



CONNECTICUT STATE DEPARTMENT OF EDUCATION

# ED166 - School Discipline Data Collection Overview

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# *ED166 Student Disciplinary Offense Application*

Reportable offenses include 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.
- All other incidents are removed if reported.
- A list of serious offenses is available on the Documentation page of the [Help Site](#).



# *What is the Data Used for?*

- Federal Data Collections
- State Data Collections
  - Board Report
- [EdSight](#)
- FOI Requests
  - Media
  - Research
  - Other



# *Timeline*

March 1, 2023: Mid-Year

July 11, 2023: Phase I

August 25, 2023: Phase II

**FREEZE: September 1, 2023**



# *Accessing the Application*

- The ED166 is a Legacy Application
- One username and two passwords are needed:

## Password #1

- The same username/password used to access other collections such as PSIS
- Call (860) 713-6681 for assistance

## Password #2

- The password will only be released to those listed on the District Profile
- The password provides users with full access



# *Phase Descriptions*

## *Application Manger Responsibilities*

Mid-Year (May) and  
Phase I (July):

- Input all incidents. If uploading data must be error free
- Complete mid-year or Phase I certification (checkbox)

Phase II (August):

- Respond to any data exceptions
- Clear Data Cleaning Reports
- Review all other reports
- Request a Certified Administrator to complete certification (5-6 digit password)



# *Administrator Timeline and Responsibilities*

**Certification (8/25/23)** – the electronic signoff signifying the accuracy and completeness of the data reported. This should only be completed by an administrator.

**Freeze (9/1/23)** – no changes can be made after this date. The frozen data is used for all reporting purposes.





# Certification

Due by August 25, 2023

**Superintendent's Certification**  
(Check each school, type Superintendent's Code and click OK)

| School Name                                       | Total Records |
|---|---------------|
| <input type="checkbox"/> Demo Elementary School 1 | 0 *           |
| <input type="checkbox"/> Demo Elementary School 2 | 0 *           |
| <input type="checkbox"/> Demo Elementary School 3 | 0 *           |
| <input type="checkbox"/> Demo Elementary School 4 | 0 *           |
| <input type="checkbox"/> Demo Elementary School 5 | 0 *           |
| <input type="checkbox"/> Demo Jr. High School 1   | 0 *           |
| <input type="checkbox"/> Demo Jr. High School 2   | 0 *           |
| <input type="checkbox"/> Demo Sr. High School 1   | 0 *           |

NOTE: The most recent batch uploaded by your district contained errors. Batches containing errors are not transferred to the Master Database. This batch should be corrected and resubmitted or the records should be entered individually.

By checking this box I confirm that the records contained in batches containing errors have been reported in the collection.

\* Certifies that this school/program has met all the reporting requirements for this year's ED166 Disciplinary Offense Data Collection.

**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.

**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.

**Phase II Certification**

You will not be able to certify until the following reports are all at 0 for the Record Count:

| 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            |



# *Exclusionary Discipline of Students in Grades PK-2*

[PA 15-96](#) limits Out-of-School Suspensions and Expulsions of students in grade two and below to offenses that are:

- violent,
- sexual in nature, or
- those that endanger others

[PA 15-96 Compliance Report Information](#)



# School-Based Arrests

- [PA 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" refers to an arrest of a student for conduct of such student on school property or at a school-sponsored event.
  - ED166 Resources: [Reporting Arrests flow chart](#), Data Exceptions



# “90 Minute Rule”

- CT General Statutes [Sec. 10-233 \(a\) - Definitions](#)
  - Defines “removal” as exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety minutes.
  - ED166 Resources: Data Exceptions



# Expelled Students & Alternative Education

- 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
  - ED166 Resources: Data Exceptions and Application Report
  - Additional Resources are available on the [Links](#) section of the Help Site.



# *ED166 Application Reports*

- Incident Count Comparison by School
- Suspension and Expulsion Counts by Facility
- Bullying Count Summary by Facility
- Substance Offenses by Facility
- Weapon Offenses by Facility
- Student Arrests by Facility



# *Additional Data Review Recommendations*

- Incident count by student
- Identification of students with multiple incidents in a day
- Compliance with discipline laws



# *Advanced Data Review Recommendations*

- Are sanctions consistent by incident type?
- What proportion of students are being reported with School Policy Violations?
  - Are the differences in rate by subgroup?





# *Useful Resources*

- [Help Site:](#)
  - Deadlines
  - [Record Layout](#)
  - [FAQ](#)
  - [Training Dates and/or Documents](#)
  - [Statutory References](#)
  - [Links](#) (alternative education, parent information, etc.)
- [EdSight Public:](#)
  - Students → Discipline
    - Board Reports
    - District Tiers

