



CONNECTICUT STATE DEPARTMENT OF EDUCATION

**ED166 Student Disciplinary  
Offense Collection**  
*General, Mid-Year & Phase I Information*

2022-2023 Collection

Updated 3/3/23

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.

# Application Manager

**Keryn G. Felder**  
**Education Consultant**  
[Keryn.Felder@ct.gov](mailto:Keryn.Felder@ct.gov)

**ED166 Help Site:**

- <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site>, or
- Search **ED166** from the SDE home page (<http://portal.ct.gov>)



CONNECTICUT STATE DEPARTMENT OF EDUCATION

Welcome Message:

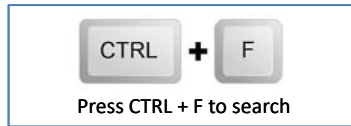
*Welcome to the ED166 Student Disciplinary Offense collection. This document covers the same information presented at live and virtual training sessions but allows you to step through the content at your own pace. I encourage you to print or save this document to use for reference when you are completing 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*

# Contents

- General collection information (slide 5)
- Record Layout (slide 20)
- FAQs (slide 35)
- Laws (slide 40)
- Help Site (slide 45)
- Navigating the Application (slide 52)
  - A video demonstrating the application is available on the Help Site



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.**

# Acronyms

- **ENDS:** Electronic Nicotine Delivery Systems
- **FERPA:** Family Educational Rights and Privacy Act
- **FOI:** Freedom of Information
- **ISS:** In-School Suspension
- **LEA:** Local Education Agency
- **OSS:** Out-of-School Suspension
- **PII:** Personally Identifying Information
- **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.
- **SDE:** State Department of Education
- **SIF:** School Interoperability Framework
- **SIS:** this is your student information system such as Administrator Plus, Infinite Campus, PowerSchool, etc.



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.

## What Records are Required to be Submitted in the ED166?<sup>5</sup>

All offenses that result in:

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

**IMPORTANT**

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 (including ENDS) the incident must be reported. All Bullying Incidents must be reported.

A list of serious offenses is available on the Documentation page of the Help Site (<http://portal.ct.gov/SDE/Performance/Data-Collection/Help-Sites/ED166>).



CONNECTICUT STATE DEPARTMENT OF EDUCATION

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



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.

## What is the Data Used for?

- Federal Data Collections
- State Data Collections
  - Board Report
- EdSight (<http://edsight.ct.gov>)
- FOI Requests
  - Media
  - Research
  - Other



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.

## When does the collection open?

- Fall of each School Year

## How will I know when the collection opens?

- Email (sent to those on the District Profile)
- Help Site



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.



## When is the collection due?

- Mid-Year: March 1, 2023  
(required for all LEAs)
- Phase I: July 11, 2023
- Phase II: August 25, 2023
- Freeze Date: September 1, 2023

**START YOUR COLLECTION EARLY**



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

---

**FKO**

**UPDATE**

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

## What is Required for Each Phase?

### Mid-Year Collection: Data Entry

- Report all incidents that occurred between 7/1 and 1/31
- Ensure uploads are error free
- Complete mid-year Certification (checkbox)
- Recommendation: Clear Data Cleaning Reports Recommendation: Clear Data Cleaning Reports

NOTE: You may go beyond this date if you wish; 1/31 is not a hard cut-off date. After you have completed the mid-year collection you can continue to add, edit or delete records as needed. You do not need to clear your certification.



### Phase I: Data Entry

- Report all incidents that occurred between 2/1 and 6/30 as well as any other incidents you may have missed
- Ensure uploads are error free
- Recommendation: Clear Data Cleaning Reports
- Complete Phase I Certification (checkbox)

CONNECTICUT STATE DEPARTMENT OF EDUCATION

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.

## What is Required for Each Phase?

### Phase II: Data Cleaning & Certification

- Input any additional records
- Respond to Data Exceptions
- Clear Data Cleaning Reports
- Review other reports
- Have a Certified Administrator complete certification (5-6 digit password)

All items above are listed on the Certification Checklist that is emailed when Phase II begins.



### Freeze: Finalization

- No changes can be made after the freeze. Frozen data is used for all analysis and public reporting.
- Respond ASAP to any CSDE questions
- Input any final changes and recertify immediately

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**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

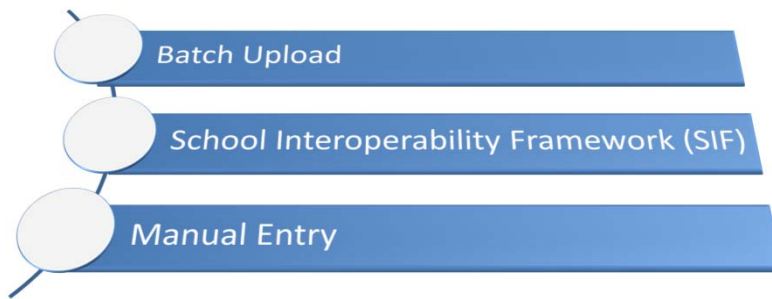


CONNECTICUT STATE DEPARTMENT OF EDUCATION

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.

# How is the Data Transmitted to the SDE?

13



CONNECTICUT STATE DEPARTMENT OF EDUCATION

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

## Types of Data Transmission



### Batch Upload

Export data from local SIS

Can be CSV or Fixed Width

Open to ALL LEAs

Can upload all records or by school

GIGO

Knowledge of data export needed

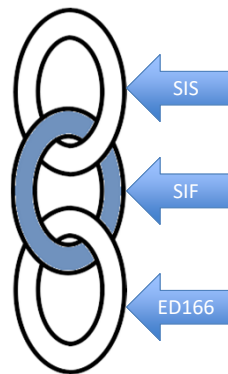


CONNECTICUT STATE DEPARTMENT OF EDUCATION

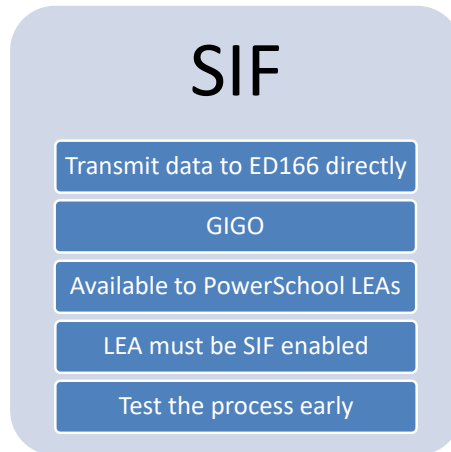
The most common type of data transmission is Batch Upload. This is when your data is extracted from your local Student Information System and organized into a format readable by the ED166 application (CSV or Fixed Width). Most SIS's have a "state reporting" feature that will automatically arrange your 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 **Garbage In Garbage Out** – 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.

## Types of Data Transmission



CONNECTICUT STATE DEPARTMENT OF EDUCATION



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 there 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.



# SIF Contact Information

**Srinivasa (Reddy) Erigela**

[Srinivasa.Erigela@ct.gov](mailto:Srinivasa.Erigela@ct.gov)

- Set up SIF
- Set date range
- Troubleshooting
  
- Help Site: <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/SIF>
- Or search **SIF** from the SDE home page (<http://portal.ct.gov>)



CONNECTICUT STATE DEPARTMENT OF EDUCATION

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.

# Types of Data Transmission



## Manual Entry

Hand type each record

Open to ALL LEA's

GIGO, human error

Can combine with other types



CONNECTICUT STATE DEPARTMENT OF EDUCATION

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.

## PSIS Connection

### PSIS Registration Module

PSIS  
Collections

TCS

CT-SEDS

ED166

- Register before reporting
- Check your dates



CONNECTICUT STATE DEPARTMENT OF EDUCATION

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.

## Importance of Accurate PSIS Registration

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



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.

# Record Layout

- Fields Collected
- Definitions
- Code Lists
- Additional Information (reporting rules, etc.)

The Record Layout is available on the Help Site:

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



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.

Updated 05/15/2021

2021 2022 EDISE DISCIPLINARY OFFENSE DATA SUBMISSION DATA COLLECTIONS RECORD LAYOUT (Revision 3.2)

M-Mandatory O-Optional R-Recommended C-Conditional D-Disallowed

Field Name	Excel Column	Starting	Ending	Length	Required/Valid Values	When Mandatory
1. State Assigned Student ID Number	A	1	30	30	NA	Number only
2. State of Birth	BC	31	32	2	NA	NA
3. Reporting District	C	33	35	3	NA	NA
4. District Code	D	36	38	3	NA	NA
5. State of Incident	E	39	40	2	NA	NA
6. Date of Incident	F	41	48	8	MM/DD/YYYY	NA
7. Name of Incident	G	49	100	52	Alphabetic	2-Character C Incident in a Day
8. Reporting	H	101	102	2	NA	NA
9. Discipline Page 1	I	103	104	2	NA	NA
10. Discipline Page 2	J	105	106	2	NA	NA
11. Discipline Page 3	K	107	108	2	NA	NA
12. Discipline Page 4	L	109	110	2	NA	NA
13. Discipline Page 5	M	111	112	2	NA	NA
14. Discipline Page 6	N	113	114	2	NA	NA
15. Discipline Page 7	O	115	116	2	NA	NA
16. Discipline Page 8	P	117	118	2	NA	NA
17. Discipline Page 9	Q	119	120	2	NA	NA
18. Discipline Page 10	R	121	122	2	NA	NA
19. Discipline Page 11	S	123	124	2	NA	NA
20. Discipline Page 12	T	125	126	2	NA	NA
21. Discipline Page 13	U	127	128	2	NA	NA
22. Discipline Page 14	V	129	130	2	NA	NA
23. Discipline Page 15	W	131	132	2	NA	NA
24. Discipline Page 16	X	133	134	2	NA	NA
25. Discipline Page 17	Y	135	136	2	NA	NA
26. Discipline Page 18	Z	137	138	2	NA	NA
27. Discipline Page 19	AA	139	140	2	NA	NA
28. Discipline Page 20	AB	141	142	2	NA	NA
29. Discipline Page 21	AC	143	144	2	NA	NA
30. Discipline Page 22	AD	145	146	2	NA	NA
31. Discipline Page 23	AE	147	148	2	NA	NA
32. Discipline Page 24	AF	149	150	2	NA	NA
33. Discipline Page 25	AG	151	152	2	NA	NA
34. Discipline Page 26	AH	153	154	2	NA	NA
35. Discipline Page 27	AI	155	156	2	NA	NA
36. Discipline Page 28	AJ	157	158	2	NA	NA
37. Discipline Page 29	AK	159	160	2	NA	NA
38. Discipline Page 30	AL	161	162	2	NA	NA
39. Discipline Page 31	AM	163	164	2	NA	NA
40. Discipline Page 32	AN	165	166	2	NA	NA
41. Discipline Page 33	AO	167	168	2	NA	NA
42. Discipline Page 34	AP	169	170	2	NA	NA
43. Discipline Page 35	AQ	171	172	2	NA	NA
44. Discipline Page 36	AR	173	174	2	NA	NA
45. Discipline Page 37	AS	175	176	2	NA	NA
46. Discipline Page 38	AT	177	178	2	NA	NA
47. Discipline Page 39	AU	179	180	2	NA	NA
48. Discipline Page 40	AV	181	182	2	NA	NA
49. Discipline Page 41	AW	183	184	2	NA	NA
50. Discipline Page 42	AX	185	186	2	NA	NA
51. Discipline Page 43	AY	187	188	2	NA	NA
52. Discipline Page 44	AZ	189	190	2	NA	NA
53. Discipline Page 45	BA	191	192	2	NA	NA
54. Discipline Page 46	BB	193	194	2	NA	NA
55. Discipline Page 47	BC	195	196	2	NA	NA
56. Discipline Page 48	BD	197	198	2	NA	NA
57. Discipline Page 49	BE	199	200	2	NA	NA
58. Discipline Page 50	BF	201	202	2	NA	NA
59. Discipline Page 51	BG	203	204	2	NA	NA
60. Discipline Page 52	BH	205	206	2	NA	NA
61. Discipline Page 53	BI	207	208	2	NA	NA
62. Discipline Page 54	BJ	209	210	2	NA	NA
63. Discipline Page 55	BK	211	212	2	NA	NA
64. Discipline Page 56	BL	213	214	2	NA	NA
65. Discipline Page 57	BM	215	216	2	NA	NA
66. Discipline Page 58	BN	217	218	2	NA	NA
67. Discipline Page 59	BO	219	220	2	NA	NA
68. Discipline Page 60	BP	221	222	2	NA	NA
69. Discipline Page 61	BQ	223	224	2	NA	NA
70. Discipline Page 62	BR	225	226	2	NA	NA
71. Discipline Page 63	BS	227	228	2	NA	NA
72. Discipline Page 64	BT	229	230	2	NA	NA
73. Discipline Page 65	BU	231	232	2	NA	NA
74. Discipline Page 66	BV	233	234	2	NA	NA
75. Discipline Page 67	BW	235	236	2	NA	NA
76. Discipline Page 68	BX	237	238	2	NA	NA
77. Discipline Page 69	BY	239	240	2	NA	NA
78. Discipline Page 70	BZ	241	242	2	NA	NA
79. Discipline Page 71	CA	243	244	2	NA	NA
80. Discipline Page 72	CB	245	246	2	NA	NA
81. Discipline Page 73	CC	247	248	2	NA	NA
82. Discipline Page 74	CD	249	250	2	NA	NA
83. Discipline Page 75	CE	251	252	2	NA	NA
84. Discipline Page 76	CF	253	254	2	NA	NA
85. Discipline Page 77	CG	255	256	2	NA	NA
86. Discipline Page 78	CH	257	258	2	NA	NA
87. Discipline Page 79	CI	259	260	2	NA	NA
88. Discipline Page 80	CJ	261	262	2	NA	NA
89. Discipline Page 81	CK	263	264	2	NA	NA
90. Discipline Page 82	CL	265	266	2	NA	NA
91. Discipline Page 83	CM	267	268	2	NA	NA
92. Discipline Page 84	CN	269	270	2	NA	NA
93. Discipline Page 85	CO	271	272	2	NA	NA
94. Discipline Page 86	CP	273	274	2	NA	NA
95. Discipline Page 87	CQ	275	276	2	NA	NA
96. Discipline Page 88	CR	277	278	2	NA	NA
97. Discipline Page 89	CS	279	280	2	NA	NA
98. Discipline Page 90	CT	281	282	2	NA	NA
99. Discipline Page 91	CU	283	284	2	NA	NA
100. Discipline Page 92	CV	285	286	2	NA	NA
101. Discipline Page 93	CW	287	288	2	NA	NA
102. Discipline Page 94	CX	289	290	2	NA	NA
103. Discipline Page 95	CY	291	292	2	NA	NA
104. Discipline Page 96	CZ	293	294	2	NA	NA
105. Discipline Page 97	DA	295	296	2	NA	NA
106. Discipline Page 98	DB	297	298	2	NA	NA
107. Discipline Page 99	DC	299	300	2	NA	NA
108. Discipline Page 100	DD	301	302	2	NA	NA
109. Discipline Page 101	DE	303	304	2	NA	NA
110. Discipline Page 102	DF	305	306	2	NA	NA
111. Discipline Page 103	DG	307	308	2	NA	NA
112. Discipline Page 104	DH	309	310	2	NA	NA
113. Discipline Page 105	DI	311	312	2	NA	NA
114. Discipline Page 106	DJ	313	314	2	NA	NA
115. Discipline Page 107	DK	315	316	2	NA	NA
116. Discipline Page 108	DL	317	318	2	NA	NA
117. Discipline Page 109	DM	319	320	2	NA	NA
118. Discipline Page 110	DN	321	322	2	NA	NA
119. Discipline Page 111	DO	323	324	2	NA	NA
120. Discipline Page 112	DP	325	326	2	NA	NA
121. Discipline Page 113	DQ	327	328	2	NA	NA
122. Discipline Page 114	DR	329	330	2	NA	NA
123. Discipline Page 115	DS	331	332	2	NA	NA
124. Discipline Page 116	DT	333	334	2	NA	NA
125. Discipline Page 117	DU	335	336	2	NA	NA
126. Discipline Page 118	DV	337	338	2	NA	NA
127. Discipline Page 119	DW	339	340	2	NA	NA
128. Discipline Page 120	DX	341	342	2	NA	NA
129. Discipline Page 121	DY	343	344	2	NA	NA
130. Discipline Page 122	DZ	345	346	2	NA	NA
131. Discipline Page 123	EA	347	348	2	NA	NA
132. Discipline Page 124	EB	349	350	2	NA	NA
133. Discipline Page 125	EC	351	352	2	NA	NA
134. Discipline Page 126	ED	353	354	2	NA	NA
135. Discipline Page 127	EE	355	356	2	NA	NA
136. Discipline Page 128	EF	357	358	2	NA	NA
137. Discipline Page 129	EG	359	360	2	NA	NA
138. Discipline Page 130	EH	361	362	2	NA	NA
139. Discipline Page 131	EI	363	364	2	NA	NA
140. Discipline Page 132	EJ	365	366	2	NA	NA
141. Discipline Page 133	EK	367	368	2	NA	NA
142. Discipline Page 134	EL	369	370	2	NA	NA
143. Discipline Page 135	EM	371	372	2	NA	NA
144. Discipline Page 136	EN	373	374	2	NA	NA
145. Discipline Page 137	EO	375	376	2	NA	NA
146. Discipline Page 138	EP	377	378	2	NA	NA
147. Discipline Page 139	EQ	379	380	2	NA	NA
148. Discipline Page 140	ER	381	382	2	NA	NA
149. Discipline Page 141	ES	383	384	2	NA	NA
150. Discipline Page 142	ET	385	386	2	NA	NA
151. Discipline Page 143	EU	387	388	2	NA	NA
152. Discipline Page 144	EV	389	390	2	NA	NA

FIELD DESCRIPTIONS (in order of appearance in the record layout)	
<b>M</b>	<b>State Assigned Student Identifier (SASID)</b> The unique ten-digit numeric code assigned to students in the PSIS (Public School Information System) Registration.
<b>M</b>	<b>Date of Birth</b> Student's date of birth in the format MMDDYYYY where "MM" = Month, "DD" = Day, "YY" = Year. Note that this date must match PSIS Registration.
<b>M</b>	<b>Reporting District</b> Three-digit code for the district the student is registered to in PSIS. This is your town code for all students attending your schools, your students educated in private special education or residential facilities, including out of state and your students placed in municipal detention centers or day treatment facilities. For the purpose of this report, the American School for the Deaf is considered a private facility. For a list of Reporting District Codes, see Table B.
<b>M</b>	<b>Facility Code</b> Seven-digit code of the school attended by the student during the incident look-alike. 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. For a list of Facility Codes visit <a href="https://portal.ct.gov/CSDE/Forms/Forms.aspx?Form=2016-2017-2018-2019-2020-2021-2022-2023-2024-2025-2026-2027-2028-2029-2030-2031-2032-2033-2034-2035-2036-2037-2038-2039-2040-2041-2042-2043-2044-2045-2046-2047-2048-2049-2050-2051-2052-2053-2054-2055-2056-2057-2058-2059-2060-2061-2062-2063-2064-2065-2066-2067-2068-2069-2070-2071-2072-2073-2074-2075-2076-2077-2078-2079-2080-2081-2082-2083-2084-2085-2086-2087-2088-2089-2090-2091-2092-2093-2094-2095-2096-2097-2098-2099-2100-2101-2102-2103-2104-2105-2106-2107-2108-2109-2110-2111-2112-2113-2114-2115-2116-2117-2118-2119-2120-2121-2122-2123-2124-2125-2126-2127-2128-2129-2130-2131-2132-2133-2134-2135-2136-2137-2138-2139-2140-2141-2142-2143-2144-2145-2146-2147-2148-2149-2150-2151-2152-2153-2154-2155-2156-2157-2158-2159-2160-2161-2162-2163-2164-2165-2166-2167-2168-2169-2170-2171-2172-2173-2174-2175-2176-2177-2178-2179-2180-2181-2182-2183-2184-2185-2186-2187-2188-2189-2190-2191-2192-2193-2194-2195-2196-2197-2198-2199-2200-2201-2202-2203-2204-2205-2206-2207-2208-2209-2210-2211-2212-2213-2214-2215-2216-2217-2218-2219-2220-2221-2222-2223-2224-2225-2226-2227-2228-2229-2230-2231-2232-2233-2234-2235-2236-2237-2238-2239-2240-2241-2242-2243-2244-2245-2246-2247-2248-2249-2250-2251-2252-2253-2254-2255-2256-2257-2258-2259-2260-2261-2262-2263-2264-2265-2266-2267-2268-2269-2270-2271-2272-2273-2274-2275-2276-2277-2278-2279-2280-2281-2282-2283-2284-2285-2286-2287-2288-2289-2290-2291-2292-2293-2294-2295-2296-2297-2298-2299-2300-2301-2302-2303-2304-2305-2306-2307-2308-2309-2310-2311-2312-2313-2314-2315-2316-2317-2318-2319-2320-2321-2322-2323-2324-2325-2326-2327-2328-2329-2330-2331-2332-2333-2334-2335-2336-2337-2338-2339-2340-2341-2342-2343-2344-2345-2346-2347-2348-2349-2350-2351-2352-2353-2354-2355-2356-2357-2358-2359-2360-2361-2362-2363-2364-2365-2366-2367-2368-2369-2370-2371-2372-2373-2374-2375-2376-2377-2378-2379-2380-2381-2382-2383-2384-2385-2386-2387-2388-2389-2390-2391-2392-2393-2394-2395-2396-2397-2398-2399-2400-2401-2402-2403-2404-2405-2406-2407-2408-2409-2410-2411-2412-2413-2414-2415-2416-2417-2418-2419-2420-2421-2422-2423-2424-2425-2426-2427-2428-2429-2430-2431-2432-2433-2434-2435-2436-2437-2438-2439-2440-2441-2442-2443-2444-2445-2446-2447-2448-2449-2450-2451-2452-2453-2454-2455-2456-2457-2458-2459-2460-2461-2462-2463-2464-2465-2466-2467-2468-2469-2470-2471-2472-2473-2474-2475-2476-2477-2478-2479-2480-2481-2482-2483-2484-2485-2486-2487-2488-2489-2490-2491-2492-2493-2494-2495-2496-2497-2498-2499-2500-2501-2502-2503-2504-2505-2506-2507-2508-2509-2510-2511-2512-2513-2514-2515-2516-2517-2518-2519-2520-2521-2522-2523-2524-2525-2526-2527-2528-2529-2530-2531-2532-2533-2534-2535-2536-2537-2538-2539-2540-2541-2542-2543-2544-2545-2546-2547-2548-2549-2550-2551-2552-2553-2554-2555-2556-2557-2558-2559-2560-2561-2562-2563-2564-2565-2566-2567-2568-2569-2570-2571-2572-2573-2574-2575-2576-2577-2578-2579-2580-2581-2582-2583-2584-2585-2586-2587-2588-2589-2590-2591-2592-2593-2594-2595-2596-2597-2598-2599-2600-2601-2602-2603-2604-2605-2606-2607-2608-2609-2610-2611-2612-2613-2614-2615-2616-2617-2618-2619-2620-2621-2622-2623-2624-2625-2626-2627-2628-2629-2630-2631-2632-2633-2634-2635-2636-2637-2638-2639-2640-2641-2642-2643-2644-2645-2646-2647-2648-2649-2650-2651-2652-2653-2654-2655-2656-2657-2658-2659-2660-2661-2662-2663-2664-2665-2666-2667-2668-2669-2670-2671-2672-2673-2674-2675-2676-2677-2678-2679-2680-2681-2682-2683-2684-2685-2686-2687-2688-2689-2690-2691-2692-2693-2694-2695-2696-2697-2698-2699-2700-2701-2702-2703-2704-2705-2706-2707-2708-2709-2710-2711-2712-2713-2714-2715-2716-2717-2718-2719-2720-2721-2722-2723-2724-2725-2726-2727-2728-2729-2730-2731-2732-2733-2734-2735-2736-2737-2738-2739-2740-2741-2742-2743-2744-2745-2746-2747-2748-2749-2750-2751-2752-2753-2754-2755-2756-2757-2758-2759-2760-2761-2762-2763-2764-2765-2766-2767-2768-2769-2770-2771-2772-2773-2774-2775-2776-2777-2778-2779-2780-2781-2782-2783-2784-2785-2786-2787-2788-2789-2790-2791-2792-2793-2794-2795-2796-2797-2798-2799-2800-2801-2802-2803-2804-2805-2806-2807-2808-2809-2810-2811-2812-2813-2814-2815-2816-2817-2818-2819-2820-2821-2822-2823-2824-2825-2826-2827-2828-2829-2830-2831-2832-2833-2834-2835-2836-2837-2838-2839-2840-2841-2842-2843-2844-2845-2846-2847-2848-2849-2850-2851-2852-2853-2854-2855-2856-2857-2858-2859-2860-2861-2862-2863-2864-2865-2866-2867-2868-2869-2870-2871-2872-2873-2874-2875-2876-2877-2878-2879-2880-2881-2882-2883-2884-2885-2886-2887-2888-2889-2890-2891-2892-2893-2894-2895-2896-2897-2898-2899-2900-2901-2902-2903-2904-2905-2906-2907-2908-2909-2910-2911-2912-2913-2914-2915-2916-2917-2918-2919-2920-2921-2922-2923-2924-2925-2926-2927-2928-2929-2930-2931-2932-2933-2934-2935-2936-2937-2938-2939-2940-2941-2942-2943-2944-2945-2946-2947-2948-2949-2950-2951-2952-2953-2954-2955-2956-2957-2958-2959-2960-2961-2962-2963-2964-2965-2966-2967-2968-2969-2970-2971-2972-2973-2974-2975-2976-2977-2978-2979-2980-2981-2982-2983-2984-2985-2986-2987-2988-2989-2990-2991-2992-2993-2994-2995-2996-2997-2998-2999-3000">https://portal.ct.gov/CSDE/Forms/Forms.aspx?Form=2016-2017-2018-2019-2020-2021-2022-2023-2024-2025-2026-2027-2028-2029-2030-2031-2032-2033-2034-2035-2036-2037-2038-2039-2040-2041-2042-2043-2044-2045-2046-2047-2048-2049-2050-2051-2052-2053-2054-2055-2056-2057-2058-2059-2060-2061-2062-2063-2064-2065-2066-2067-2068-2069-2070-2071-2072-2073-2074-2075-2076-2077-2078-2079-2080-2081-2082-2083-2084-2085-2086-2087-2088-2089-2090-2091-2092-2093-2094-2095-2096-2097-2098-2099-2100-2101-2102-2103-2104-2105-2106-2107-2108-2109-2110-2111-2112-2113-2114-2115-2116-2117-2118-2119-2120-2121-2122-2123-2124-2125-2126-2127-2128-2129-2130-2131-2132-2133-2134-2135-2136-2137-2138-2139-2140-2141-2142-2143-2144-2145-2146-2147-2148-2149-2150-2151-2152-2153-2154-2155-2156-2157-2158-2159-2160-2161-2162-2163-2164-2165-2166-2167-2168-2169-2170-2171-2172-2173-2174-2175-2176-2177-2178-2179-2180-2181-2182-2183-2184-2185-2186-2187-2188-2189-2190-2191-2192-2193-2194-2195-2196-2197-2198-2199-2200-2201-2202-2203-2204-2205-2206-2207-2208-2209-2210-2211-2212-2213-2214-2215-2216-2217-2218-2219-2220-2221-2222-2223-2224-2225-2226-2227-2228-2229-2230-2231-2232-2233-2234-2235-2236-2237-2238-2239-2240-2241-2242-2243-2244-2245-2246-2247-2248-2249-2250-2251-2252-2253-2254-2255-2256-2257-2258-2259-2260-2261-2262-2263-2264-2265-2266-2267-2268-2269-2270-2271-2272-2273-2274-2275-2276-2277-2278-2279-2280-2281-2282-2283-2284-2285-2286-2287-2288-2289-2290-2291-2292-2293-2294-2295-2296-2297-2298-2299-2300-2301-2302-2303-2304-2305-2306-2307-2308-2309-2310-2311-2312-2313-2314-2315-2316-2317-2318-2319-2320-2321-2322-2323-2324-2325-2326-2327-2328-2329-2330-2331-2332-2333-2334-2335-2336-2337-2338-2339-2340-2341-2342-2343-2344-2345-2346-2347-2348-2349-2350-2351-2352-2353-2354-2355-2356-2357-2358-2359-2360-2361-2362-2363-2364-2365-2366-2367-2368-2369-2370-2371-2372-2373-2374-2375-2376-2377-2378-2379-2380-2381-2382-2383-2384-2385-2386-2387-2388-2389-2390-2391-2392-2393-2394-2395-2396-2397-2398-2399-2400-2401-2402-2403-2404-2405-2406-2407-2408-2409-2410-2411-2412-2413-2414-2415-2416-2417-2418-2419-2420-2421-2422-2423-2424-2425-2426-2427-2428-2429-2430-2431-2432-2433-2434-2435-2436-2437-2438-2439-2440-2441-2442-2443-2444-2445-2446-2447-2448-2449-2450-2451-2452-2453-2454-2455-2456-2457-2458-2459-2460-2461-2462-2463-2464-2465-2466-2467-2468-2469-2470-2471-2472-2473-2474-2475-2476-2477-2478-2479-2480-2481-2482-2483-2484-2485-2486-2487-2488-2489-2490-2491-2492-2493-2494-2495-2496-2497-2498-2499-2500-2501-2502-2503-2504-2505-2506-2507-2508-2509-2510-2511-2512-2513-2514-2515-2516-2517-2518-2519-2520-2521-2522-2523-2524-2525-2526-2527-2528-2529-2530-2531-2532-2533-2534-2535-2536-2537-2538-2539-2540-2541-2542-2543-2544-2545-2546-2547-2548-2549-2550-2551-2552-2553-2554-2555-2556-2557-2558-2559-2560-2561-2562-2563-2564-2565-2566-2567-2568-2569-2570-2571-2572-2573-2574-2575-2576-2577-2578-2579-2580-2581-2582-2583-2584-2585-2586-2587-2588-2589-2590-2591-2592-2593-2594-2595-2596-2597-2598-2599-2600-2601-2602-2603-2604-2605-2606-2607-2608-2609-2610-2611-2612-2613-2614-2615-2616-2617-2618-2619-2620-2621-2622-2623-2624-2625-2626-2627-2628-2629-2630-2631-2632-2633-2634-2635-2636-2637-2638-2639-2640-2641-2642-2643-2644-2645-2646-2647-2648-2649-2650-2651-2652-2653-2654-2655-2656-2657-2658-2659-2660-2661-2662-2663-2664-2665-2666-2667-2668-2669-2670-2671-2672-2673-2674-2675-2676-2677-2678-2679-2680-2681-2682-2683-2684-2685-2686-2687-2688-2689-2690-2691-2692-2693-2694-2695-2696-2697-2698-2699-2700-2701-2702-2703-2704-2705-2706-2707-2708-2709-2710-2711-2712-2713-2714-2715-2716-2717-2718-2719-2720-2721-2722-2723-2724-2725-2726-2727-2728-2729-2730-2731-2732-2733-2734-2735-2736-2737-2738-2739-2740-2741-2742-2743-2744-2745-2746-2747-2748-2749-2750-2751-2752-2753-2754-2755-2756-2757-2758-2759-2760-2761-2762-2763-2764-2765-2766-2767-2768-2769-2770-2771-2772-2773-2774-2775-2776-2777-2778-2779-2780-2781-2782-2783-2784-2785-2786-2787-2788-2789-2790-2791-2792-2793-2794-2795-2796-2797-2798-2799-2800-2801-2802-2803-2804-2805-2806-2807-2808-2809-2810-2811-2812-2813-2814-2815-2816-2817-2818-2819-2820-2821-2822-2823-2824-2825-2826-2827-2828-2829-2830-2831-2832-2833-2834-2835-2836-2837-2838-2839-2840-2841-2842-2843-2844-2845-2846-2847-2848-2849-2850-2851-2852-2853-2854-2855-2856-2857-2858-2859-2860-2861-2862-2863-2864-2865-2866-2867-2868-2869-2870-2871-2872-2873-2874-2875-2876-2877-2878-2879-2880-2881-2882-2883-2884-2885-2886-2887-2888-2889-2890-2891-2892-2893-2894-2895-2896-2897-2898-2899-2900-2901-2902-2903-2904-2905-2906-2907-2908-2909-2910-2911-2912-2913-2914-2915-2916-2917-2918-2919-2920-2921-2922-2923-2924-2925-2926-2927-2928-2929-2930-2931-2932-2933-2934-2935-2936-2937-2938-2939-2940-2941-2942-2943-2944-2945-2946-2947-2948-2949-2950-2951-2952-2953-2954-2955-2956-2957-2958-2959-2960-2961-2962-2963-2964-2965-2966-2967-2968-2969-2970-2971-2972-2973-2974-2975-2976-2977-2978-2979-2980-2981-2982-2983-2984-2985-2986-2987-2988-2989-2990-2991-2992-2993-2994-2995-2996-2997-2998-2999-3000</a>
<b>D</b>	<b>Local Incident Number</b> This field was retired beginning with the 2014-2015 school year.
<b>M</b>	<b>Date of Incident</b> The date the incident occurred using format MMDDYYYY. Be sure to use leading zeros for each month then ending the month beginning the Date of Incident of August 4, 2018 or 8/4/2018 would be reported as 08042018.
<b>O</b>	<b>Time of Incident</b> Indicate the time the incident occurred using either standard (military) or military time (military). If standard time is supplied you must include either am or pm (example: 12:15 pm or 08:30 am). Be sure to include the time if more than one incident is reported for a student in the same day.
<b>M</b>	<b>Bullying</b> Reported negative behaviors intended to frighten or cause discomfort. For example, verbal or written threats of physical harm (code 1010). All bullying incidents must be reported regardless of sanction. Your LEA must indicate if a protected class was involved in the incident. For a list of Bullying Codes see Table C.
<b>M</b>	<b>Incident Type</b> The type of incident committed by the student. The incident types and a brief description are provided in Table E. * There are two fields for Incident Type (part 1 and 2). If more than one type of incident occurs the same time please report both (example: a student was fighting while under the influence of a weapon).
<b>C</b>	<b>Weapon</b> A weapon is considered to be any object that is designed, converted, or used to cause harm to an individual or individuals. A weapon often may include pointers, pens, and/or use of an item. If a weapon is used in combination with another offense, indicate the offense that was committed in one of the "Incident Type" fields (example: battery), and use the "Weapon" field to report the weapon that was used in that incident. All weapons incidents must be reported regardless of sanction. For a list of Weapon Codes see Table D.
<b>C</b>	<b>Substance</b> A substance offense is considered to be possession, use or distribution of tobacco products, illegal drugs, over the counter medication, prescription medication, and/or alcohol. If a substance was combined in combination with another offense, indicate the offense that was committed in the "Incident Type" field (example: sexual battery) and use the "Substance" field to report the type of drug or alcohol involvement in the incident. All substance involving a substance must be reported regardless of sanction. For a list of Substance Codes see Table E.
<b>C</b>	<b>Victim</b> The type of victim involved in the incident. Each field requires a response of "1" for "yes" or "no". Report offenses involving more than one victim type, include all applicable types. Other Student - Any student enrolled in a public or private school. Certified Staff - A certified staff member such as a teacher, Counselor, Psychologist, Administrator, etc. Substitute Teacher - A short- or long-term substitute teacher. Other Staff - Any other staff member including Paraprofessionals, Support Staff, Cafeteria Workers, Custodial Staff, Bus Driver, etc. Non-School - An individual not employed by or attending the school, such as a Parent, Neighbor, Community, Non-School Staff, etc.



CONNECTICUT STATE DEPARTMENT OF EDUCATION

**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.).





24

(Updated 05/21/2020)

There are two fields available for Sanction Type, Number of Days Sanctioned, Number of Days Served, and Number of Days to Carryover in districts can report all the details listed in a single incident. Part 1 of each field is mandatory; Part 2 is conditional. See Appendix B for more information on using these fields.

MVC	Sanction Type (part 1 and 2)	The type of discipline the student received for the offense. If two types of discipline occurred use both Sanction Type - Part 1 and Sanction Type - Part 2 fields. Note that Sanction Type - Part 1 applies to the initial school year and Sanction Type - Part 2, Line 2, Line 3 of Sanction Types and Line 2, Line 3 of Sanction Types apply to the next school year. Number of Days Sanctioned - Part 2 must be completed only if Sanction Type - Part 2 is completed.										
MVC	Number of Days Sanctioned (part 1 and 2)	Report the number of days the student is sanctioned for their offense. Days can be reported in increments of .25 (one quarter of a school day). Number of Days Sanctioned - Part 2 must be completed only if Sanction Type - Part 2 is completed.										
MVC	Number of Days Served (part 1 and 2)	Report the number of days the student served for their offense. Days can be reported in increments of .25 (one quarter of a school day). Number of Days Served - Part 2 must be completed only if Sanction Type - Part 2 is completed.										
MVC	Number of Days to Carryover (part 1 and 2)	If a student's sanction will be carried over to the next school year, indicate the number of days to be served next year. Number of Days to Carryover - Part 2 must be completed only if Sanction Type - Part 2 is completed.										
		<table border="1"> <thead> <tr> <th>Value</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>0.25</td> <td>0.25 - 1/4 of a school day</td> </tr> <tr> <td>0.50</td> <td>0.50 - 1/2 of a school day</td> </tr> <tr> <td>0.75</td> <td>0.75 - 3/4 of a school day</td> </tr> <tr> <td>1.00</td> <td>1.00 - 1/2 of a school day</td> </tr> </tbody> </table> <p>* By law (C.G.S. Sec. 52-23a (b)), removal from class for a length of 90 minutes or more is considered an in-school suspension. Sanction Type 0001 cannot be used for sanction lengths of .75 and above.</p>	Value	Definition	0.25	0.25 - 1/4 of a school day	0.50	0.50 - 1/2 of a school day	0.75	0.75 - 3/4 of a school day	1.00	1.00 - 1/2 of a school day
Value	Definition											
0.25	0.25 - 1/4 of a school day											
0.50	0.50 - 1/2 of a school day											
0.75	0.75 - 3/4 of a school day											
1.00	1.00 - 1/2 of a school day											
MA	Referring Party	Report the organization of the party reporting the incident for a list of Referring Parties see Table 1.										
MA	Party Taking Action	Report the organization of the party responsible for determining the sanction. If multiple sanctions were given by multiple parties report the party associated with the highest level of sanction. For a list of Party Taking Action codes see Table 1.										
MD	Memo	Include any relevant open text notes to provide. Note that this field is not be used by SDE for analysis.										
C	Incident Tracking Number (ITN)	This is the unique tracking number assigned to the incident by CDE in the SDE Application. LEA's who wish to update existing ED166 records via a batch must include this number. This field is disabled for new incidents and is mandatory when modifying existing incidents through a batch process. Please note, districts may update records using the individual edit function without reporting this tracking number into their local student information system.										
B	District Student ID	This is the ID number generated by your LEA. Some districts choose to include this number to more easily identify their students. This field is optional.										
D	Reserved Field	This field is a placeholder for a new field if and when needed.										
MA	End of Record Marker	This field must be included in the production to mark the end of each record.										

Be sure you are following the Most Recent/Current Code Lists, FAQs and instructions available on the Help Site (https://portal.gemini.com/Performance/Case-Collection/help/00010000-help.htm)

CSDE  
CONNECTICUT STATE DEPARTMENT OF EDUCATION

90 Minute Rule

**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.

**CODE TABLES** (Revised 06/16/2022)

The following code tables are also available for download at <https://portal.ct.gov/CTDE/Performance/Data/Collection-map/Docs/03/0306>.  
[Due to the length of the Facility Code list \(Table A\) please visit the help site to download or view the codes.](https://portal.ct.gov/CTDE/Performance/Data/Collection-map/Docs/03/0306)

Table B Reporting Districts		
001	001	001
002	002	002
003	003	003
004	004	004
005	005	005
006	006	006
007	007	007
008	008	008
009	009	009
010	010	010
011	011	011
012	012	012
013	013	013
014	014	014
015	015	015
016	016	016
017	017	017
018	018	018
019	019	019
020	020	020
021	021	021
022	022	022
023	023	023
024	024	024
025	025	025
026	026	026
027	027	027
028	028	028
029	029	029
030	030	030
031	031	031
032	032	032
033	033	033
034	034	034
035	035	035
036	036	036
037	037	037
038	038	038
039	039	039
040	040	040
041	041	041
042	042	042
043	043	043
044	044	044
045	045	045
046	046	046
047	047	047
048	048	048
049	049	049
050	050	050
051	051	051
052	052	052
053	053	053
054	054	054
055	055	055
056	056	056
057	057	057
058	058	058
059	059	059
060	060	060
061	061	061
062	062	062
063	063	063
064	064	064
065	065	065
066	066	066
067	067	067
068	068	068
069	069	069
070	070	070
071	071	071
072	072	072
073	073	073
074	074	074
075	075	075
076	076	076
077	077	077
078	078	078
079	079	079
080	080	080
081	081	081
082	082	082
083	083	083
084	084	084
085	085	085
086	086	086
087	087	087
088	088	088
089	089	089
090	090	090
091	091	091
092	092	092
093	093	093
094	094	094
095	095	095
096	096	096
097	097	097
098	098	098
099	099	099
100	100	100
101	101	101
102	102	102
103	103	103
104	104	104
105	105	105
106	106	106
107	107	107
108	108	108
109	109	109
110	110	110
111	111	111
112	112	112
113	113	113
114	114	114
115	115	115
116	116	116
117	117	117
118	118	118
119	119	119
120	120	120
121	121	121
122	122	122
123	123	123
124	124	124
125	125	125
126	126	126
127	127	127
128	128	128
129	129	129
130	130	130
131	131	131
132	132	132
133	133	133
134	134	134
135	135	135
136	136	136
137	137	137
138	138	138
139	139	139
140	140	140
141	141	141
142	142	142
143	143	143
144	144	144
145	145	145
146	146	146
147	147	147
148	148	148
149	149	149
150	150	150
151	151	151
152	152	152
153	153	153
154	154	154
155	155	155
156	156	156
157	157	157
158	158	158
159	159	159
160	160	160
161	161	161
162	162	162
163	163	163
164	164	164
165	165	165
166	166	166
167	167	167
168	168	168
169	169	169
170	170	170
171	171	171
172	172	172
173	173	173
174	174	174
175	175	175
176	176	176
177	177	177
178	178	178
179	179	179
180	180	180
181	181	181
182	182	182
183	183	183
184	184	184
185	185	185
186	186	186
187	187	187
188	188	188
189	189	189
190	190	190
191	191	191
192	192	192
193	193	193
194	194	194
195	195	195
196	196	196
197	197	197
198	198	198
199	199	199
200	200	200

Be sure you are following the latest documentation! Code lists, FAQs and instructions are available on the help site.  
<https://portal.ct.gov/CTDE/Performance/Data/Collection-map/Docs/03/0306> map site



**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.



TABLE C Incident Type (continued)			
Code	Name	Description	Other*
<b>Violent Crimes Against Persons (continued)</b>			
3614	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 (i.e., itching powder; spraying mouthwash into persons face; placing gum or other substance into hair)	34C194
3625	Intentionally endangering an individual(s)	The intentional cause of immediate danger to persons or persons such as placing them in contact with a specific substance (like gloves, pencils, etc.)	34C194
2000	Homicide	Murder or manslaughter	34C194
2002	Attempted suicide	Any suicide attempt; evaluation/attention must be consistent with incident.	34C194
2060	Self-harmful behavior	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation. Attention must be consistent with incident.	34C194
2061	Psychotic episode	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation. Attention must be consistent with incident.	34C194
2062	Psychotic break	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation. Attention must be consistent with incident.	34C194
2100	Stabbing	The intentional puncturing of the skin using some type of bladed instrument. The type of weapon used (knife, pen/pencil) must be indicated.	34C194
2100	Bludgeoned	The application of pressure or other violence from a threat of applying a criminal act or other discordable behavior. Law enforcement must be notified.	34C194
2300	Kidnapping (abduction)	To seize, transport, and/or detain a person or a minor against their will either by force or fraud (luring a hostage, leaving school grounds without permission with a friend)	34C194
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.	34C194
<b>Weapons</b>			
3700	Weapon only	Use this code to report a weapon-related offense.	34C194
<b>Drugs</b>			
3800	Drug (involves substance only)	Use this code to report a substance-related offense.	34C194
*KEY: 34C194(S) = Incident must be reported regardless of sanction   34C194(M)=Incident a Victim to be reported   34C194(O) = For more information see 34C-233a-jg			
<b>Table C-1 Weapon Subtypes</b>			
Code	Weapon Type	Additional Information	CR Under 34C-233a-jg
4000	None	No weapon involved.	34C194
<b>Knives and Bladed Objects</b>			
3701	Knife - 2 1/2 inches or longer	Stilet knife, throwing knife, etc.	34C194
3702	Knife - Less than 2 1/2 inches	Pen knife, pocket knife, etc.	34C194
3703	Box Cutter	A small tool that is used to open and cut off the tape.	34C194
3704	Butter knife	A small tool that is used for opening cardboard boxes and that has a very sharp blade that can be pushed in and out of the case.	34C194
3705	Plastic knife	A knife made of plastic.	34C194
3706	Switch Blade	A knife that has a blade that springs out when a button is pressed.	34C194
3707	Spring Blade	A knife that has a blade that springs out when a button is pressed.	34C194
3708	Scissor/Shear/Scissors/Claw knife	A large knife with a scissor blade.	34C194
3709	Shank	Improvised weapon/knife.	34C194
3710	Arrow	An object with a handle and blade on one end such as an arrow, tomahawk, or hatchet.	34C194



CONNECTICUT STATE DEPARTMENT OF EDUCATION

**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.

TABLE D: Weapon Inventory (continued)		
Code	Weapon Type	Additional Information
<b>Guns of Any Type and Related Items</b>		
3713	Handgun	Any automatic firearm that can be held and fired with one hand such as a revolver or a pistol.
3714	Shotgun	A gun that has a long barrel.
3715	Ten Gun	Any type of air gun including water guns and cap guns.
3716	Paint Gun	Any type of air gun including paint and BB guns as well as homemade blow guns or any devices.
3717	Stun Gun	A hand-held weapon that fires an electric charge when held against a person and activated.
3718	Paint Gun	Any air gun for firing paint capsules.
3719	Firearm of any	Firearm of any
3720	Ball Gun	A mechanism of device for firing with balls or pellets by the force of compressed air.
3721	Firearm	A gun used to launch items.
3722	Ammunition	Any bullet or bullet the object that can be fired from a weapon.
<b>Requires an expulsion hearing</b>		
<b>Explosives/Incendiary Devices</b>		
3723	Explosive Device	Fire bombs, chemical bombs or other types of explosive devices meant to kill or harm.
3724	Small Bomb/Smoke Bomb	A small device made to emit a loud sound or smoke on exploding.
3725	Fireworks/Incendiaries	A small explosive charge and a fuse in a heavy paper casing, exploded to make noise and/or fire.
3726	Flammable Bomb	Flammable oil or bomb.
3727	Flammable Device	Incendiary device, such as an aerosol can and flame.
3728	Lighter/Matches	A device used to produce a flame. If reported as smoking paraphernalia use code 3733 in the substance field instead.
<b>Requires an expulsion hearing</b>		
<b>Projectiles and Related Items</b>		
3729	Slingshot	A Y-shaped stick with an elastic strip between the prongs for propelling stones and other small objects.
3730	Any projectile (high risk)	Any object that can be thrown such as rocks, bricks, etc. These objects generally are used as slings.
3731	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 are used as slings.
<b>Other Weapons</b>		
3732	Blade or Knife	Any tool or weapon used to injure with cuts, slashes, lacerations, etc.
3733	Blow Knives	A hand 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.
3734	Blowgun/Blow	A heavy stick that is generally carried by police officers and is used as a weapon.
3735	Defensive Spray	One repellent means, chemical or pepper spray.
3736	Stun Gun	A non-lethal weapon used in a crowd.
<b>Everyday Objects</b>		
3737	Sharp equipment or object with a stick	Any type of pointing equipment or any object with a stick component such as an umbrella.
3738	Medical Equipment	Any type of medical equipment such as crutches, a cane, etc.
3739	Hammer	Any type of tool including a brick bag, gun bag, ballbag, or pipe.
3740	Firearm	If used in a shooting incident use code 3720.
3741	School supplies	CODE REMOVED. Use 3733 or 3734 instead.



CONNECTICUT STATE DEPARTMENT OF EDUCATION

**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.

Table 1: Substance Offense Codes/Offense		
Code	Substance	Additional Information
<b>Prescription Drugs</b>		
1820	Prescription - Distribution	The sale, return to stock, or distribution of prescription medication.
1821	Prescription - Possession	Having prescription medication on one's person, in a bag, locker, car, etc.
1822	Prescription - Use	The use of prescription medication.
<b>Over the Counter Drugs</b>		
1823	Over the Counter Drug - Possession	Having any over the counter drug on one's person, in a bag, locker, car, etc.
1824	Over the Counter Drug - Use	Over the counter drug use substances such as Motrin, Tylenol, etc.
1825	Over the Counter Drug - Distribution	The sale, return to stock, or distribution of any over the counter drugs such as Motrin, Tylenol, etc.
<b>Tobacco &amp; Electronic Nicotine Delivery Systems (ENDS)</b>		
1830	Tobacco - Possession	Having tobacco on one's person, in a bag, locker, car, etc.
1831	Tobacco - Use	The use of tobacco in any way (smoking or chewing).
1832	Tobacco - Acquisition of Use	Acquisition of tobacco use.
1833	Tobacco - Distribution	Sale of tobacco products (cigarettes, chewing tobacco, pipe).
1834	Tobacco - Acquisition of Distribution	Acquisition of tobacco sale.
1835	Tobacco - Accessories	Accessories such as a lighter or matches, if used in a weapon use code (783) on the Weapon Field code.
1836	Tobacco - Cigarette	A cigarette or cigarette pack.
<b>Note: Codes 1837-1841 should be used for tobacco based vaping only. Marijuana should be reported using Code 1811.</b>		
1837	ENDS (E-Cigarettes) - Use	Use of an electronic cigarette such as a vape, also known as "vaping."
1838	ENDS (E-Cigarettes) - Possession	Possession of an electronic cigarette.
1839	ENDS (E-Cigarettes) - Distribution	Distribution of an electronic cigarette or accessories such as pens or kits.
1840	ENDS (E-Cigarettes) - Acquisition of Distribution	Acquisition of distribution of an electronic cigarette.
<b>Marijuana</b>		
1811	Marijuana - Possession	Having any amount of marijuana on one's person, in a bag, locker, car, etc. (Note: Marijuana should be reported using Code 1811.)
1812	Marijuana - Use	Use of marijuana in any form.
1813	Marijuana - Acquisition of Use	Acquisition of use of marijuana in any form.
1814	Marijuana - Distribution	Distribution (sale, return to stock, etc.)
1815	Marijuana - Acquisition of Distribution	Acquisition of distribution (sale, return to stock, etc.)
1816	Marijuana - Accessories	Accessories such as a pipe, bong, etc.
<b>Other Substance Related Offenses</b>		
1840	Substance Intoxication	Intoxication of any substance that could be harmful such as glue, gasoline, etc.
1888	Under the Influence - Substance Intoxication	The attorney should be used when the person present cannot positively identify the substance but there is clear evidence of substance abuse.
1891	Knowledge of Possession	A knowledge that an individual or individuals are in possession of a substance and failure to advise proper authorities.
** See Appendix C for more information on Code 1811.		



CONNECTICUT STATE DEPARTMENT OF EDUCATION

**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.

TABLE 9 Sanction Type		
Code	Sanction/Description	Description
<b>Expulsion and Suspension</b>		
1000	Expulsion	The student was expelled from his or her regular school setting. Any educational services provided must be indicated in the Education Incident Form.
1001	Suspended Out of School Pending Expulsion Hearing	This code must be updated after the expulsion hearing outcome. Year USA will be unable to process the ESSR until this code is updated.
1002	Expulsion Reinstated	A previously expelled student violated probation and the expulsion was reinstated.
1003	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	Out of School Suspension	The student is removed from his or her regular classroom/teams and barred from school grounds for a specific length of time. Any educational services provided must be indicated in the Education Incident Form.
1020	In School Suspension	The student is removed from his or her regular classroom/teams and assigned to an in-school suspension program.
<b>Bus Sanctions</b>		
1030	Bus Suspension	The student is prohibited from riding on the school bus for a specific length of time.
1031	Bus - Assigned seating	The student is assigned to a specific seat for a length of time.
1032	Bus - Change	The student is assigned to an alternate bus.
<b>Detention</b>		
1040	Detention - Saturday	As defined by LEA policy.
1041	Detention - Office	As defined by LEA policy.
1042	Detention - Lunch	As defined by LEA policy.
1043	Detention or After School	As defined by LEA policy.
<b>Disciplinary or Professional Response</b>		
1050	Conducting Misconduct	As mandated by Part 14-206a Action.
1051	Drug Misconduct	As mandated by Part 14-206a Action.
1052	Substance Abuse Counseling	As mandated by Part 14-206a Action.
1053	Conflict Resolution/Peer Management	As mandated by Part 14-206a Action.
1054	Behavior Intervention	A strategy that can help to improve problem behaviors with positive consequences.
1055	Seclusion	As mandated by Part 14-206a Action.
1056	Behavioral Correction Program	Response specific to the nature of the behavior.
1057	Positive Behavior Support	For a General Education student if student has not already been referred, a Child Find PPT should be conducted. For a Special Education Student, this review may include the development of a SLPD Plan.
<b>Restitution and Community Service</b>		
1060	Community Service	The student is assigned to perform community service such as cleaning up litter, etc.
1065	Removal from Class	A student may be removed from class for up to 90 minutes. By law (C.G.S. Sec. 10-203a (b)), removal from class for a length of 90 minutes or more is considered an out-of-school suspension.
1069	Classroom	The student is assigned "in-house" seating such as the cafeteria, art room, etc.
1070	Loss of Privileges	The student is prohibited from standard privileges such as sports, field trips, etc.
1071	Restitution Requirement	As defined by LEA policy.
1072	Restorative Justice	Confer with those who have a legitimate stake in the incident, including the student(s), offender(s), community members to right the wrong based on accountability, community efficacy and community development.
<b>Conferences, Contracts and Written Work</b>		
1075	Conference - Student and Parent/Teacher	As defined by LEA policy.
1076	Conference - Student and Parent/Teacher	As defined by LEA policy.
1077	Conference - Student and Parent/Teacher	As defined by LEA policy.
1078	Office Referral	As defined by LEA policy.
1079	Parent Contract	As defined by LEA policy.
1080	Written Agreement/Contract	Between student, administrator and/or teachers and/or parents.
1081	Write Up/Write Home	As defined by LEA policy.
1082	Writing Assignment	May include a written apology.



CONNECTICUT STATE DEPARTMENT OF EDUCATION

**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.





TABLE 16: Party Taking Action		Additional Information
000	Principal/Deputy	
001	Superintendent	This party is classified as a school administrator.*
002	Principal/Deputy	
003	Dean of Students	
004	Site Principal/Assistant Principal	
005	Discipline Officer	
006	Board of Education	Local or regional Board of Education
007	Inspector Hearing Officer or Board	Specifically appointed by the SDE
008	Special Education Hearing Officer	Specifically appointed by SDE
009	Manifestation Meeting	Per IDEA regulations
010	Teacher	
011	Behavior Manager	
012	Non-student	
013	Parents/Childcare/Parents	
014	Expulsion/Expulsion	
015	Other - A school administrator cannot expel a student.	

TABLE 17: Location of Incident	
Code	Location
<b>ON-CAMPUS</b>	
001	Cafeteria
002	Classroom
003	Open
004	Open
005	Classroom
006	Address/Field
007	Assembly/Recess
008	Parking Lot
009	Asphalt/Concrete
010	Playground
011	Library
012	Office
013	Locker Room
014	Outside the building, but on school grounds
015	On school OFF grounds
<b>OFF-CAMPUS</b>	
001	Bus stop
002	On School bus
003	Accommodation within the district
004	Accommodation
005	Off-Campus/Off-School Grounds
006	Traveling/In transit
<b>OTHER</b>	
001	Online - The incident took place online and it is believed that the entire activity did not occur on school grounds.
002	Accumulation of Incidents - No Location

No more info are following the state document(s) Code 001, 002 and 003 are available on the 1989 State  
<https://www.ct.gov/SDE/Performance/Data/Collection/Reports/001-003-004-005-006-007-008-009-010-011-012-013-014-015-016-017-018-019-020-021-022-023-024-025-026-027-028-029-030-031-032-033-034-035-036-037-038-039-040-041-042-043-044-045-046-047-048-049-050-051-052-053-054-055-056-057-058-059-060-061-062-063-064-065-066-067-068-069-070-071-072-073-074-075-076-077-078-079-080-081-082-083-084-085-086-087-088-089-090-091-092-093-094-095-096-097-098-099-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000>

**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.

TABLE E Referring Party	
Code	Additional Information
01	Superintendent
02	Principal/Assistant
03	Dean of Students
04	Site Principal/Assistant Principal
05	School Director
06	Board of Education
07	Special Meeting Officer or Board
08	Special Education Meeting Officer
09	Mediation Meeting
10	Student
11	Behavior Manager
12	Bus Driver
13	Cafeteria Worker
14	Counselor
15	Custodian
16	Guidance Counselor
17	Intern
18	Parent
19	Office Worker
20	Classroom Assistant
21	Security
22	Substitute Teacher
23	Student
24	School Psychologist
25	Social Worker
26	Support or Aide
27	Public Officer
28	Police Department
29	Anonymous Tip
30	Other Connecticut Education Staff

TABLE F Bullying		
Code	Response	Description
01	Yes	This is not a bullying incident.
02	Yes - Protected Class	This is a bullying incident based on one of the following protected classes: 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.
03	Yes - Non-Protected Class	This is a bullying incident on based on one of the protected classes listed above.

**NOTE: Socioeconomic status, academic status, and physical appearance are not protected classes.**

Be sure you are following the State Documentation Code 806, 809, and instructions are available on the 1001 file: [www.ctdepts.edu/0102/FormsandDataCollection/docs/1001page.htm](http://www.ctdepts.edu/0102/FormsandDataCollection/docs/1001page.htm)

- 17 -



CONNECTICUT STATE DEPARTMENT OF EDUCATION

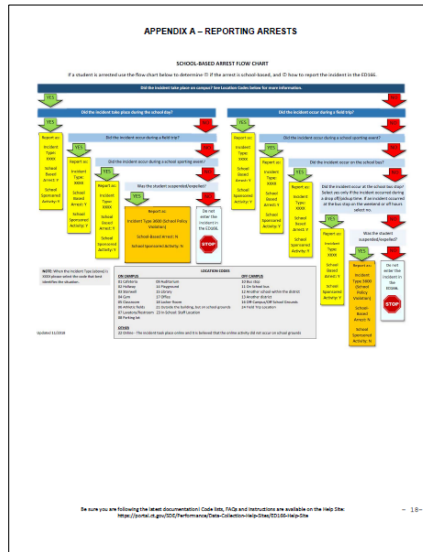
**Record Layout Page 17:** The **Referring Party** is the individual who reported the student. Note that there is a code for an anonymous tip as well.

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



**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.

## Frequently Asked Questions

- How do I report an Incident with 2 Sanctions?
- How do I know if I should report an arrest?
- What if a student was reported as Suspended Pending an Expulsion Hearing and now the hearing is complete?



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

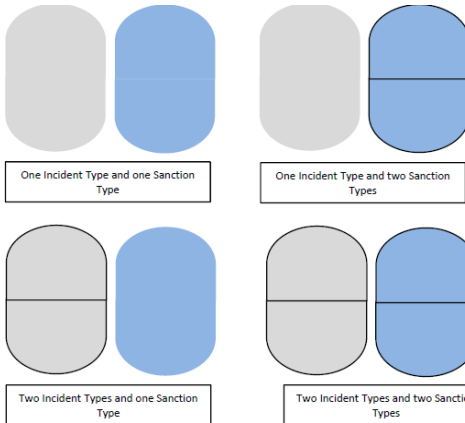
- How do I report an Incident with two Sanctions?
- How do I know if I should report an arrest?
- What do I do if a student was reported as Suspended Pending an Expulsion Hearing now the hearing is complete?

The appendices will answer those questions.

## How do I report an Incident with 2 Sanctions?

36

**TIP:**  
Download  
this  
document  
from the  
Help Site



CONNECTICUT STATE DEPARTMENT OF EDUCATION

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.

37  
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
<b>EXAMPLE:</b> →	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. 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		3621	
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	
<b>Note:</b>		The Primary Sanction is not tied to Incident Type - Part 2 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:

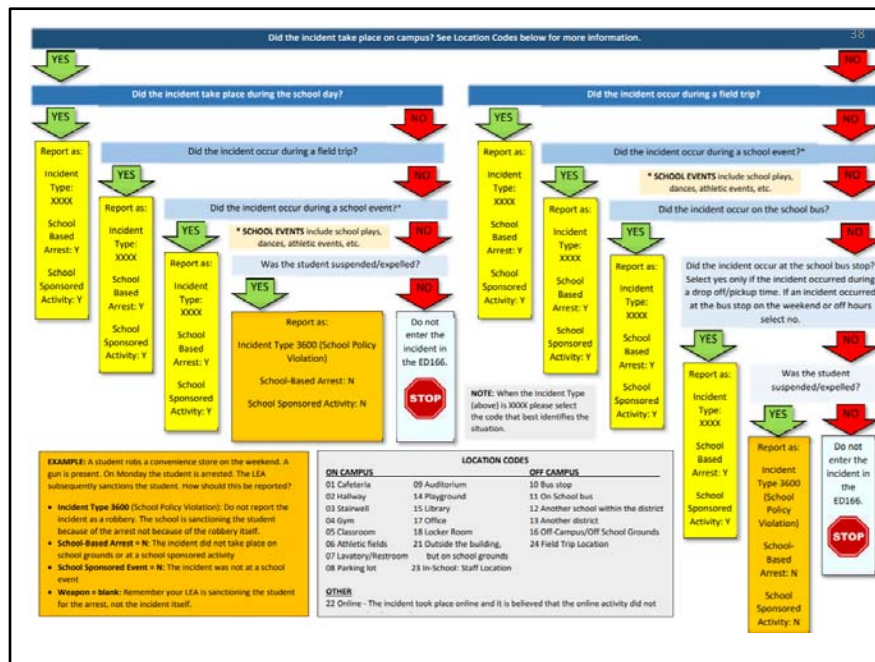
- Incident Type - Part 1 and Incident Type - Part 2 should be viewed as one all-encompassing description of an incident regardless of if one or two Sanction Types are imposed.
- Sanction Type - Part 1 and Sanction Type - Part 2 should be viewed as one all-encompassing sanction for an incident regardless 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?

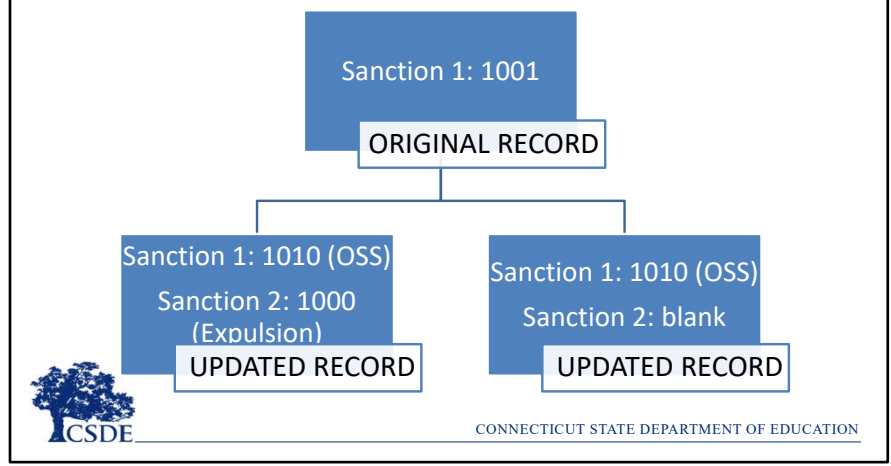
- Start at the top of the chart...Did the incident take place on campus? No, it did not, so we move to the right and down.
- Did the incident occur on a field trip? No, so again right and down.
- Did the incident occur on a school bus, No, so again right and down.
- Did the incident occur at the school 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.

What if a student was reported as Suspended Pending an Expulsion Hearing and now the hearing is complete?



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.

## Laws to Be Aware Of

- PA 15-96 – an update to CGS 10-233c.(g): Expulsions and OSS of PreK – grade 2 students
  - Exclusionary discipline allowed only “if the behavior was of a violent or sexual nature that endangers persons”
  - Resources: Report, Data Exceptions, Record Layout



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.

**PA 15-96 COMPLIANCE REPORT INFORMATION**

PA 15-96 cannot be used to report incidents and dispositions of students in public law school districts different than are listed, except in values, or those that endanger others. Records listed on the PA 15-96 Compliance Report Provided in the SDE application will be reviewed and reviewed for exclusion in PA 15-96 and other incidents that exist on the PA 15-96 compliance report in PA 15-96. The report gives you an opportunity to review the records reported and make any corrections. Your SDE user will see this report as it is for review, you are strongly encouraged to do so. The report is not to be changed to the data are reflected immediately. Your SDE must not change the record on the report if any are correct as is.

Below are the Incident Types, Subtypes or Disposition Codes that may be selected based on the nature, or a design to others. Use the numeric value shown in the report for selection. Some may not be an endorsement by SDE to report a particular incident.

Code	Incident Type
1000	Other
1001	Assault
1002	Assault with a weapon
1003	Assault with a deadly weapon
1004	Assault with a firearm
1005	Assault with a knife
1006	Assault with a blunt object
1007	Assault with a fist
1008	Assault with a vehicle
1009	Assault with a motor vehicle
1010	Assault with a bicycle
1011	Assault with a horse
1012	Assault with a train
1013	Assault with a trolley
1014	Assault with a tram
1015	Assault with a bus
1016	Assault with a truck
1017	Assault with a car
1018	Assault with a van
1019	Assault with a minivan
1020	Assault with a SUV
1021	Assault with a pickup truck
1022	Assault with a motorcycle
1023	Assault with a scooter
1024	Assault with a bicycle
1025	Assault with a horse
1026	Assault with a train
1027	Assault with a tram
1028	Assault with a bus
1029	Assault with a truck
1030	Assault with a car
1031	Assault with a van
1032	Assault with a minivan
1033	Assault with a SUV
1034	Assault with a pickup truck
1035	Assault with a motorcycle
1036	Assault with a scooter
1037	Assault with a bicycle
1038	Assault with a horse
1039	Assault with a train
1040	Assault with a tram
1041	Assault with a bus
1042	Assault with a truck
1043	Assault with a car
1044	Assault with a van
1045	Assault with a minivan
1046	Assault with a SUV
1047	Assault with a pickup truck
1048	Assault with a motorcycle
1049	Assault with a scooter
1050	Assault with a bicycle
1051	Assault with a horse
1052	Assault with a train
1053	Assault with a tram
1054	Assault with a bus
1055	Assault with a truck
1056	Assault with a car
1057	Assault with a van
1058	Assault with a minivan
1059	Assault with a SUV
1060	Assault with a pickup truck
1061	Assault with a motorcycle
1062	Assault with a scooter
1063	Assault with a bicycle
1064	Assault with a horse
1065	Assault with a train
1066	Assault with a tram
1067	Assault with a bus
1068	Assault with a truck
1069	Assault with a car
1070	Assault with a van
1071	Assault with a minivan
1072	Assault with a SUV
1073	Assault with a pickup truck
1074	Assault with a motorcycle
1075	Assault with a scooter
1076	Assault with a bicycle
1077	Assault with a horse
1078	Assault with a train
1079	Assault with a tram
1080	Assault with a bus
1081	Assault with a truck
1082	Assault with a car
1083	Assault with a van
1084	Assault with a minivan
1085	Assault with a SUV
1086	Assault with a pickup truck
1087	Assault with a motorcycle
1088	Assault with a scooter
1089	Assault with a bicycle
1090	Assault with a horse
1091	Assault with a train
1092	Assault with a tram
1093	Assault with a bus
1094	Assault with a truck
1095	Assault with a car
1096	Assault with a van
1097	Assault with a minivan
1098	Assault with a SUV
1099	Assault with a pickup truck
1100	Assault with a motorcycle
1101	Assault with a scooter
1102	Assault with a bicycle
1103	Assault with a horse
1104	Assault with a train
1105	Assault with a tram
1106	Assault with a bus
1107	Assault with a truck
1108	Assault with a car
1109	Assault with a van
1110	Assault with a minivan
1111	Assault with a SUV
1112	Assault with a pickup truck
1113	Assault with a motorcycle
1114	Assault with a scooter
1115	Assault with a bicycle
1116	Assault with a horse
1117	Assault with a train
1118	Assault with a tram
1119	Assault with a bus
1120	Assault with a truck
1121	Assault with a car
1122	Assault with a van
1123	Assault with a minivan
1124	Assault with a SUV
1125	Assault with a pickup truck
1126	Assault with a motorcycle
1127	Assault with a scooter
1128	Assault with a bicycle
1129	Assault with a horse
1130	Assault with a train
1131	Assault with a tram
1132	Assault with a bus
1133	Assault with a truck
1134	Assault with a car
1135	Assault with a van
1136	Assault with a minivan
1137	Assault with a SUV
1138	Assault with a pickup truck
1139	Assault with a motorcycle
1140	Assault with a scooter
1141	Assault with a bicycle
1142	Assault with a horse
1143	Assault with a train
1144	Assault with a tram
1145	Assault with a bus
1146	Assault with a truck
1147	Assault with a car
1148	Assault with a van
1149	Assault with a minivan
1150	Assault with a SUV
1151	Assault with a pickup truck
1152	Assault with a motorcycle
1153	Assault with a scooter
1154	Assault with a bicycle
1155	Assault with a horse
1156	Assault with a train
1157	Assault with a tram
1158	Assault with a bus
1159	Assault with a truck
1160	Assault with a car
1161	Assault with a van
1162	Assault with a minivan
1163	Assault with a SUV
1164	Assault with a pickup truck
1165	Assault with a motorcycle
1166	Assault with a scooter
1167	Assault with a bicycle
1168	Assault with a horse
1169	Assault with a train
1170	Assault with a tram
1171	Assault with a bus
1172	Assault with a truck
1173	Assault with a car
1174	Assault with a van
1175	Assault with a minivan
1176	Assault with a SUV
1177	Assault with a pickup truck
1178	Assault with a motorcycle
1179	Assault with a scooter
1180	Assault with a bicycle
1181	Assault with a horse
1182	Assault with a train
1183	Assault with a tram
1184	Assault with a bus
1185	Assault with a truck
1186	Assault with a car
1187	Assault with a van
1188	Assault with a minivan
1189	Assault with a SUV
1190	Assault with a pickup truck
1191	Assault with a motorcycle
1192	Assault with a scooter
1193	Assault with a bicycle
1194	Assault with a horse
1195	Assault with a train
1196	Assault with a tram
1197	Assault with a bus
1198	Assault with a truck
1199	Assault with a car
1200	Assault with a van
1201	Assault with a minivan
1202	Assault with a SUV
1203	Assault with a pickup truck
1204	Assault with a motorcycle
1205	Assault with a scooter
1206	Assault with a bicycle
1207	Assault with a horse
1208	Assault with a train
1209	Assault with a tram
1210	Assault with a bus
1211	Assault with a truck
1212	Assault with a car
1213	Assault with a van
1214	Assault with a minivan
1215	Assault with a SUV
1216	Assault with a pickup truck
1217	Assault with a motorcycle
1218	Assault with a scooter
1219	Assault with a bicycle
1220	Assault with a horse
1221	Assault with a train
1222	Assault with a tram
1223	Assault with a bus
1224	Assault with a truck
1225	Assault with a car
1226	Assault with a van
1227	Assault with a minivan
1228	Assault with a SUV
1229	Assault with a pickup truck
1230	Assault with a motorcycle
1231	Assault with a scooter
1232	Assault with a bicycle
1233	Assault with a horse
1234	Assault with a train
1235	Assault with a tram
1236	Assault with a bus
1237	Assault with a truck
1238	Assault with a car
1239	Assault with a van
1240	Assault with a minivan
1241	Assault with a SUV
1242	Assault with a pickup truck
1243	Assault with a motorcycle
1244	Assault with a scooter
1245	Assault with a bicycle
1246	Assault with a horse
1247	Assault with a train
1248	Assault with a tram
1249	Assault with a bus
1250	Assault with a truck
1251	Assault with a car
1252	Assault with a van
1253	Assault with a minivan
1254	Assault with a SUV
1255	Assault with a pickup truck
1256	Assault with a motorcycle
1257	Assault with a scooter
1258	Assault with a bicycle
1259	Assault with a horse
1260	Assault with a train
1261	Assault with a tram
1262	Assault with a bus
1263	Assault with a truck
1264	Assault with a car
1265	Assault with a van
1266	Assault with a minivan
1267	Assault with a SUV
1268	Assault with a pickup truck
1269	Assault with a motorcycle
1270	Assault with a scooter
1271	Assault with a bicycle
1272	Assault with a horse
1273	Assault with a train
1274	Assault with a tram
1275	Assault with a bus
1276	Assault with a truck
1277	Assault with a car
1278	Assault with a van
1279	Assault with a minivan
1280	Assault with a SUV
1281	Assault with a pickup truck
1282	Assault with a motorcycle
1283	Assault with a scooter
1284	Assault with a bicycle
1285	Assault with a horse
1286	Assault with a train
1287	Assault with a tram
1288	Assault with a bus
1289	Assault with a truck
1290	Assault with a car
1291	Assault with a van
1292	Assault with a minivan
1293	Assault with a SUV
1294	Assault with a pickup truck
1295	Assault with a motorcycle
1296	Assault with a scooter
1297	Assault with a bicycle
1298	Assault with a horse
1299	Assault with a train
1300	Assault with a tram

Code	Incident Type
1301	Assault with a gun
1302	Assault with a knife
1303	Assault with a blunt object
1304	Assault with a fist
1305	Assault with a vehicle
1306	Assault with a motor vehicle
1307	Assault with a bicycle
1308	Assault with a horse
1309	Assault with a train
1310	Assault with a tram
1311	Assault with a bus
1312	Assault with a truck
1313	Assault with a car
1314	Assault with a van
1315	Assault with a minivan
1316	Assault with a SUV
1317	Assault with a pickup truck
1318	Assault with a motorcycle
1319	Assault with a scooter
1320	Assault with a bicycle
1321	Assault with a horse
1322	Assault with a train
1323	Assault with a tram
1324	Assault with a bus
1325	Assault with a truck
1326	Assault with a car
1327	Assault with a van
1328	Assault with a minivan
1329	Assault with a SUV
1330	Assault with a pickup truck
1331	Assault with a motorcycle
1332	Assault with a scooter
1333	Assault with a bicycle
1334	Assault with a horse
1335	Assault with a train
1336	Assault with a tram
1337	Assault with a bus
1338	Assault with a truck
1339	Assault with a car
1340	Assault with a van
1341	Assault with a minivan
1342	Assault with a SUV
1343	Assault with a pickup truck
1344	Assault with a motorcycle
1345	Assault with a scooter
1346	Assault with a bicycle
1347	Assault with a horse
1348	Assault with a train
1349	Assault with a tram
1350	Assault with a bus
1351	Assault with a truck
1352	Assault with a car
1353	Assault with a van
1354	Assault with a minivan
1355	Assault with a SUV
1356	Assault with a pickup truck
1357	Assault with a motorcycle
1358	Assault with a scooter
1359	Assault with a bicycle
1360	Assault with a horse
1361	Assault with a train
1362	Assault with a tram
1363	Assault with a bus
1364	Assault with a truck
1365	Assault with a car
1366	Assault with a van
1367	Assault with a minivan
1368	Assault with a SUV
1369	Assault with a pickup truck
1370	Assault with a motorcycle
1371	Assault with a scooter
1372	Assault with a bicycle
1373	Assault with a horse
1374	Assault with a train
1375	Assault with a tram
1376	Assault with a bus
1377	Assault with a truck
1378	Assault with a car
1379	Assault with a van
1380	Assault with a minivan
1381	Assault with a SUV
1382	Assault with a pickup truck
1383	Assault with a motorcycle
1384	Assault with a scooter
1385	Assault with a bicycle
1386	Assault with a horse
1387	Assault with a train
1388	Assault with a tram
1389	Assault with a bus
1390	Assault with a truck
1391	Assault with a car
1392	Assault with a van
1393	Assault with a minivan
1394	Assault with a SUV
1395	Assault with a pickup truck
1396	Assault with a motorcycle
1397	Assault with a scooter
1398	Assault with a bicycle
1399	Assault with a horse
1400	Assault with a train

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.**

## Laws to Be Aware Of

- CT General Statutes Sec. 10-233d. Expulsion of pupils
  - LEAs are required to offer an alternative educational opportunity to (1) any student under 16 years old who has been expelled (regardless of the reason); and (2) any student between 16-18 years old who has been expelled for the first time and wishes to continue his or her education if the student complies with conditions established by the
  - LEA Resources: Data Exceptions or Report



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.

## Laws to Be Aware Of

- CT General Statutes Sec. 10-233 (a-n) - Suspension of Pupils
  - Defines Removal (90-minute rule), In-School Suspension, Suspension, Expulsion and School-Sponsored Activities
  - Resources: Data Exceptions



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

CT.gov Home / Department of Education / K-12 Education / Accountability Assessment Data / Data Collection / About the Collection: ED166

- Contact Information >
- Documentation >
- FAQ >
- Statutory References >
- Links >
- New User Information >
- Training >

Search Department of Education

By Keyword

## About the Collection: ED166

[LEGACY LOG IN](#)

Welcome to the new ED166 Help Site. The ED166 is the Student Disciplinary Offense Data Collection. Each year districts are required to submit incidents to CSDE. CSDE then uses this data to satisfy various federal mandates such as the Individuals with Disabilities Education Act, the Safe and Drug Free School Report, the Gun Free Report, the No Child Left Behind: Unsafe School Choice Option, Special Education Reporting and various other data requests.

This site contains all the information you need to successfully submit your districts ED166 Data. If there is any additional information you need or would like to see on this site please contact me and I am happy to help you. This site contains information for LEA's on how to report discipline data.

If you are a parent or other member of the community looking for discipline data, bullying information or other disciplinary information please visit the [Links](#) page for helpful information.

**Important Dates\*:**

Collection	Open Date	Mid-Year Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2020-21	NOW OPEN	3/1/21	6/30/21	7/15/21	8/15/21

\* Should the Timely and Accurate Due Dates fall on a weekend or holiday, and the district is unable to submit the file on those dates, it is assumed that the data are due to the CSDE on the business day prior to the listed due date.

- 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.

**Documentation**

**Page Menu:**

- General Information
- Coding Information
- Data Cleaning Report Information
- Built-In Reports
- Enrolled Reports
- Communication
- Phase II Information

**General Information:**

- New User Checklist [↗](#) If you are new to the ED166 Application start here.
- 2020-2021 Record Layout [↗](#) This document defines all fields collected and all codes used in the collection.
- 2020-2021 Change Log [↗](#) This document lists any updates made to the record layout during the collection year, as well as changes from the prior year.
- Phase Information [↗](#) This one page document outlines what is expected of LIA's in each phase.
- Error Messages [↗](#) This document is a list of all of the error messages with information on how to resolve each issue.
- 2020-2021 Printable Forms [↗](#) This form is provided only as a tool for LIA's to record data. All students must be submitted to CSD electronically.
- Suggestion Box The suggestion box is open 24/7 to continuously gather feedback on ideas come to you.

**COVID-19 Related Information:**

- Adapt, Advance, Achieve Connecticut's Plan to Learn and Grow Together Connecticut State Department of Education - [Adapt/Advance/Achieve](#) [↗](#) - Information and Reporting School Discipline Amended COVID-19 Guidance

**Coding Information:**

- Reporting Arrivals [↗](#) This document provides guidance on identifying School-Based Arrivals and how to report them.
- Multiple Incident Types/Suspensions Guide [↗](#) There are two fields for both Incident Type and Suspensions to accommodate when more than one incident occurs at the same time, or more than one suspension is given for a single incident. This document provides guidance on how to code various combinations of these fields.
- Reporting an Incident that Did Not Occur at Facility Code 1 [↗](#) This document provides guidance on how to report and codes that look place at the students Facility Code 2.
- Up To 10 Suspension Report Messages [↗](#) This document lists the Incident Types, Substatus, or Reason Codes that may be deemed violent, sexual in nature, or a danger to others.
- Parties that can't Sign Suspensions [↗](#) This document is a grid that shows which parties can apply which suspensions without an error message.
- Violence Incidents List [↗](#) Incidents categorized as "violent" must be reported regardless of suspension.
- Suspension Day Requirements [↗](#) Suspensions list that identifies when the Number of Days Served is required or optional.

**Data Cleaning Report Information:**

**Built-In Reports:**

- Arrive Reported, Not School Sponsored [↗](#) This document provides information on how to correctly report school and non-school based arrivals.
- Potential Duplication And Multi-Part Records [↗](#) This document provides information on how to correct records identified as potential duplicate records or records that should be combined into one record.
- Primary Disability Collection Report Information [↗](#) This document provides the steps your CSDC application manager must follow to input a student's Primary Disability in CSDC.
- Removed From Class Over 90 Minutes [↗](#) This report identifies all students who were reported with Suspense Type 5000 (Removed From Class) and the length of the suspension over 90 minutes.
- Suspended Pending Discipline Meeting [↗](#) This document provides guidance on how a record coded as Suspended Pending Discipline Meeting (Suspension 1007) should be recorded prior to the end of Phase II.

**Enrolled Reports:**

- Records Reported without a Suspension [↗](#) This report identifies records categorized as various but do not have a suspension. This report is for informational purposes and does not have to be obtained prior to certification.

**Communication:**

Below are links to emails that were sent to [ED166 Contacts](#). Go to the District Profile screen in the ED166 application to update the contact information for your LIA.

- 11/30/2021 (Subject: ED166: New User Training Update) [↗](#) - Additional training information.
- 11/30/2021 (Subject: ED166: New User Training) [↗](#) - Training information for new users.
- 11/24/2021 (Subject: ED166: 2020-2021 Collection/New Users) [↗](#) - Collection open announcement, training for new users.
- 10/14/2020 (Subject: ED166: 2020-2021 Update) [↗](#) - New mark code, contact verification.

**Phase II Information - Phase II Certification is due July 15, 2021:**

- These links will be emailed when Phase II begins.
- Phase II Checklist: Follow these steps to complete Phase II.
- Data Inclusion Information: Additional information on the exceptions built into the ED166 application.

**District Submitted Documentation:**

Please note that CSDC does not endorse any student information system (SIS), instructors, IAD's, and/or other third party vendors to report data to CSDC. If you are interested in submitting an item pertaining to your district's SIS please contact your vendor. Please ensure that submitted material does not contain sensitive information and/or violate the terms of your SIS user agreement.

- ED166 Report and Phase II Checklist [↗](#) This document provides guidance on entering the Incident Tracking Numbers into Phase II, Submitted by the Connecticut State Department of Education.

**Additional Information About All CSDC Data Collections:**

- Visit the CSDC Data Collections page for information about all data collections, the Commissioner's letter, the Agency Data Collection Plan, links and account information, Summary of Information Use Dates, verifying data, logging in, and password/username errors.

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).

CT.gov Home / Department of Education / K-12 Education / Accountability-Assessment-Data / Data Collection / About the Collection: ED166 / FAQ

About the Collection: ED166 >

Contact Information >

Documentation >

**FAQ >**

Links >

New User Information >

Statutory References >

Training >

Search Department of Education

By Keyword

## FAQ

TOPICS: [General](#) | [Bullying](#) | [Certification](#) | [Coding](#) | [Security](#) | [Uploads](#)

### 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 "serious" offenses, all 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 (including electronic cigarettes) the incident must be reported. **All Bullying incidents 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 residing report it?**

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

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

CT.gov Home / Department of Education / K-12 Education / Accountability-Assessment-Data / Data Collection / About the Collection: ED166 / Links

- About the Collection: ED166 >
- Contact Information >
- Documentation >
- FAQ >
- Links >**
- New User Information >
- Statutory References >
- Training >

Search Department of Education  
By Keyword

### Links

- **Alternative Educational Opportunities for Students Who Have Been Expelled: Best Practice Guidelines for Program Implementation** - A framework to support the implementation of high-quality programming for students placed in an existing alternative program or school or a different alternative educational opportunity.
- **Bullying and Harassment** - Climate assessment information, FAQ, resources, laws and regulations.
- **Discipline in Schools** - Information on improving student academic and behavior outcomes ensuring all students access to the most effective and accurately implemented instructional and behavioral practices and interventions.
- **EdSight** - SDE's data warehouse. Public discipline data is available by selecting Students > Discipline.
- **Guidelines for Alternative Education Settings** - Guidelines and best practices to support the operation of alternative school programs offered by local and regional boards of education.
- **Standards for Educational Opportunities for Students Who Have Been Expelled** - Consistent with the Guidelines for Alternative Education Settings, these standards are grounded in the conviction that alternative educational opportunities for students who have been expelled should exhibit the specific characteristics.

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.

CT.gov Home / Department of Education / K-12 Education / Accountability/Assessment Data / Data Collection / About the Collection: ED166 / Statutory References 49

- About the Collection: ED166 >
- Contact Information >
- Documentation >
- FAQ >
- Links >
- New User Information >
- Statutory References** >
- Training >

### Statutory References

**Federal:**

- [20 U.S.C. § 1418 \(a\)](#) - Education of Individuals with Disabilities
- [18 USC § 921 \(25\)](#) - Crimes and Criminal Procedure - Definitions - School Zone

**State:**


- [Mandatory School Expulsion Laws](#) - A description of Connecticut laws governing mandatory expulsion from public school.
- [CT General Statutes Sec. 10-10a](#) - Public school information system. Definitions. Development and implementation. Types of data collected. Access to data maintained under system.
- [CT General Statutes Sec. 10-233 \(a\)](#) - Suspension of Pupils
  - Defines Removal (90-minute rule), In-School Suspension, Suspension, Expulsion and School-Sponsored Activities
- [CT General Statutes Sec. 10-233 \(b\)](#) - Expulsion of pupils
  - Defines various aspects of expulsion including alternative educational opportunity requirements.
- [CT General Statutes Sec. 10-233 c\(f\)](#) - Terms of expunging a suspension from a students cumulative record.
- [CT General Statutes Sec. 10-233 d\(f\)](#) - Terms of expunging an expulsion from a students cumulative record.
- [CT General Statutes Sec. 10-233\(g\)](#) - The limitations surrounding Out-Of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two.
- [CT General Statutes Sec. 10-233\(n\)](#) - Report re disaggregated school discipline data.
  - Defines School-Based Arrest
- [Standards for Educational Opportunities for Students Who Have Been Expelled - Overview of Legal Requirements](#)
- [Guidelines for Reporting Student Attendance in the Public School Information System \(PSIS\)](#) - See Appendix F of the Public School Information System Reference Guide
  - Guidance on reporting Disciplinary Absences
- [Public Act No. 17-14 - An Act Implementing the Recommendations of the Department of Education](#)
  - The repeal of a half-day or greater ISS being considered an absence
- [General Records Retention Schedules for Municipalities - Schedule MB - Education Records](#)
  - Minimum record retention requirements for cumulative records, disciplinary records, health information, etc.

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

CT.gov Home / Department of Education / K-12 Education / Accountability-Assessment-Data / Data Collection / About the Collection: ED166 / Training

- About the Collection: ED166 >
- Contact Information >
- Documentation >
- FAQ >
- Links >
- New User Information >
- Statutory References >
- Training >**

Search Department of Education

by Keyword  

## Training

The following sessions have been scheduled for new users:

- Thursday, February 11 (10:00 - 11:30) - [Registration Information](#)
- Tuesday, February 23 (10:00 - 11:30) - [Registration Information](#)

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

# EdSight

- url: <http://edsight.ct.gov/>
- Go to Students → Discipline

**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.

State of Connecticut  
Department of Education  
"... assisting those in the education and related communities to succeed in helping all Connecticut students become effective lifelong learners..."

This web site is for use by Connecticut School Districts only. If you are looking for the official State of Connecticut Department of Education's homepage, please go to <http://www.state.ct.us/ed>

If you are authorized to use this site, click on the "Enter" button below:

[For Help Click Here](#)

Having trouble logging in? Please read this [Word](#) or [Acrobat PDF](#) document for a possible solution.

Having trouble viewing Crystal Reports? Please read this [Word](#) or [Acrobat PDF](#) document for a possible solution.

Have a new computer that needs the Windows Security... Please read this [Word](#) or [Acrobat PDF](#) document for a possible solution.

Site show? Please

Agency: [Tahleog](#)

Go To

Use of the

Connecting to sdectw.doi.state.ct.us.

sdect\m2

\*\*\*\*\*

Domain: sdect

Remember my credentials


**⚠ 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. 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/>





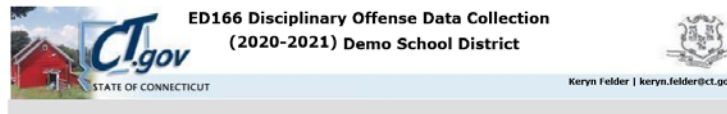
Select a menu option below by clicking on it.

- **Performance Office**
  - **PSIS: Public School Information System**
    - PSIS Contact List
    - Early Childhood Outcome (ECO) data collection
    - ED-156 Fall Hiring Survey
    - ED-162 Non-Certified Staff Data Form — The replacement application "Noncertified Staff" is in the New Data Collection Portal at <https://csde.ct.gov>
    - **ED-166 Disciplinary Offense Application**
    - ED-499 Career & Technical Education Report
    - ELL Database Application
    - Evaluation Timeline Compliance
    - K-3 Reading Data Portal
    - SEDAC: Special Education Data Application and Collection
- **Finance and Internal Operations**
  - ED-9065 - Public School Information System - Supplemental Information
  - ED-991 C/R End of Year School Report (2016-17)
  - ED-991 C/R End of Year School Report (2015-16)
  - ED-991 C/R End of Year School Report (2014-15)



CONNECTICUT STATE DEPARTMENT OF EDUCATION

After entering the first password select ED166 Disciplinary Offense Application.



**TIPS & REMINDERS:**

- There is one shared password per LEA
- The password will only be released to those listed on the District Profile
- The password provides users with full access

Enter the ED166 specific password.

ED166 Disciplinary Offense Data Collection (2020-2021)  
Demo School District

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

Welcome to the ED166 Disciplinary Offense Data Collection application.  
Please select an option from the menu on the left.

Collection: 2020-2021 ▼

The 2020-2021 collection is now open!

⏪ 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.

ED166 Disciplinary Offense Data Collection (2020-2021)  
Demo School District

STATE OF CONNECTICUT Keryn Felder | keryn.felder@ct.gov

**Add New Incident Record**

*Please enter the Incident Date and then either a SASID, District Student ID or the name of the student and then click Search.*

Incident Date:  (MM/DD/YYYY)

SASID:

District Student ID:

Name(Last,First):

	SASID	Local ID	Student Name	DOB	Facility	Grade
Select	7465313155		SMURF, PAPA	08/27/2001	5000111	05
Select	9275865419		SMURF, SMURFETTE	09/30/1995	9990299	11

⏪ **TIPS & REMINDERS:**

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

**STUDENT DEMOGRAPHIC INFORMATION:**

District Name: Demo School District  
School Name: Demo Elementary School 1  
SASID: 7465313155 District Student ID:   
Last Name: SMURF First Name: PAPA  
Middle Initial: Gender: Male  
Race/Ethnicity: Hispanic/Latino of any race DOB (MM/YY/YYYY): 08/27/2001  
Grade: 05 To Change Student -> Click Here

**OFFENSE INFORMATION:**

Local Incident Number: State Assigned #:   
Date (MM/DD/YYYY): 10/01/2020 Time (HH:MM am/pm):   
Bullying Incident?   
Incident Type 1:   
Incident Type 2:   
 Weapons Involved?   
 Drugs Involved?   
Location Of Incident: School-Sponsored?   
Victims:  Student  Certified Staff  Substitute Teacher  Other Staff  Non School

**SANCTION INFORMATION:**

Referring Party: School-Based Arrest?   
Party Taking Action:   
**Sanction 1:**   
Sanction Type: Education Provided:   
Days Sanctioned: Days Served: Days Served Next Year: 0   
**Sanction 2:**   
Sanction Type: Education Provided:   
Days Sanctioned: Days Served: Days Served Next Year: 0   
Memo:   
 Record has been expunged per district guidelines.

57

⬅️ **TIPS & REMINDERS:**

- Demographic information is populated from PSIS registration.

Save Close

ED166 Disciplinary Offense Data Collection (2020-2021)  
Demo School District

CT.gov STATE OF CONNECTICUT

Karyn Foster | karyn.foster@ct.gov

### File Upload

Click on "Browse" to locate the file you wish to upload and select the file name. Next click "Open" and then "Upload".

**See Error Report**

### Upload History

Batch	Upload Date	Status	Records	Errors	Warnings		
21059	2/9/2021 1:49:37 PM	Error processing	520	500	0	<a href="#">Error Report</a>	<a href="#">Errors by Type</a>
21020	1/26/2021 11:06:00 AM	Error processing	52	2	0	<a href="#">Error Report</a>	<a href="#">Errors by Type</a>
21027	1/26/2021 9:18:10 AM	Error processing	52	2	0	<a href="#">Error Report</a>	<a href="#">Errors by Type</a>
21026	1/26/2021 9:17:20 AM	Error processing	53	106	0	<a href="#">Error Report</a>	<a href="#">Errors by Type</a>
20939	11/12/2020 11:01:41 AM	Error processing	52	2	0	<a href="#">Error Report</a>	<a href="#">Errors by Type</a>
20938	11/12/2020 7:54:35 AM	Error processing	52	3	0	<a href="#">Error Report</a>	<a href="#">Errors by Type</a>
20937	11/12/2020 7:54:32 AM	Error processing	52	3	0	<a href="#">Error Report</a>	<a href="#">Errors by Type</a>
20936	11/12/2020 7:51:11 AM	Error processing	52	2	0	<a href="#">Error Report</a>	<a href="#">Errors by Type</a>
20935	11/12/2020 7:49:05 AM	Error processing	52	3	0	<a href="#">Error Report</a>	<a href="#">Errors by Type</a>
20934	11/12/2020 7:40:50 AM	Error processing	53	4	0	<a href="#">Error Report</a>	<a href="#">Errors by Type</a>
20933	11/12/2020 7:39:51 AM	Error processing	53	56	0	<a href="#">Error Report</a>	<a href="#">Errors by Type</a>
20932	11/12/2020 7:37:54 AM	Error processing	53	106	0	<a href="#">Error Report</a>	<a href="#">Errors by Type</a>
20931	11/12/2020 7:37:34 AM	Error processing	53	106	0	<a href="#">Error Report</a>	<a href="#">Errors by Type</a>

- 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 - 5005111			
Error(s)			
Student:	ELWYTON, FRED	DOB - 07/14/2002	SASID - 084207791
Incident Date:	12/01/2020	1700 - Fighting information/physical aggression	LevelID -
The Facility Code in the batch does not match the facility the student was registered to in the PDS Register. Make on the day of the incident.			
Facility Code - 5005111			
Error(s)			
Student:	SMITH, CHRISTOPHER	DOB - 01/16/1997	SASID - 102603042
Incident Date:	12/01/2020	Primary Incident Type is required.	LevelID -
Student:	SIMPSON, BARTOLOMEW	DOB - 02/16/1998	SASID - 116306106
Incident Date:	12/01/2020	1700 - Fighting information/physical aggression	LevelID -
DOB is invalid.			
Facility Code - 5005111			
Error(s)			
Student:	DOB - 02/20/1992	SASID - 081801201	LevelID -
Incident Date:	12/01/2020	1700 - Fighting information/physical aggression	LevelID -
SASID and DOB does not match a student already 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 occur 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 to it.			

Page 1 of 2

### Errors By Type

**Errors by Type for Batch '21050'** Printed: 2/9/2021

Error Description	Total Errors
DOB is invalid	2
Primary Incident Type is required	10
Building code is invalid	487

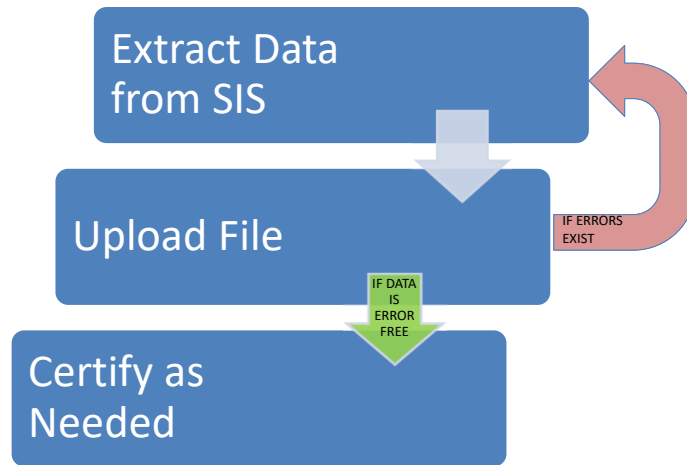
Page 1 of 1

**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.

# Upload Process Best Practice



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



- 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

<input type="checkbox"/> Add Header
All Offenses for Current Year: <span style="float: right;">Download</span>
<input checked="" type="radio"/> CSV - Comma Separated Values
No Successfully Processed Batch Files This Year. <span style="float: right;">Download</span>
<div style="border: 1px solid black; height: 15px; width: 100%;"></div>

**⏪ TIPS & REMINDERS:**

- It can be useful to retain a copy of your complete batch
- Prior year data is also available

### Download Code Tables

SELECT the code table below:

- Incidents
- Weapons
- Drugs
- Location of Incident
- Sanctions
- Education Provided
- Party Taking Action
- Referring Party

**⬅ TIPS & REMINDERS:**

- Code lists can be helpful for internal analysis

STATE OF CONNECTICUT Keryn Fidler | keryn.fidler@ct.gov

---

**Select Reports**

- 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

**Review and Compliance Reports:**  
 The information on the reports in this section should be shared with and reviewed by an administrator.

**Data Review Report:**  
 Summary of the discipline data reported for current year. This report provides you a once page look at the total number of records reported by your LEA to ensure all records have been reported.

**Incident Count Comparison by School:**  
 Lists the total number of reportable incidents for this year compared to last year by facility.

**Expulsion Education Provided Review:**  
 Lists all expulsions where the appropriate Alternative Education may not have been provided.

**Data Cleaning Reports - Action Needed:**

**Primary Disability Collection**  
 A Primary Disability needs to be added for these records in SEDAC. See the Help Site for details.

**Suspended Pending an Expulsion Hearing**  
 Lists records where 'Suspended Pending an Expulsion Hearing' was indicated as Sanction. Update the record with the outcome of the hearing prior to Certification. See the Help Site for details.

**Potential Duplicates And Multi-Part Records**  
 Lists records identified as potential duplicates or records that should be combined into one record.

**Removed From Class Over 90 Minutes**  
 Lists records reported with Sanction Type 1065 - Removed from Class and the length of the sanction was over 90 minutes.

**Arrest Reported - Not School Sponsored**  
 These records have been reported as School-Based Arrests; however the Location and/or School Sponsored status are not consistent.

**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 OSE or expulsion and the offense does not meet the criteria of OCS 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:**

ED166 Disciplinary Offense Data Collection (2020-2021)  
Demo School District

CT.gov  
STATE OF CONNECTICUT

Keryn Felder | keryn.felder@ct.gov

DATA EXCEPTIONS

Your district has no EXCEPTIONS.

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

#### ⏪ TIPS & REMINDERS:

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

## Mid-Year Certification

**Mid-Year Certification**  
 Check this box to indicate that your district has input all reportable disciplinary incidents that occurred between 7/1 and 1/31 of this school year.

**Save**

**Phase I Certification**  
 Check this box to indicate that your district has input all reportable disciplinary incidents that occurred between 7/1 and 6/30 of this school year. This checkbox is not available until 6/1.

**Phase II Certification**  
 Your LEA cannot certify until all of the following reports have a Record Count of 0. To view the reports go to Reports > Data Cleaning Reports. Information on how to clear each report is available [here](#).

Cleaning Reports	Record Count
Arrest Reported-Not School Sponsored	0
Potential Duplicates and Multi-Part Records	0
Primary Disability Collection	0
Removed From Class Over 90 Minutes	0
Suspended Pending and Expulsion Hearing	0

**Enter Code**

**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

ED166 Disciplinary Offense Data Collection (2020-2021)  
Demo School District

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

**PART I - CONTACT INFORMATION:** **\*\*\*You may be prompted to update this information periodically\*\*\***

Ensure that the primary contact below is that of a person who is knowledgeable of your districts disciplinary offenses. Do not report your technology coordinator unless he or she is also familiar with the reportable data. The State Department of Education will be contacting this individual with any questions regarding your submission.

Name	Title	Email Address	Phone Number
Primary Contact: Keryn Felder	CSDE	keryn.felder@ct.gov	(860) 713-6833
The primary contact will be sent all ED166 emails. Alternate contacts may indicate their email preference below.			
Alternate Contact 1:			
<input type="checkbox"/> Check box to receive ED166 emails.			
Alternate Contact 2:			
<input type="checkbox"/> Check box to receive ED166 emails.			
Maximum Sanction Length	180		

Save Delete Close

#### ⚠ 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

# THE MOST IMPORTANT SLIDE

Help Site (Record Layout, FAQs, Instructions):  
<https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site>

**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 "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. All Bullying Incidents must be reported.

**Deadlines:**  
 Mid-Year: March 1, 2023  
 -All LEAs  
 Phase I: July 11, 2023  
 - All data must be input and batches error free  
 Phase II: August 25, 2023  
 - All Data exceptions must be resolved and data certified

**Reminders:**

- A student must be registered to your district in the PSIS Registration Module on the Incident Date.
- If you report the student in PSIS you report the student in the ED166
- Update your District Profile

**★ START YOUR ★  
 COLLECTION EARLY**

**FREEZE DATE: SEPTEMBER 1**  
 ABSOLUTELY NO CHANGES CAN BE MADE  
 AFTER THIS DATE

**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



CSDE CONNECTICUT STATE DEPARTMENT OF EDUCATION

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.



# Questions? Suggestions?

**Keryn G. Felder**

[Keryn.Felder@ct.gov](mailto:Keryn.Felder@ct.gov)

**Additional Training Opportunities:**

- May – New User Phase II Training – online
- July – Working Day Sessions – in person



CONNECTICUT STATE DEPARTMENT OF EDUCATION

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*