sanction Code to note is 1090 No Sanction. You may need this if you are reporting a serious incident that for whatever reason did not end in a sanction.



Record Layout Page 15: On page 15 are the **Education Provided** codes. A previous slide indicated these 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 who is 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.

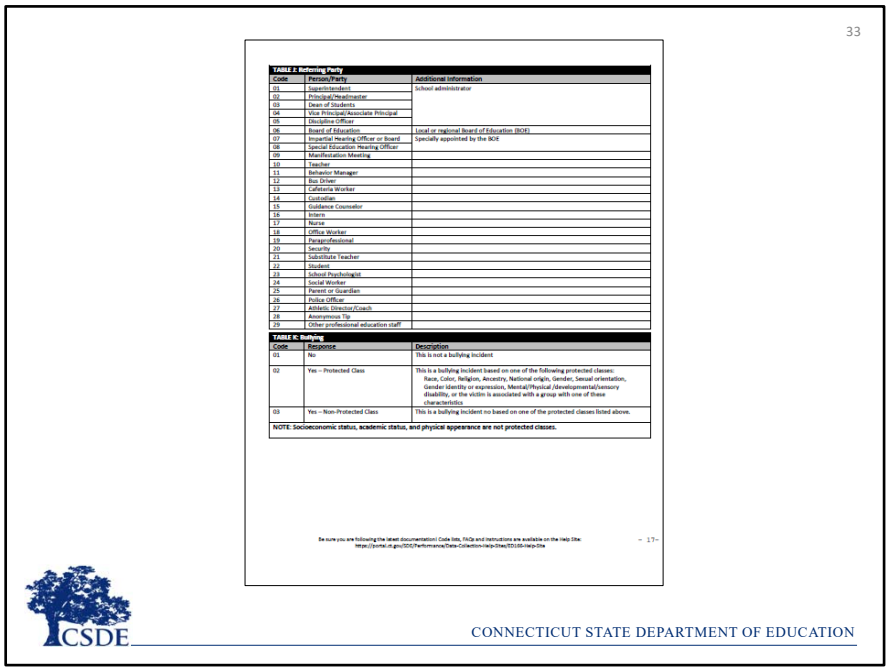
See slide 42 for statute information.



Record Layout Page 16: On page 16 is the **Party Taking Action** code list – this 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.

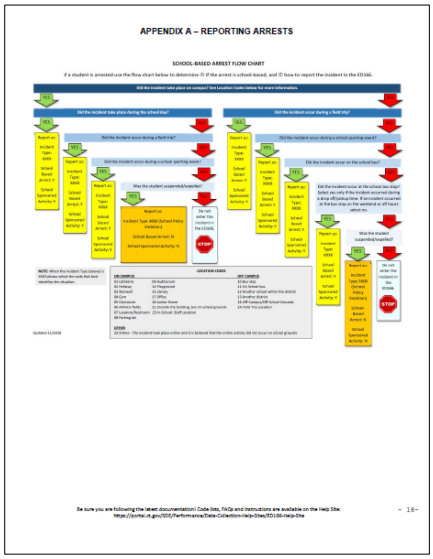


Record Layout Page 17: The **Referring Party** is the individual who reported the student. Note that there is a code for an anonymous tip as well.

The final table is the **Bullying** codes. Remember that all incidents must have the Bullying field completed so you must indicate if each incident was a bullying incident. If a Bullying incident did take place your LEA must select if the incident was Bullying of a Protected Class or Bullying Non-Protected Class. Protected classes include incidents based on Race, Color, Religion, Ancestry, National origin, Gender, Sexual orientation, Gender identity or expression, Mental/Physical /developmental/sensory disability, or the victim is associated with a group with one of these characteristics.

EXAMPLE: If there is a student who does not have a physical disability, but they are friends with a group of students who do have physical disabilities and are subsequently bullied because of that relationship the incident would fall under Bullying of a Protected Class (since the student was associated with a protected class).

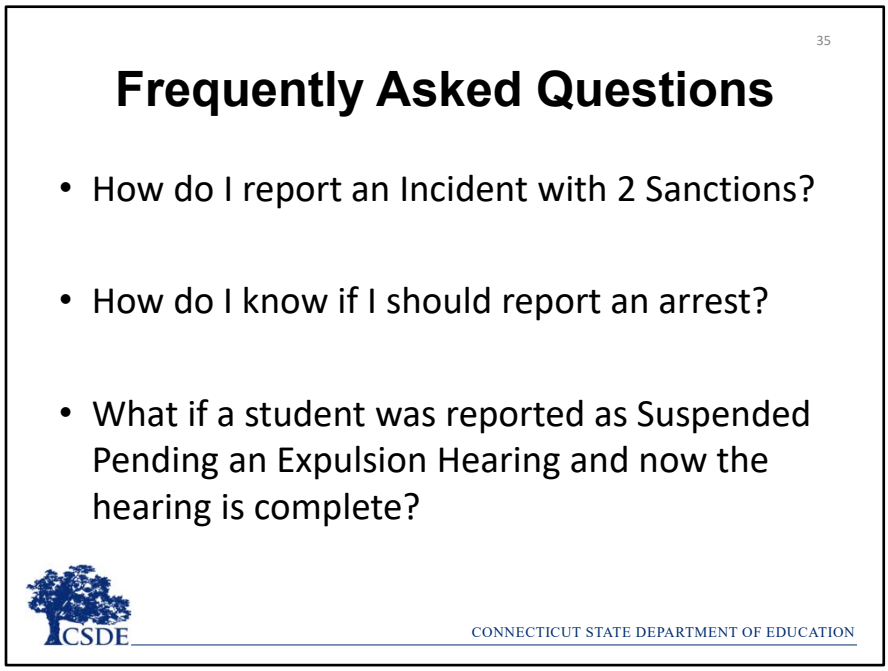
An Incident Type code is required for all Bullying Incidents. Common Incident Type codes for Bullying incidents are:
- 1800 – Harassment (non-sexual)
- 1810 – Threat/Intimidation/Verbal Harassment
- 1814 – Teasing



APPENDIX A – REPORTING ARRESTS

SCHOOL-BASED ARREST FLOW CHART

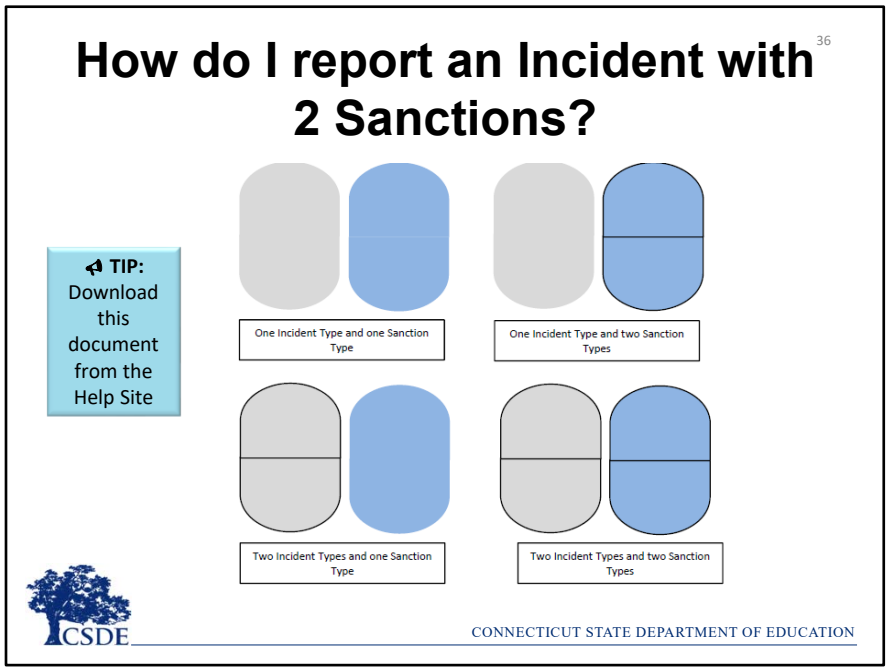
Record Layout Pages 18-20: The remaining pages of the Record Layout are appendixes which will be detailed on the next few slides. These pages are useful reference tools during your collection.



Three of the most frequently asked questions (and most confusing parts of the collection) are:

- How do I report an Incident with two Sanctions?
- How do I know if I should report an arrest?
- What do I do if a student was reported as Suspended Pending an Expulsion Hearing now the hearing is complete?

The appendices will answer those questions.

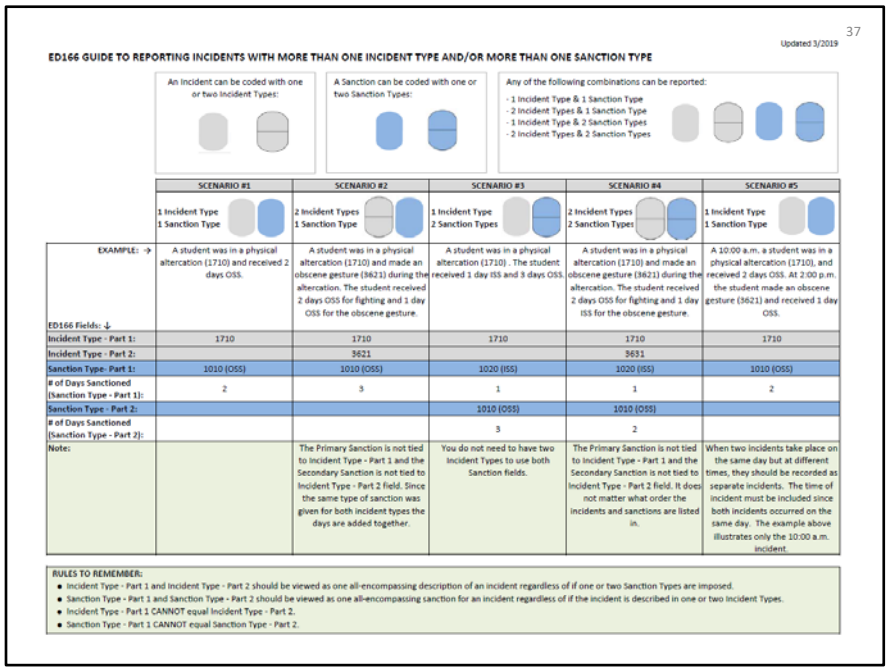


Recall that there are two **Incident Type** fields and two **Sanction Type** fields in the Record Layout. Think of each set of ovals as one all-encompassing record. The gray portion is the Incident description and the blue portion is the Sanction description.

A record can consist of:

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

Yes - this can get confusing. It is useful to following the description on the next page while viewing printed or downloaded copy of the **Multiple Incident Types/Sanctions Guide** as it will likely be easier to see.



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Updated 3/2019

ED166 GUIDE TO REPORTING INCIDENTS WITH MORE THAN ONE INCIDENT TYPE AND/OR MORE THAN ONE SANCTION TYPE

An Incident can be coded with one or two Incident Types:

A Sanction can be coded with one or two Sanction Types:

Any of the following combinations can be reported:
- 1 Incident Type & 1 Sanction Type
- 2 Incident Types & 1 Sanction Type
- 1 Incident Type & 2 Sanction Types
- 2 Incident Types & 2 Sanction Types

	SCENARIO #1	SCENARIO #2	SCENARIO #3	SCENARIO #4	SCENARIO #5
	1 Incident Type 1 Sanction Type	2 Incident Types 1 Sanction Type	1 Incident Type 2 Sanction Types	2 Incident Types 2 Sanction Types	1 Incident Type 1 Sanction Type
EXAMPLE: →	A student was in a physical altercation (1710) and received 2 days OSS.	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 OSS for the obscene gesture.	A student was in a physical altercation (1710) . The student received 1 day ISS and 3 days OSS.	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.	A 10:00 a.m. a student was in a physical altercation (1710), and received 2 days OSS. At 2:00 p.m. the student made an obscene gesture (3621) and received 1 day OSS.
ED166 Fields: ↓					
Incident Type - Part 1:	1710	1710	1710	1710	1710
Incident Type - Part 2:		3621		3631	
Sanction Type- Part 1:	1010 (OSS)	1010 (OSS)	1020 (ISS)	1020 (ISS)	1010 (OSS)
# of Days Sanctioned (Sanction Type - Part 1):	2	3	1	1	2
Sanction Type - Part 2:			1010 (OSS)	1010 (OSS)	
# of Days Sanctioned (Sanction Type - Part 2):			3	2	
Note:		The Primary Sanction is not tied to Incident Type - Part 1 and the Secondary Sanction is not tied to Incident Type - Part 2 field. Since the same type of sanction was given for both incident types the days are added together.	You do not need to have two Incident Types to use both Sanction fields.	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.	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. The example above illustrates only the 10:00 a.m. incident.

RULES TO REMEMBER:
- 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.

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 and received 2 days OSS.
Incident Type – We input 1710 in the first field and left the other incident type field blank.
Same thing for the Sanction fields – the first is completed and the other is 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 for fighting and 1 day OSS for the obscene gesture.

- For the Incident Type we are using both field – but then only one sanction field. The other sanction field remains 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.**

Scenario #3 - **1 Incident Type, 2 Sanction Types** - A student was in a physical altercation (1710) . The student received 1 day ISS and 3 days OSS. In this instance we use one incident field and both sanction 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 was in a physical altercation (1710) and received 2 days OSS. At 2:00 p.m. the student made an obscene gesture (3621) and received 1 day OSS. 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. The example on this handout illustrates only the 10:00 a.m. incident.

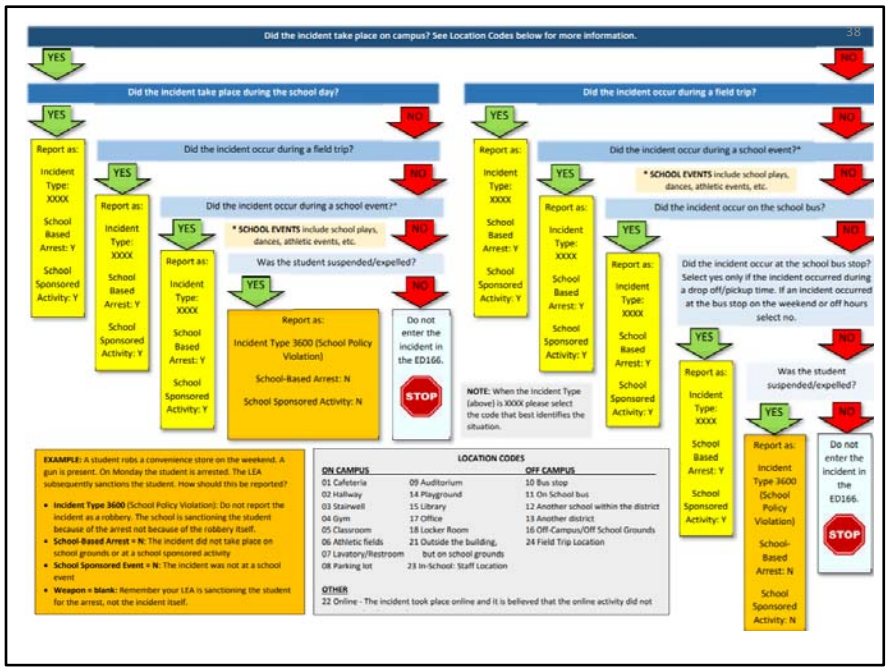
A few rules to remember are at the bottom of this sheet:

- 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 SDE 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 will be available in Phase II Training.



This slide details when your LEA should report a student arrest in the ED166. 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.

Recall 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.

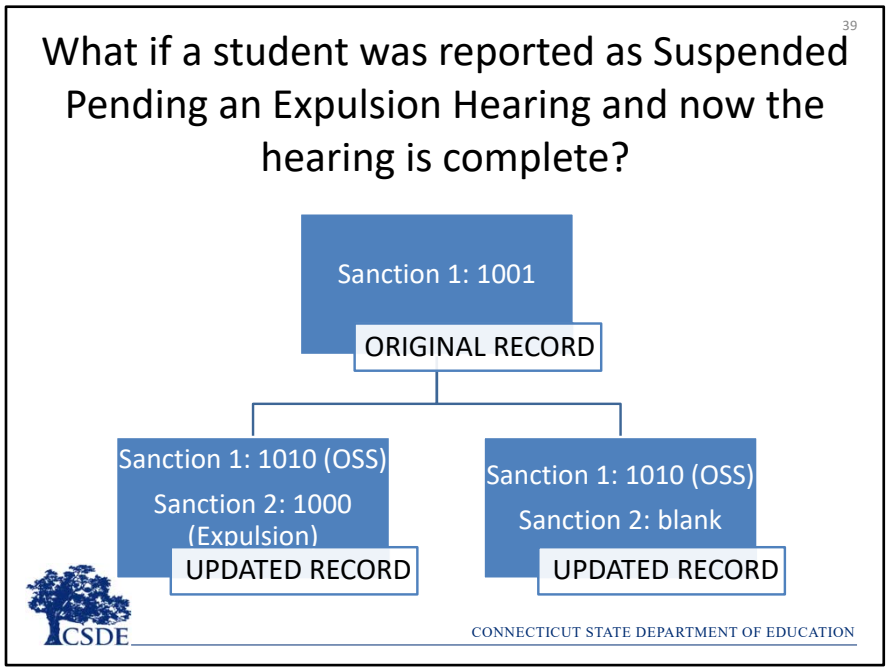
EXAMPLE #1: A student robbed a convenience store on the weekend with a weapon. The student was arrested on school grounds on Monday and subsequently suspended due to the severity of the arrest. How is that reported?

- Start at the top of the chart…Did the incident take place on campus? No, it did not, so we move to the right and down.
- Did the incident occur on a field trip? No, so again right and down.
- Did the incident occur on a school bus, No, so again right and down.
- 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, so again to the right and down.
- 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. The student is arrested on school grounds on Monday, but no sanction is given. 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 for a SBA include any weapon or substance involved.

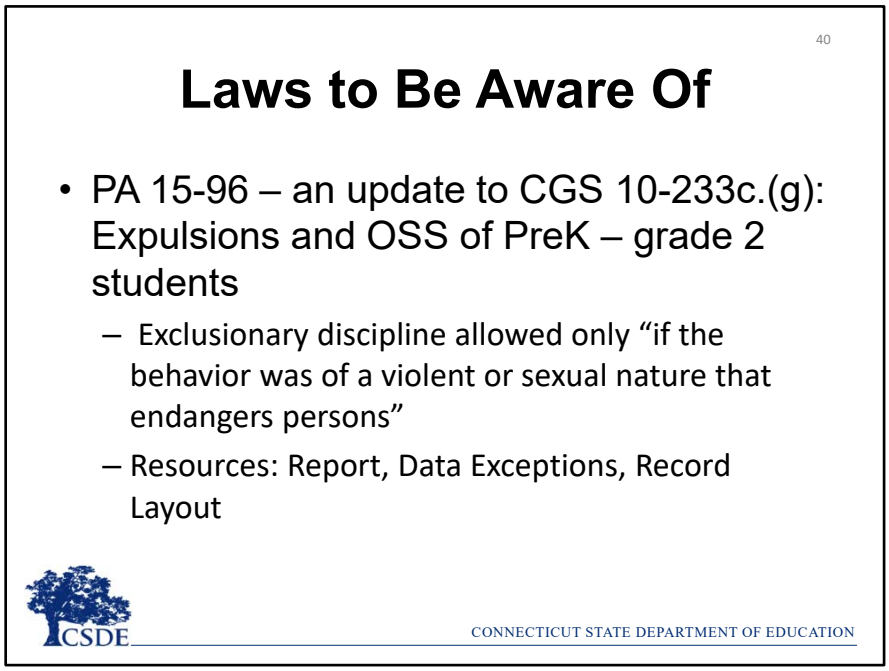
See slide 44 for statute information.



The important thing to remember in this situation is to **update the original record – do not add a new record with the outcome**. There are two ways the updated record can "look."

Remember that the original record has one Sanction Type reported: 1001. The record can then be updated to OSS and Expulsion or updated to just OSS (since the original record already indicated an OSS).

There is a data cleaning report built into the ED166 that will help you identify records that need to be updated. More information on this report will be available in Phase II Training.

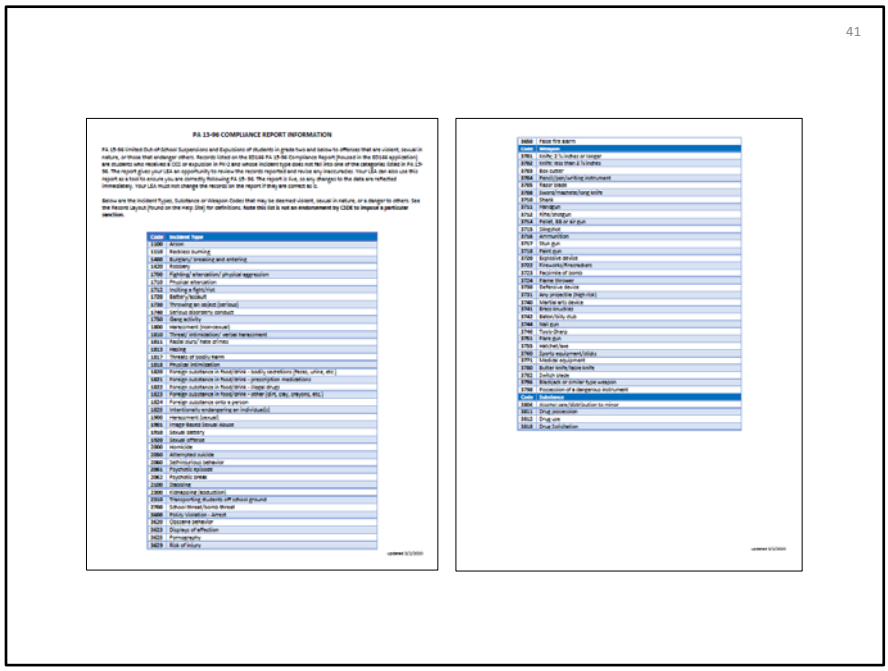


PA 15-96 updated CGS 10-233c.(g). This change focuses on exclusionary discipline of students in PK through grade 2. This law prohibits suspensions and expulsions of this grade range unless the incident was violent, sexual in nature, or endangers others.

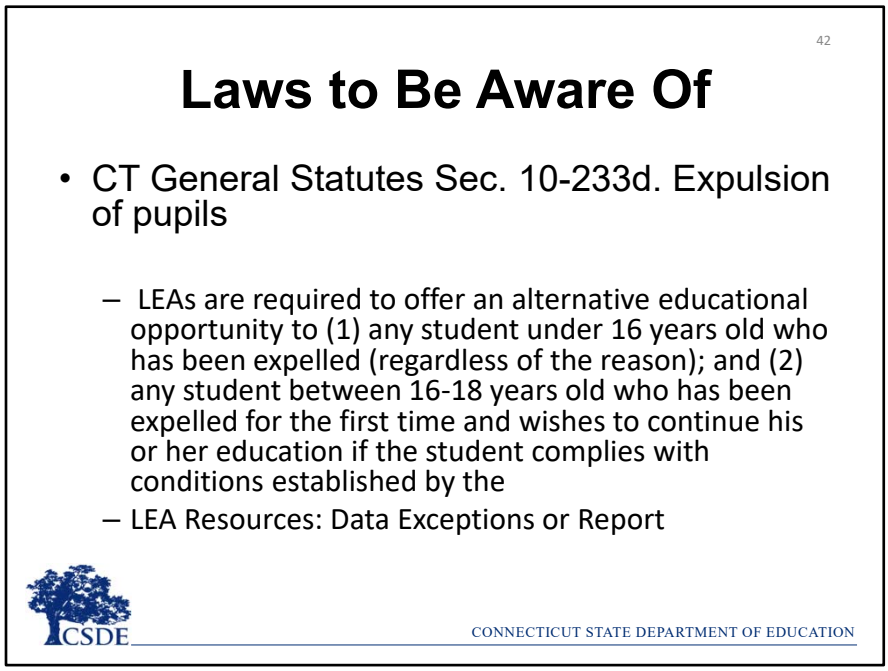
There are a few resources available to help you ensure your records have been reported appropriately regarding this law.

The ED166 has a built-in report that identifies any student who may have been over-sanctioned in accordance with the law. Please review these records and if they are reported correctly you may want to have an internal discussion to ensure your LEA is following the law. Do not change the records if they have been reported accurately, even if they do not follow the law.

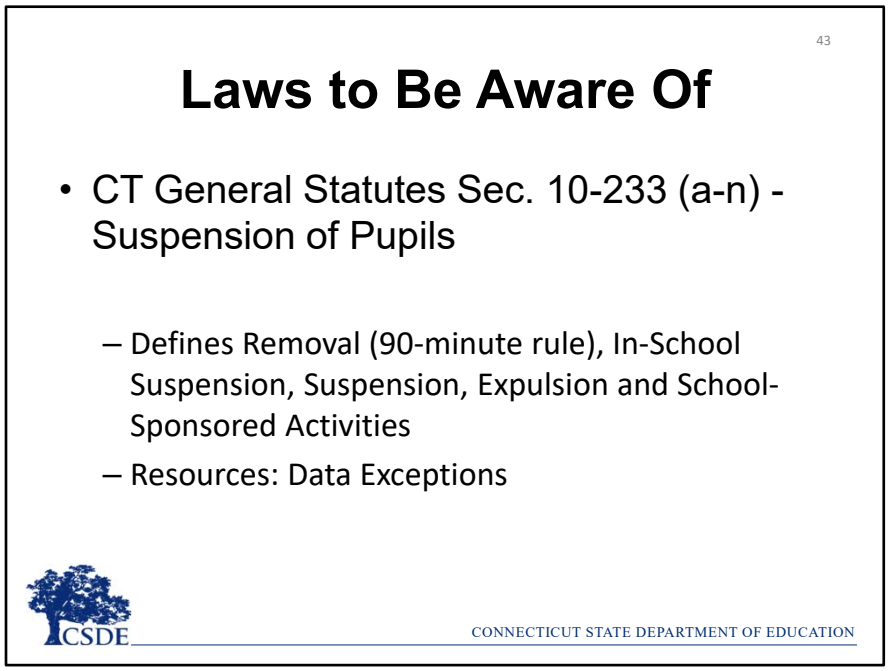
Recall the record layout itself referenced this law in the last column of the Incident Types, Weapon Types and Substance Types tables. The column indicates which Incident Types would be allowed to result in a suspension or expulsion under the law.



There is also a document posted to the Help Site which contains a list of Incident Types where exclusionary discipline is allowed under the law. Note that while exclusionary discipline is allowed in these cases **it does not mean that a suspension or expulsion must take place or that the SDE recommends expulsion or suspension**.



10-233 (d) covers alternative education for expelled students. Recall 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.



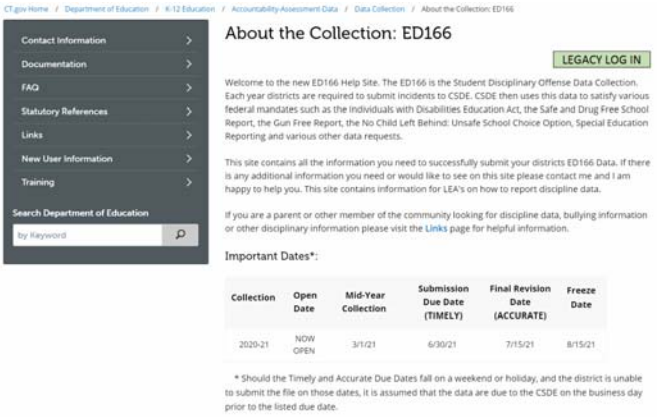
First 10-233 (a-n) defines several of the terms used in reference to discipline including the “90 Minute Rule” referenced in the Number of Days Sanctioned.

Laws to Be Aware Of

- 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.
  - Resources: Reporting Arrests flow chart, Data Exceptions

PA 15-168 defines School-Based Arrests.

Help Site



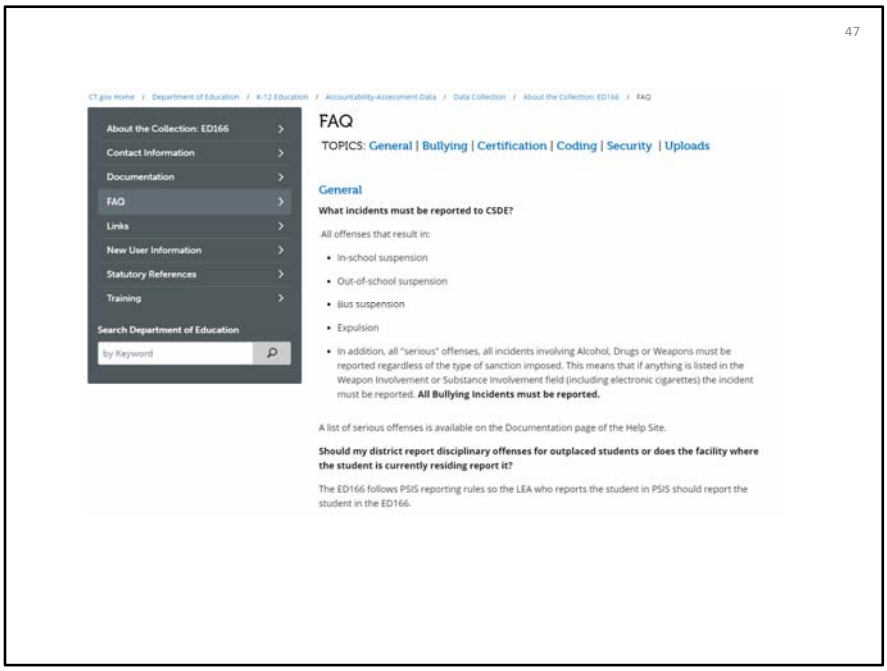
- url: https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site
- Or go to https://portal.ct.gov/SDE and search for **ED166**

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.

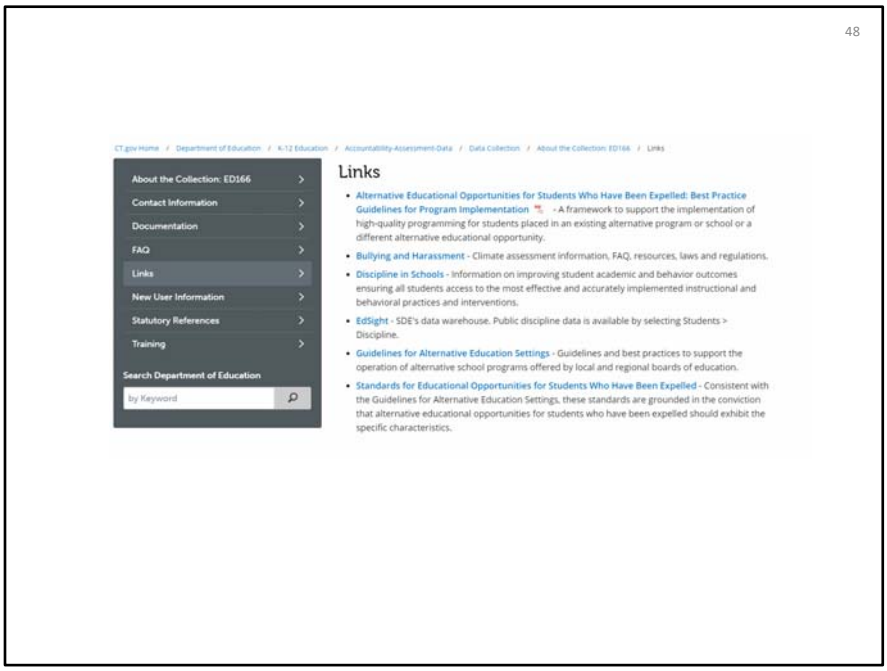
There are several links on the left-hand menu. The next few slides will highlight the most referenced pages.

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 are likely 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.

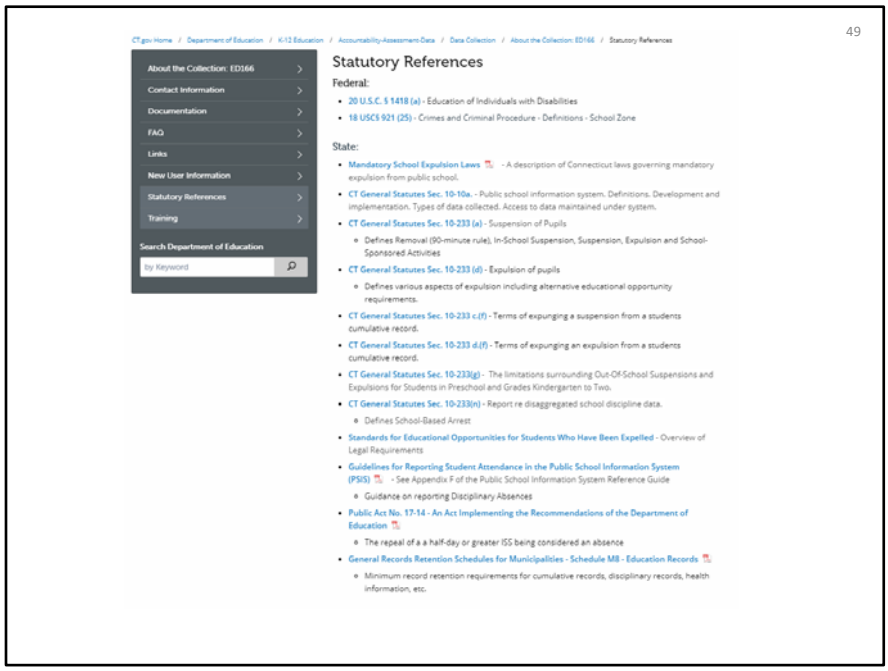
When Phase II opens additional information will be posted in this section. If you need prior year documentation you can check the archive page (linked at the top left side of the screen but not visible on this screen shot).



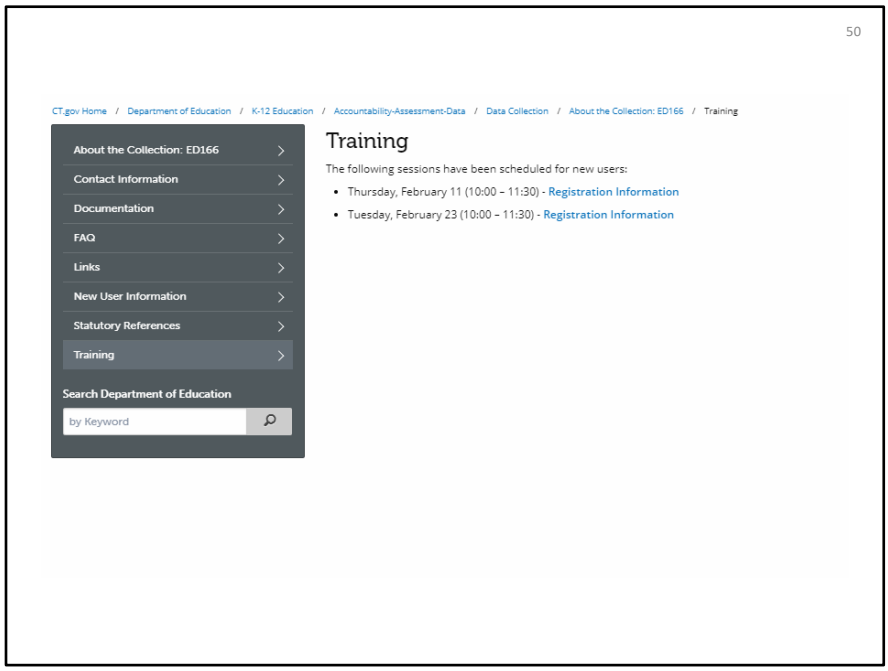
The **Frequently Asked Questions** page lists the most common questions and is updated as new common question emerge.



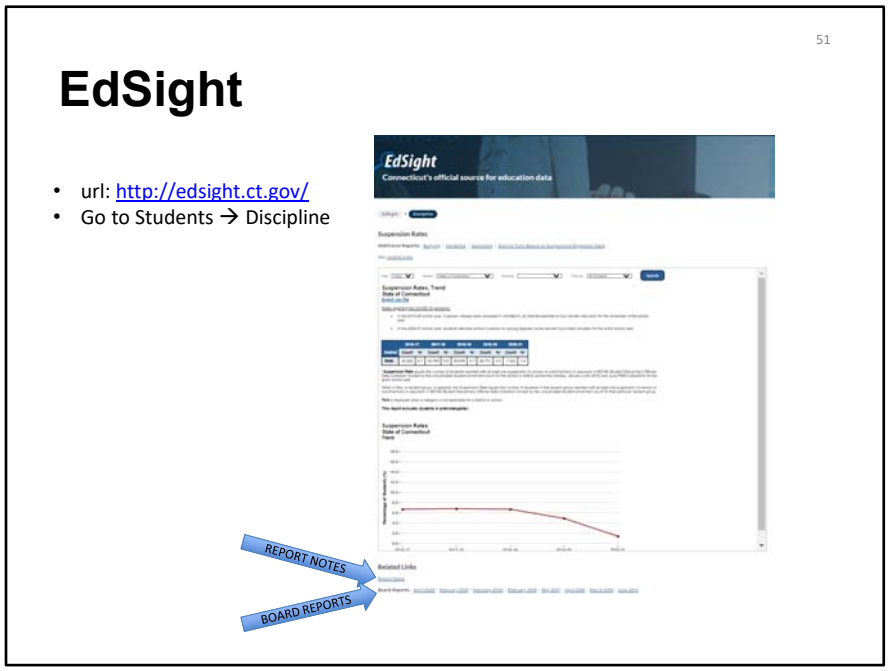
The **Links** page brings you to documentation on alternative education for expelled students, information on bullying and harassment, as well as a link to EdSight our public data warehouse.



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



The **Training** page that lists any upcoming live sessions as well as prerecorded videos and PowerPoint training such as this one.



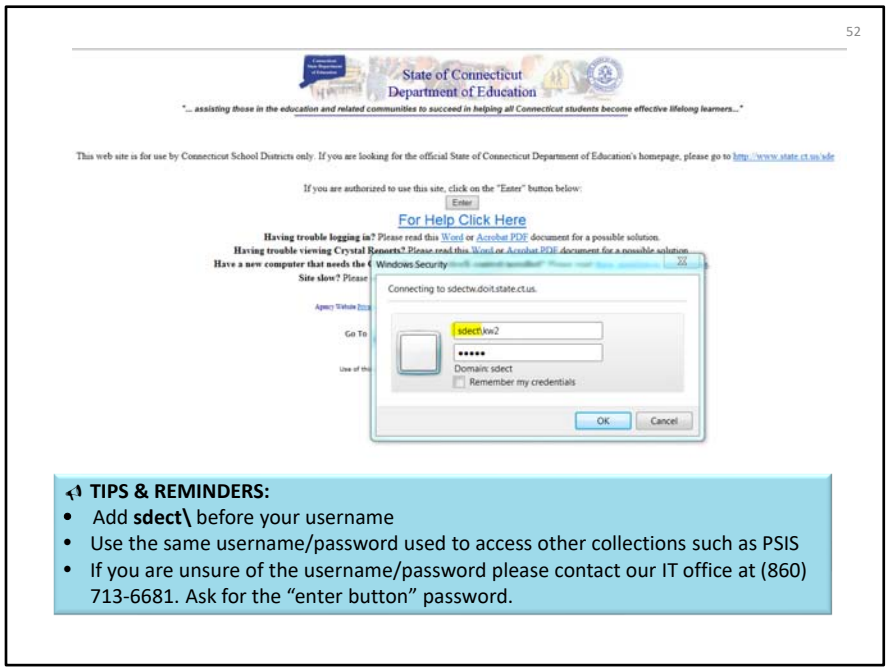
EdSight is SDE's public information portal. To view the discipline data, go to Students → Discipline

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

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.

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.

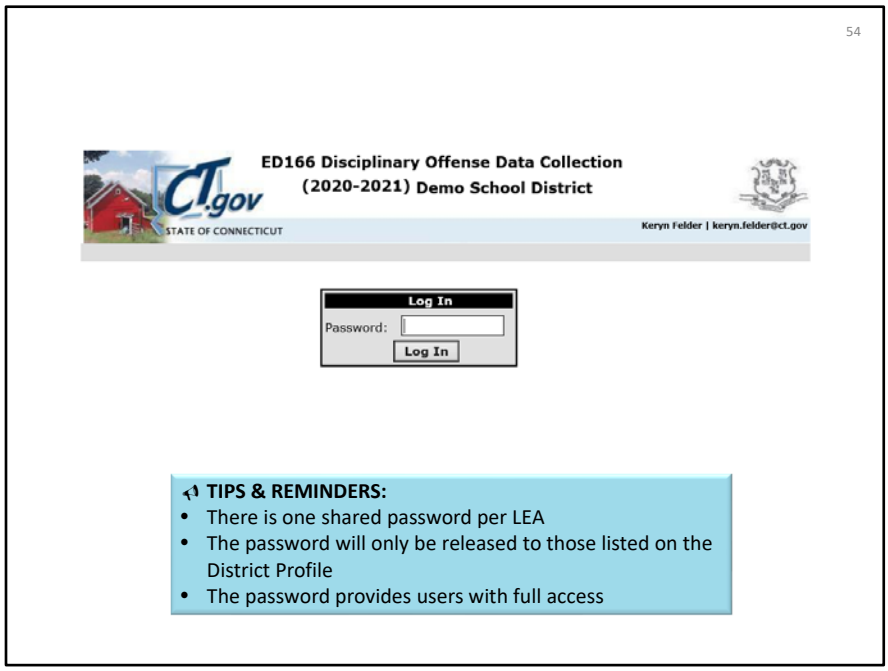
EdSight also contains links to our Annual Board Report on Discipline.



The next set of slides are screen shots from the application and include tips in the blue boxes on the slides. 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.



Enter the ED166 specific password.

TIPS & REMINDERS:

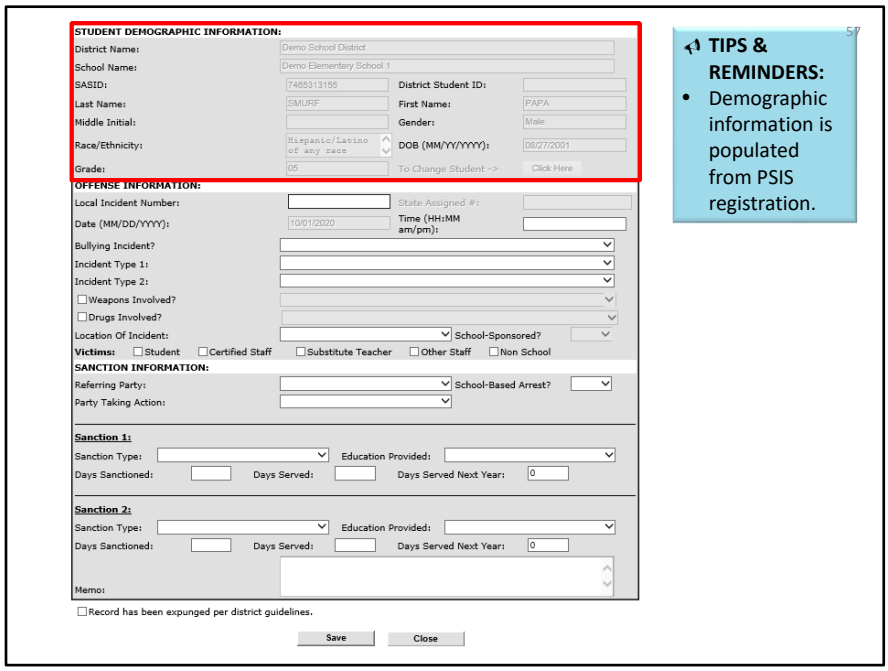
- You can select a prior year on the Home screen. This can be useful to review data.

This is 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.

TIPS & REMINDERS:

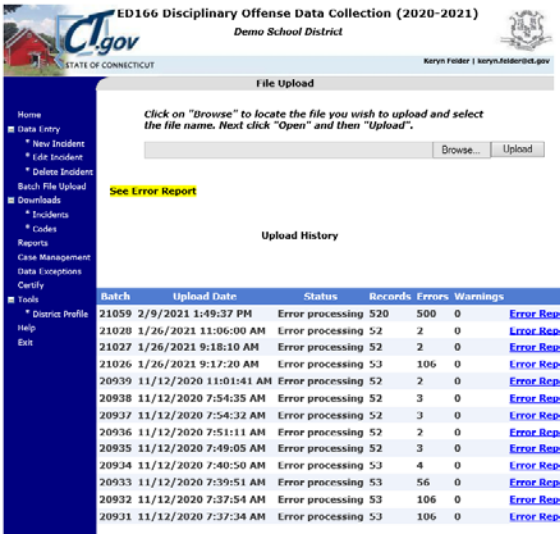
- When manually entering a record you must include the Incident Date and then SASID or Name



57

TIPS & REMINDERS:

- Demographic information is populated from PSIS registration.



TIPS & REMINDERS:

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

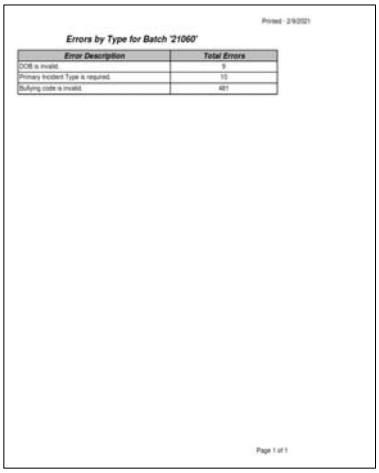
Error Report

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	***1700 - Fighting/altercation;physical aggression***	***LocalID -***
	The Facility Code in the batch does not match the facility the student was 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 - 1025408342**	
Incident Date - 10/01/2020	-	***LocalID -***
	Primary Incident Type is required.	
Student - SIMPSON, BARTHOLOMEW	**DOB - 02/15/1995 | SASID - 1163963186**	
Incident Date - 10/01/2020	***1700 - Fighting/altercation;physical aggression***	***LocalID -***
	DOB is invalid.	
Facility Code - 5006111		
	Error(s)	
Student -	**DOB - 05/23/1963 | SASID - 9261621201**	
Incident Date - 10/01/2020	***1700 - 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

Errors By Type



Printed - 2/9/2021

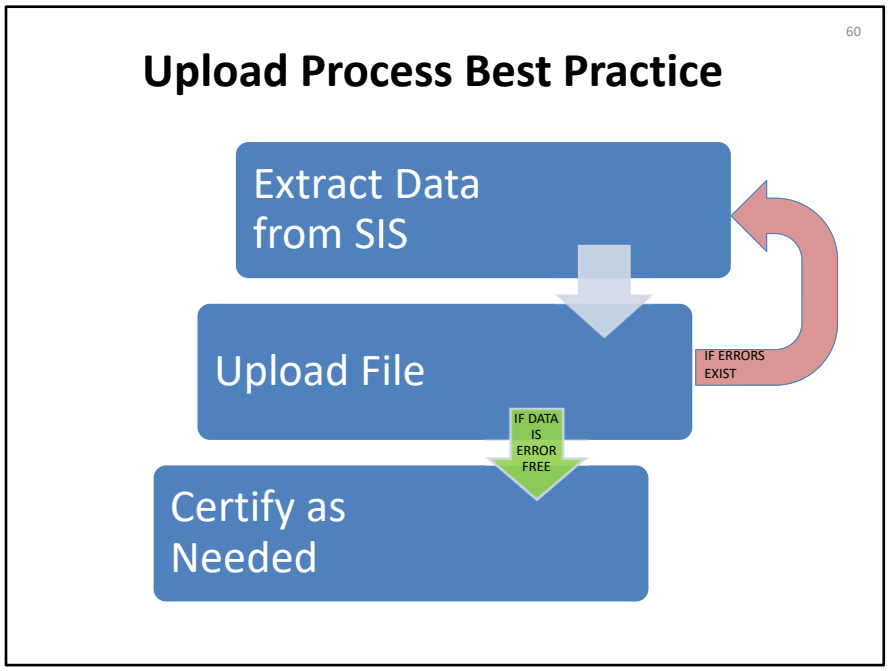
Errors by Type for Batch '21060'

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

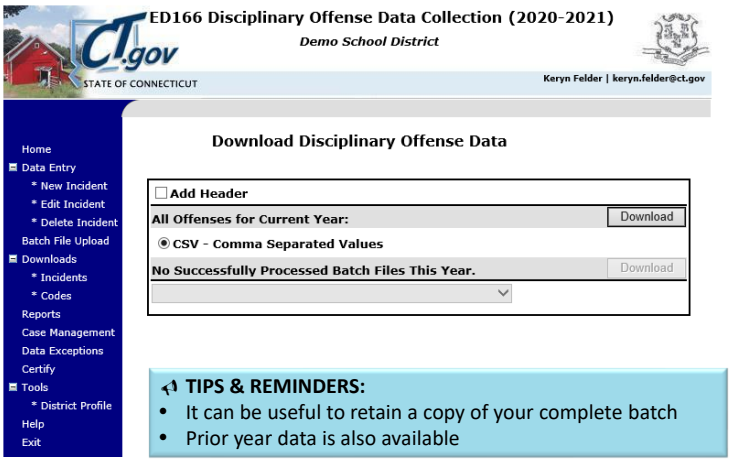
Page 1 of 1

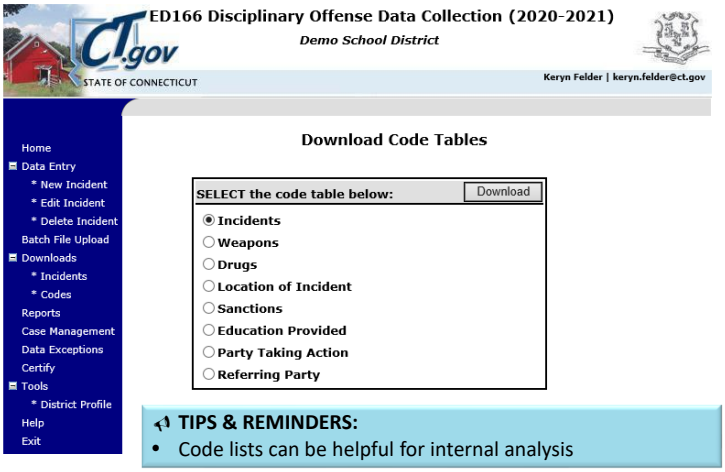
TIPS & REMINDERS:
- Error messages & correction info is on the Help Site
- 500+ errors same error on every record

View the upload vide on the Help Site for examples of how to resolve errors.



If your LEA has errors the best practice is to correct the records in your SIS, export the file again, and upload again.


ED166 Disciplinary Offense Data Collection (2020-2021)
Demo School District
CT.gov
STATE OF CONNECTICUT
Keryn Felder | keryn.felder@ct.gov
Home
Data Entry
* New Incident
* Edit Incident
* Delete Incident
Batch File Upload
Downloads
* Incidents
* Codes
Reports
Case Management
Data Exceptions
Certify
Tools
* District Profile
Help
Exit
Download Disciplinary Offense Data
Add Header
All Offenses for Current Year:
Download
CSV - Comma Separated Values
No Successfully Processed Batch Files This Year.
Download
TIPS & REMINDERS:
It can be useful to retain a copy of your complete batch
Prior year data is also available



TIPS & REMINDERS:

- Code lists can be helpful for internal analysis

TIPS & REMINDERS:

- Data Cleaning Reports must be cleared prior to final Certification

General Reports - District Level:

Suspension and Expulsion Counts by Facility:
Lists the suspension and expulsion counts by facility by sanction

Bullying Count Summary by Facility:
Lists bullying incident counts by facility by type

Offense Detail Report:
Lists all records by Incident Type with student name and Sanction

PK-Grade 2 Exclusionary Discipline Compliance Report:
Lists all records reported where a student in PreK-Second grade received an OSS or expulsion and the offense does not meet the criteria of CGS 10-233c.(g).

General Reports - School Level:

Offense Summary by Facility:
Lists Incident Type counts by facility

Offense Details by Facility
Lists Incident and Sanction information by facility by student

Location Summary by Facility
Lists the Location of Incident counts by facility

Suspension and Expulsion Counts by Facility by Grade
Lists the suspension and expulsion counts by facility, by sanction and by grade

Students with Substance Offenses
Lists all records where a substance is reported by facility by student

Weapon Offenses
Lists all records where a weapon is reported by facility by student

Bullying Incidents by Student
Lists all records where bullying was reported by facility by student

Student Arrests
Lists all records where an arrest was reported by facility by student

General Reports - Student Level:

Offense Details by Student
Lists Incident and Sanction information for a specified student

Out of School and Expulsion Summary

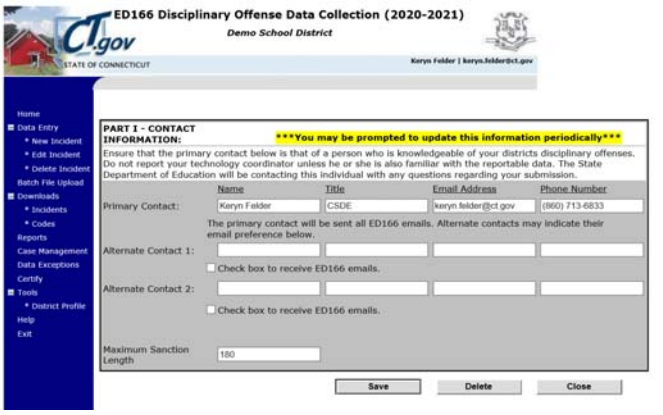
TIPS & REMINDERS:

- Data Exception information will be covered in the Phase II video.

Mid-Year Certification

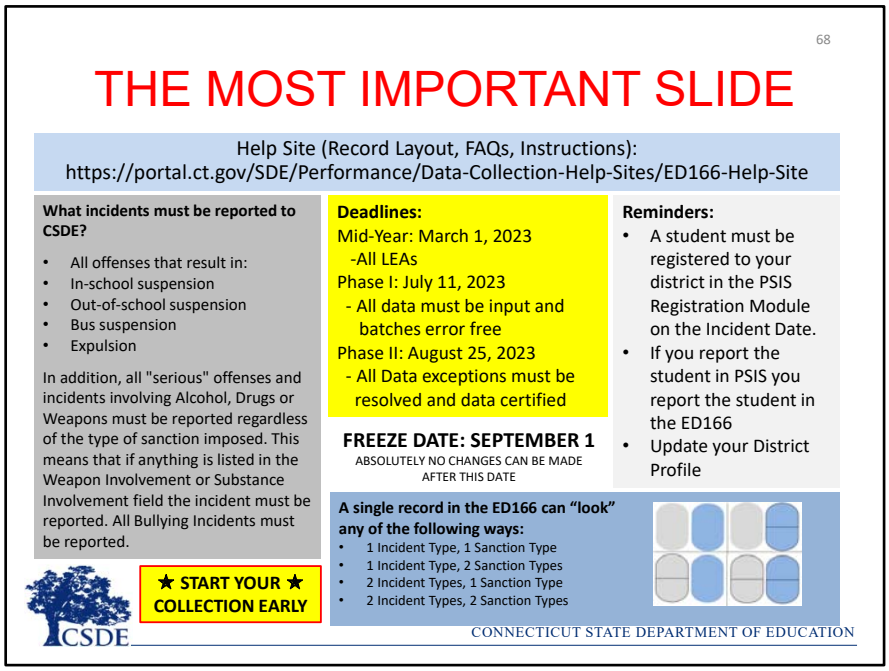
TIPS & REMINDERS:

- 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



TIPS & REMINDERS:

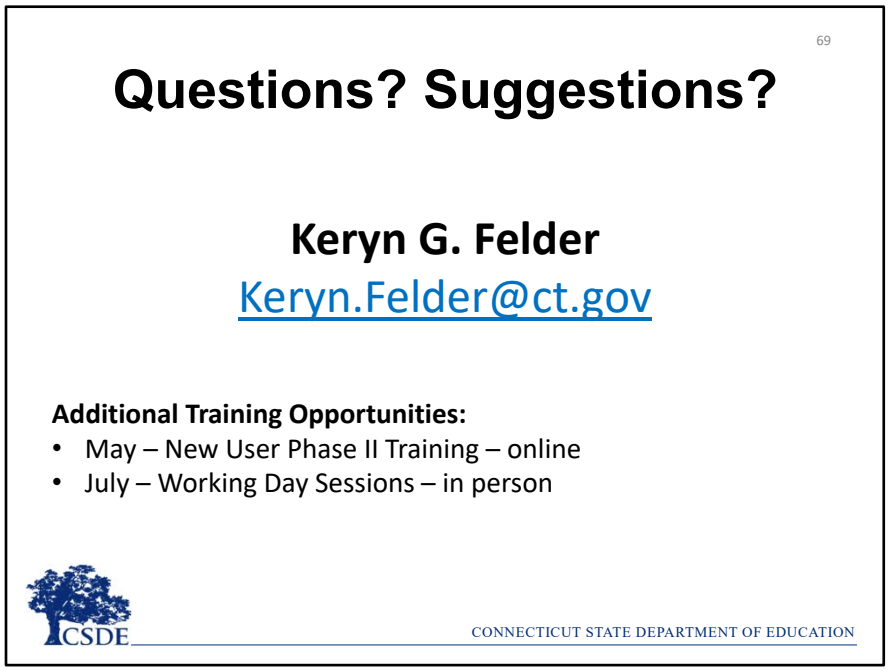
- Passwords are only released to those on the profile
- Once you are added to the profile you are automatically on the email list



This PowerPoint contained quite a bit of information, so this slide highlights the biggest takeaways:

- What is and what is not a reportable incident
- A reminder about the link between the ED166 and PSIS
- The four ways a record can "look" using 1-2 Incident Type fields and 1-2 Sanction Type fields
- The link to the Help Site
- The deadlines
- A reminder to start your collection early

As always feel free to email SDE with questions.



Closing Remarks:

I hope the printed version of this information was helpful to you. Note that this session will be offered live online in January/February, prior to the March deadline.

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. The best way to reach me with questions is via email.

- Keryn Felder