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ED166 - School Discipline Data Collection Overview

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This PowerPoint is on the ED166 Student Disciplinary Offense Collection. The focus is general information, an overview of discipline laws related to this collection, and best practices for reviewing your Local Education Agency (LEA) data. This PowerPoint is intended for Administrators or other LEA individuals who would like general overview of the collection.

The term “Application Manager” applies to the individual(s) in your LEA who are directly responsible for uploading data into the ED166 application.

View the full-page version of this presentation to have the ability to click on the links in the slides.

Contents

- General information and timeline (slide 3)
- Review of discipline laws (slide 10)
- Data review recommendations (slide 11)



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The goals of this PowerPoint are to provide a better understanding of what the State Department of Education (SDE) is required to collect, a brief overview of ED166 related discipline laws, and suggest strategies to identify if there are incorrectly reported records or incorrectly sanctioned incidents.

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](#).



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The ED166 collection is sometimes *incorrectly* referred to as the “suspension and expulsion collection” as many who are not directly involved with reporting are not familiar with the with the full requirements. The slide above outlines which incidents are required to be reported.

While other incidents do occur, they are not required to be reported to the SDE. There are over 100 Incident Type codes broken into 10 categories. This material focuses on reportable incidents.

The complete Record Layout is available on the Help Site. It includes Incident Type codes, Sanction Type codes and all other ED166 fields and definitions.

- Help Site: <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site>
- Record Layout: https://portal.ct.gov/-/media/SDE/Performance/Data-Collection/Help-Sites/ED166/2022-2023_ED166_RecordLayout.pdf

What is the Data Used for?

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



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

- EdSight: <http://edsight.ct.gov>
- Data Suppression Guidelines:
<https://edsight.ct.gov/relatedreports/BDCRE%20Data%20Suppression%20Rules.pdf>

Timeline

March 1, 2023: Mid-Year

July 11, 2023: Phase I

August 25, 2023: Phase II

FREEZE: September 1, 2023



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Note that several of the deadlines have changed from last year. Deadlines are always posted on the ED166 Help Site, on the Timely and Accurate Calendar, and on the agency Data Acquisition Plan. The ED166 emails to Application Managers also have the deadline in them. Reminder emails are sent at the following intervals: 1 month, 2 weeks, and then to applicable LEA's 1 week, 2 days, 1 day, and the day of.

Timely and Accurate Calendar: https://portal.ct.gov/-/media/SDE/Performance/Data-Collection/Timely_Accurate_Calendar_Current.pdf

Data Acquisition Plan: https://portal.ct.gov/-/media/SDE/Performance/Data-Collection/DAP_Current_Excel.xlsx

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



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The ED166 is a Legacy Application meaning a shared username and passwords are used to access the application.

- The first password is the same username/password used to access other collections such as PSIS.
 - If your LEA is unsure of the first username/password please contact our IT office at (860) 713-6681. Ask for the “enter button” password.
 - The second password applies to the ED166 application only. Again, this username can be shared amongst your LEA as you see fit.
 - Contact Keryn Felder (Keryn.Felder@ct.gov) if your LEA needs your password reset.
 - The password will only be released to those listed on the District Profile screen in the ED166.
 - For security purposes the District Profile can only be updated on the LEA end.
 - The password provides users with full access so be sure those with access understand their role.
- Login Page: <https://www.csde.state.ct.us/>

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)



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Each LEA may handle data entry differently throughout the year. Some LEA's have guidance counselors input discipline logs, others have a dedicated data entry person.

While the first deadline is March 1, your LEA may upload data at any interval (monthly, quarterly, etc.) to meet the deadline. Your ED166 Application Manager will extract the data from your student information system (SIS) and upload it into the ED166. Any errors detected by the ED166 should be corrected in your SIS, and then a new file should be exported and uploaded.

During Phase II, your ED166 Application Manager will be prompted to review several reports, update items that appear to be errors, and respond to any large variations in your numbers (excluding of the "COVID years").

It is highly recommended that new Application Managers try uploading data well before the deadlines so there is ample time to work through any issues that may occur.

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.



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There are two important dates that those at the Administrator level should be aware of (see above).

Once the data is certified, certification can only be removed by SDE if further changes are needed. Certification cannot be removed after the data is frozen.



To access the Certification page, log onto the ED166 Application and go to the Certify page. While there is a Mid-Year and Phase I checkbox that can be completed by *any* Application Manager, an administrator must complete Phase II Certification (due August 25, 2023) since it is the final signoff affirming completeness and accuracy.

Note the following:

- Phase II Certification is not available until the Data Exceptions are generated and LEA's are notified that Phase II has begun.
- The Phase II Certification section lists all Cleaning Reports that must be cleared prior to Certification. Your Application Manager will receive more information on these reports.
- Enter your 5-6 digit numeric code and click OK.

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](#)



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There are several laws pertaining to the ED166 collection.

The link on the slide above lists all codes that fall within the PK-2 law. This does not signify that a student should always be suspended or expelled if one of these incidents occur, it only means they can be under the law. It's important to note that SDE looks closely at incident counts for this grade range regardless of compliance with the law.

A live report is available within the ED166 application to review records where students may have been over-sanction or where data reporting may be incorrect.

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



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CSDE only collects School-Based Arrests. "School-sponsored event" is defined any school activity such as a football game, dance, play, etc.

A data exception will be generated in Phase II to identify records that may have been reported incorrectly in the ED166.

- Reporting Arrests flow chart: https://portal.ct.gov/-/media/SDE/Performance/Data-Collection/Help-Sites/ED166/ED166_SchoolBasedArrestsFlowChart.pdf

“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



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Once a removal is over 90 minutes the “Removal from Class” sanction can no longer be used as more than 90 minutes is legally considered an In-School Suspension (ISS).

A data exception will be generated in Phase II to identify records that may have been reported incorrectly in the ED166.

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.



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A live report is available within the ED166 application to review records where students may not have received the appropriate Alternative Education or where data reporting may be incorrect.

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

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



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There are several reports in the ED166 application that are useful to review prior to Certification.

These reports are broken out by facility and those with access to the ED166 can obtain them. The reports should be compared to your SIS data. Spot checks and aggregate counts are recommended. It is also helpful to ensure that reports that “should be” blank are blank (for example if you know if a particular school has no School Based Arrests).

Additional Data Review Recommendations

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



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These recommendations apply to data reporting only; additional reviews should take place to further identify students who may need support/intervention.

These checks are not built into the ED166 application, they are recommended to be completed by someone in your LEA familiar with your SIS.

- Incident count by student: Once your LEA identifies students with the highest incident counts you can determine if an error in reporting has occurred, or if the student needs support/intervention.
- Students with multiple incidents in one day may be indicative of duplicate records or could be correctly reported with two or more incidents in one day. Again, this may signify data correction or support/intervention is needed.

It is recommended to review compliance with the four laws on the previous slides by comparing the application reports to your SIS. If there are records that do not follow the law, such as a School Based Arrest with a location off campus, it could signify data cleanup is needed while in the case of the PreK -2 law it can identify an opportunity to review discipline practices in your LEA.

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?



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Your LEA may choose to take a deeper look at the data reported to the SDE.

The items on this slide are ongoing areas of concern across the state. Each year a large section of the annual Report on Student Discipline in CT Public Schools is devoted to these topics.

It is suggested to review if similar incidents end with similar sanctions or if some students are treated more severely. If there is inconsistency, it's helpful to look at student subgroups as well as the number of previous incidents a student has had to determine if the appropriate sanction was given.

On slide 3 it was noted that the incidents are broken into 10 categories and some incidents are classified as serious, while others are not. One of the categories is School Policy Violations. None of the incidents in this category are considered "serious" so they only become reportable if they end in OSS, ISS...etc. In the Board Report there is a case study where select School Policy Violations are examined and the sanction is analyzed by subgroup to identify disparities.

These examples may provide your LEA with inspiration on additional ways to examine your data.

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



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The Help Site contains everything your Application Manager needs for a successful collection, as well as content that may be useful to Administrators. If you have a new Application Manager join your LEA during the school year they should review the Training page for any upcoming sessions or posted material. Links to the ED166 related laws are posted on the Statutory References page. The Links page contains additional information on education for expelled students, as well as links that may be useful to parents, such as information on Bullying.

The Discipline section of EdSight can be accessed by visiting EdSight → Students → Discipline. Board Reports and Discipline Tiers are available in this section.

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