ED166 Student Disciplinary Offense Collection Training

INFINITE POSSIBILITIES

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

2023-2024

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

Connecticut State Department of Education

CSDE Resources

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- **ED166 Help Site Direct URL:** https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site
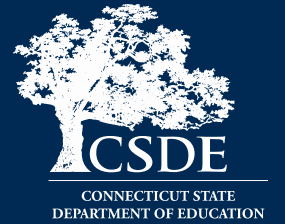- Search **ED166** from the CSDE home page: http://portal.ct.gov

Contents

- General collection information (slide 4)
- Record Layout/User Guide (slide 20)
- A closer look at reporting:
  - Multiple Incident/Sanction Types (slide 35)
  - School Based Arrests (slide 36)

- Laws (slide 37)
- Help Site (slide 41)
- Application Walkthrough (slide 48)
  - A video demonstrating the application is available on the Help Site

Press CTRL + F to search
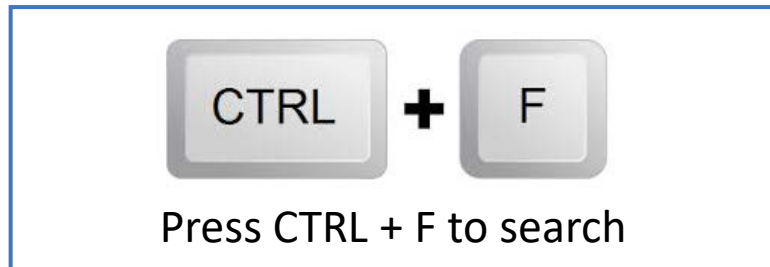
- Collection Opens – Fall (email and web site notification)
- Charter School Submission: December 1, 2023 ***NEW***
- Mid-Year: March 6, 2024
- Phase 1: July 10, 2024
- Phase 2: August 21, 2024
- Freeze Date: September 4, 2024

Varies yearly within the same general time frame

- Incident Date Range: July 1 – June 30 → Does not change

START YOUR COLLECTION EARLY

Acronyms

- **FERPA:** Family Educational Rights and Privacy Act
- **FOI:** Freedom of Information
- **ISS:** In-School Suspension
- **LEA:** Local Education Agency (your district)
- **OSS:** Out-of-School Suspension
- **PII:** Personally Identifiable 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.
- **CSDE:** Connecticut State Department of Education
- **SASID:** State Assigned Student Identifier
- **SIF:** School Interoperability Framework
- **SIS:** This is your student information system such as Administrator Plus, Infinite Campus, PowerSchool, etc.

The terms District and LEA used interchangeably in this document

Overall Process

Input Data → Data Cleaning → Administrator Review & Certification
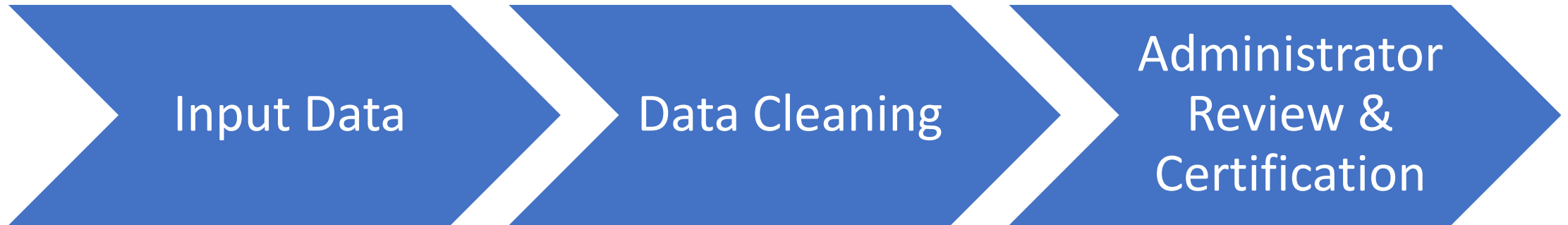
Your Team

- IT Specialists

- Administrators/Directors

- Guidance Counselors

- Data Entry Personnel

- School Resource Officers

- Administrative Assistants

Records Required to be Reported

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 (consequence) imposed. This means that if anything is listed in the Weapon Involvement or Substance Involvement field (including vaping) the incident must be reported. All Bullying Incidents must be reported.

A list of offenses categorized as "serious" is available on the Documentation page of the Help Site

Data Usage

- Federal Data Collections

- State Data Collections
  - Board Report

- EdSight (http://edsight.ct.gov)

- FOI Requests
  - Media
  - Research
  - Other

Legal Requirements

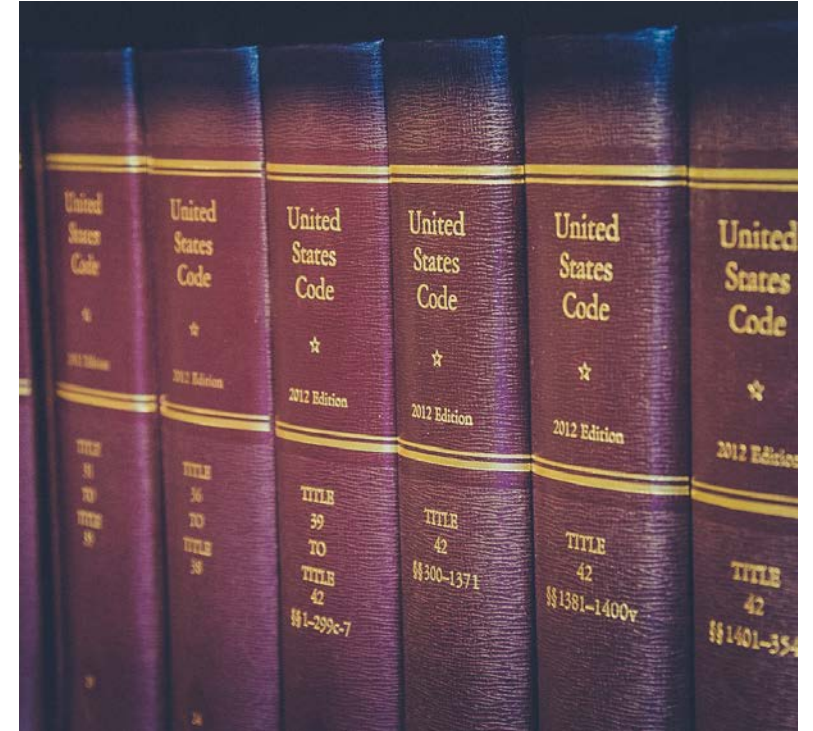**Education of Individuals with Disabilities**

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

Phase Requirements

Mid-Year Collection
March 6, 2024

- ☐ Report all required incidents that occurred between 7/1 and 1/31*
- ☐ Ensure uploads are error free
- ☐ Recommendation: Clear Data Cleaning Reports
- ☐ Complete mid-year certification
  - o This is a checkbox, no password is needed
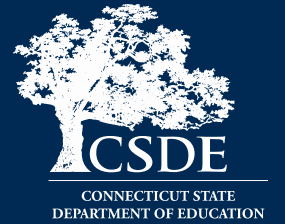 - o <u>Does not</u> have to be completed by an Administrator

* NOTE: Your LEA may go beyond this date if you wish; 1/31 is not a hard cut-off date. After your LEA has 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 1
July 10, 2024

- ☐ Report all required incidents that occurred between 2/1 and 6/30 as well as any other incidents your LEA may have missed
- ☐ Ensure uploads are error free
- ☐ Recommendation: Clear Data Cleaning Reports
- ☐ Complete Phase 1 Certification
  - o This is a checkbox, no password is needed
  - o <u>Does not</u> have to be completed by an Administrator

Phase 2
August 21, 2024

☐ Input any additional records
☐ Respond to Data Exceptions
☐ Clear Data Cleaning Reports
☐ Review other reports to ensure data accuracy
☐ Administrator Review & Certification
  o The Superintendents Certification code is required (this is a 5-6 digit password)
  o Must be completed by an Administrator

All items above are listed on the Certification Checklist that is emailed and posted on the Help Site at the beginning of Phase 2.
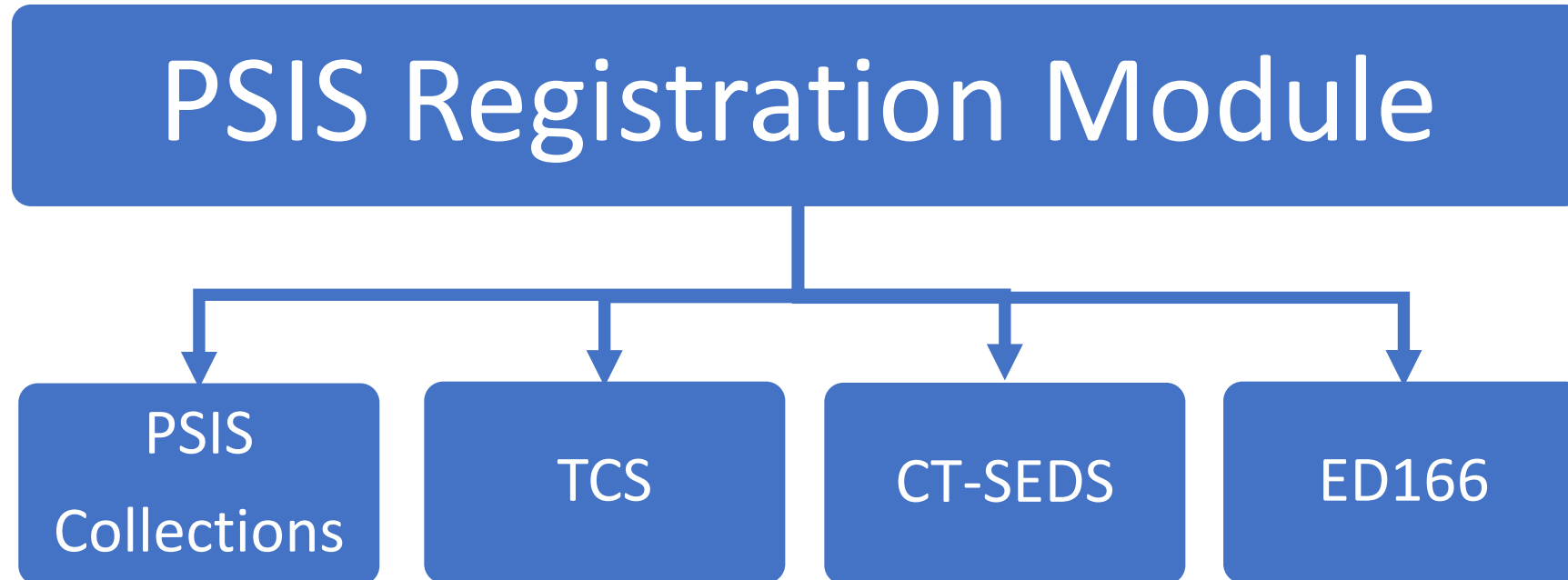
Freeze
September 4, 2024

☐ Respond ASAP to any CSDE questions

☐ Input any final changes and recertify immediately

No changes can be made once the file is frozen

PSIS Registration Module

```
PSIS Collections    TCS    CT-SEDS    ED166
```

- Register before reporting
- Check your dates

Data Transmission Options

Batch Upload

SIF

Manual Entry

Batch Upload

- Export data from local SIS (built in feature), requires LEA knowledge

- Multiple file types accepted: CSV or Fixed Width

- Open to ALL LEAs

- Can upload all records or by school

- GIGO – Garbage In Garbage Out

School Interoperability Framework (SIF)

- Transmit data to ED166 directly

- Available to PowerSchool LEAs only

- LEA must be SIF enabled

- Test the process early

- GIGO

SIF Contact Information:

Srinivasa (Reddy) Erigela

Srinivasa.Erigela@ct.gov

- Set up SIF

- Set date range

- Troubleshooting

- Help Site

Manual Entry

- Hand type each record

- Open to ALL LEA's

- Can combine with other types

- GIGO and human error

Collection Steps

KEY: 🟩 LEA Process   🟦 Application Process   ⬜ CSDE Process

LEA Extracts Data from local SIS → Transmit Data (Mid-Year, Phase 1) → Review Error Report → Complete Pre-Certification

IF ERRORS EXIST

CSDE Opens Phase 2 → Data Cleaning & Finalization → Administrator Review & Certification   CSDE FREEZE

18
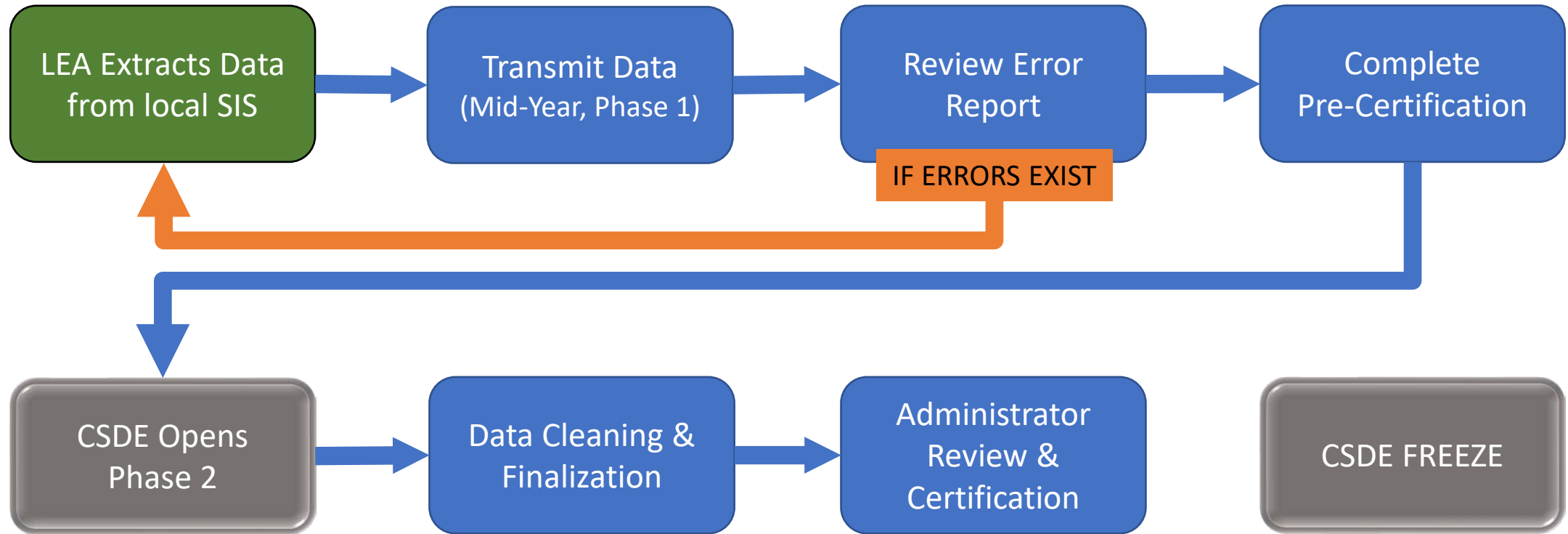
- September - Student enters LEA
- December - Incident occurs
- January - Student exits LEA
- February - ED166 data is uploaded

Report Incident

- Fields Collected
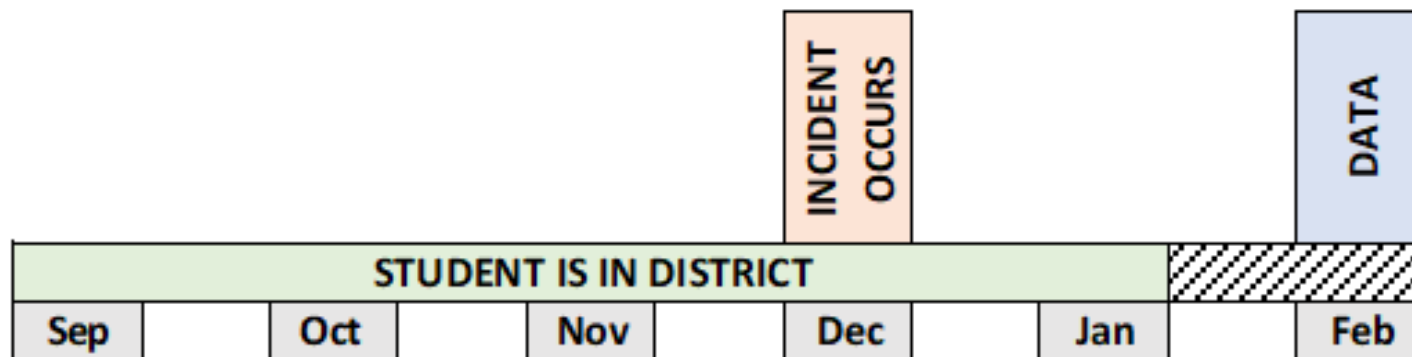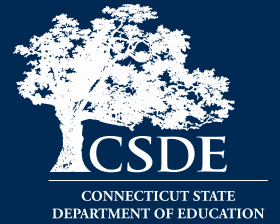
- Definitions

- 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

2023-24 ED166 DISCIPLINARY OFFENSE DATA SUBMISSION RECORD LAYOUT (Version 2.2)

	Field Name	Excel Column	Starting Position	Ending Position	Length	Requirement	Valid Values	When Mandatory
1	State Assigned Student ID (SASID)	A	1	10	10	M	Numbers only	
2	Date of Birth	B	11	18	8	M	MMDDYYYY	
3	Reporting District	C	19	21	3	M	See Table B	
4	Facility Code	D	22	28	7	M	See Table A	
5	Local Incident Number	E	29	34	6	D	Alpha-numeric	CSDE does not use this field
6	Date of Incident	F	35	42	8	M	MMDDYYYY	
7	Time of Incident	G	43	48	6	C	HHMM am/pm	If entering >1 incident in a day
8	Bullying	H	49	50	2	M	See Table K	
9	Incident Type - part 1	I	51	54	4	M	See Table C	
10	Incident Type - part 2	J	55	58	4	O	See Table C	
11	Weapon	K	59	62	4	C	See Table D	If a weapon is involved
12	Substance	L	63	66	4	C	See Table E	If a substance is involved
13	Victim - Other Student	M	67	67	1	C	"Y" or "N"	If an incident in Table L (page 3) is reported, or if Bullying = 2 or 3.
14	Victim - Certified Staff	N	68	68	1	C	"Y" or "N"	
15	Victim - Substitute Teacher	O	69	69	1	C	"Y" or "N"	
16	Victim - Other Staff	P	70	70	1	C	"Y" or "N"	
17	Victim - Non-School	Q	71	71	1	C	"Y" or "N"	
18	School-Based Arrest	R	72	72	1	M	"Y" or "N"	
19	Location of Incident	S	73	74	2	M	See Table I	
20	School Sponsored Activity	T	75	75	1	M	"Y" or "N"	
21	Sanction Type (part 1)	U	76	79	4	M	See Table F	
22	Education Provided (part 1)	V	80	83	4	C	See Table G	Conditional based on sanction
23	# of Days Sanctioned (part 1)	W	84	90	7	M	0 to 220 in .25 increments	
24	# of Days Served (part 1)	X	91	97	7	M	0 to 220 in .25 increments	
25	# of Days to Carryover (part 1)	Y	98	104	7	M	0 to 220 in .25 increments	
26	Sanction Type (part 2)	Z	105	108	4	O	See Table F	
27	Education Provided (part 2)	AA	109	112	4	C	See Table G	If Sanction Type 2 is entered
28	# of Days Sanctioned (part 2)	AB	113	119	7	C	0 to 220 in .25 increments	If Sanction Type 2 is entered
29	# of Days Served (part 2)	AC	120	126	7	C	0 to 220 in .25 increments	If Sanction Type 2 is entered
30	# of Days to Carryover (part 2)	AD	127	133	7	C	0 to 220 in .25 increments	If Sanction Type 2 is entered
31	Referring Party	AE	134	135	2	M	See Table J	
32	Party Taking Action	AF	136	137	2	M	See Table H	
33	Memo field	AG	138	392	255	O	Text up to 255 characters	
34	Incident Tracking Number (ITN)	AH	393	402	10	C	Numbers only	If overwriting records via batch
35	District Student ID	AI	403	422	20	R	Characters and/or numbers	
36	Reserved Field	AJ	423	472	50	D		
37	End of Record Marker	AK	473	473	1	M	The letter "X" must be included in this position to mark the end of each record	

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

DATA EXTRACTION NOTE: The above layout describes the fixed length format. For student information systems creating a comma-delimited file, follow the above layout for field sequence and maximum length. Tab delimited files are also accepted. Include a carriage return (cr) and line feed (lf) after each record regardless of format. All fields should be character fields.
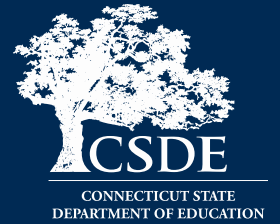
CTRL + F

Press CTRL + F to search
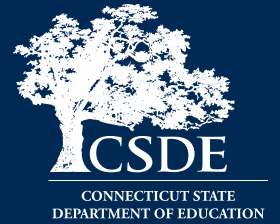
FIELD DESCRIPTIONS (in order of appearance in the record layout)

M	**State Assigned Student Identifier (SASID)**	The unique ten-digit numeric code assigned to student in PSIS (Public School Information System) Registration.
M	**Date of Birth**	Student's date of birth in the format MMDDYYYY where "M" = Month, "D" = Day, "Y" = Year. Note that this date must match PSIS Registration.
M	**Reporting District**	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 purposes of this report, the American School for the Deaf is considered a private facility. For a list of Reporting District Codes, see Table B.
M	**Facility Code**	Seven-digit code of the school attended by the student where the incident took place. If the student attends two facilities and the incident did not occur in Facility 1 input 9990199. See the Facility Code section of this document for further instructions. For a list of Facility Codes visit https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site/Documentation to download.
D	**Local Incident Number**	This field was retired beginning with the 2014-2015 school year. A blank column should still be included in this position.
M	**Date of Incident**	The date the incident occurred using format MMDDYYYY. Be sure to use leading zeros for fixed-width files when coding the month (example: the Date of Incident of August 4, 2018 or 8/4/2018 would be reported as 08042018).
O	**Time of Incident**	Indicate the time the incident occurred using either standard (HHMM am/pm) or military time (HHMM). If standard time is supplied, you must include either am or pm (example: 1215 pm or 0830 am). Be sure to include the time if more than one incident is reported for a student in the same day.
M	**Bullying**	Repeated negative behaviors intended to frighten or cause discomfort. For example, verbal or written threats of physical harm (code 1810). **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 K.
M	**Incident Type**	The type of incident committed by the student. The incident types and a brief description are provided in Table C. • There are two fields for Incident Type (part 1 and 2). If more than one type of incident occurred the same time, please report both (example: a student was fighting while under the influence alcohol).
C	**Weapon**	A weapon is any object that is designed, converted, or used to cause harm an individual or individuals. A weapon offense may involve possession, use, and/or sale 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.
C	**Substance**	A substance offense is possession, use or distribution of tobacco products, illegal drugs, over the counter medication, prescription medication, and/or alcohol. If a substance was involved in combination with another offense, indicate the offense that was committed in the "Incident Type" fields (example: sexual battery) and use the "Substance" field to report the type of drugs or alcohol involvement in the incident. **All incidents involving a Substance must be reported regardless of Sanction.** For a list of Substance Codes see Table E.

22

C	Victim	There are five victim fields. Each field requires a response of "Y" for yes or "N" for no. **For 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, Volunteer, Contractor, Non-Student Youth, etc.

The following Incident Types require "Y" for at least one Victim field:

TABLE L: Incidents Requiring a Victim Type

Code	Name	Code	Name
1420	Robbery	1822	Foreign Substance in Food/Drink - Illegal Drugs
1700	Fighting/altercation/physical aggression	1823	Foreign Substance in Food/Drink - Other (Dirt, Clay, Crayons, etc.)
1720	Battery/Assault	1824	Foreign Substance onto a Person
1730	Throwing an Object	1825	Intentionally Endangering an Individual(s)
1740	Serious disorderly conduct	1900	Harassment (Sexual)
1800	Harassment (Non-Sexual)	1910	Sexual Battery
1810	Threat/Intimidation/Verbal Harassment	1920	Sexual Offense
1813	Hazing	2000	Homicide
1814	Teasing	2100	Stabbing
1817	Threats of Bodily Harm	2200	Blackmail
1818	Physical Intimidation	2300	Kidnapping (Abduction)
1820	Foreign Substance in Food/Drink - Bodily Secretions (Feces, Urine, Etc.)	3510	Destruction of Personal Property
1821	Foreign Substance in Food/Drink - Prescription Medications		

If the Bullying field has a value of 02 or 03 you must indicate "yes" for at least one Victim field regardless of Incident Type.
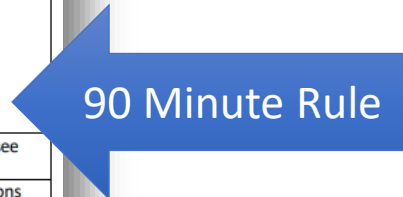
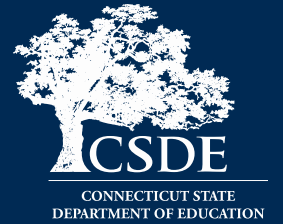| M	School-Based Arrest	Report if a School-Based Arrest occurred. PA 15-168 defines School-Based Arrests as arrests for conduct that occurred **on school property** or **at a school-sponsored event**. If you are unsure how or if to report an arrest, please see Appendix A.
M	Location of Incident	The location where the incident occurred. Locations are categorized as on or off school grounds. School grounds includes the school building and immediate grounds, school transportation (buses), stadiums/gymnasiums and other facilities. If a student is involved in an incident that occurs at a school-sponsored event off campus, it must be reported. For a list of Locations see Table I.
M	School Sponsored	Indicate if the incident occurred at a school sponsored activity regardless of the location. If an incident took place at another school during a sports activity, or during a field trip it is considered school sponsored. **Incidents that took place in the school or on school grounds during the regular school day are considered school sponsored.**
M	Education Provided	Report the type of education the student received during their sanction. Education provided must be included if one of the following Sanctions is reported for the record: 1000 - Expulsion 1001 - Suspended Out-of-School Pending Expulsion Hearing 1002 - Expulsion Reinstated 1005 - Suspended Out-of-School Pending Investigation 1010 - Out-of-School Suspension 1020 - In-School Suspension For a list of Education Provided codes see Table G.

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

M/C	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 cannot be the same value as Sanction Type – Part 2. For a list of Sanction codes see Table F.
M/C	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 (see table on the next page). Number of Days Sanctioned - Part 2 must be completed only if Sanction Type – Part 2 is completed.
M/C	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 (see table on the next page). Number of Days Served - Part 2 must be completed only if Sanction Type – Part 2 is completed.
M/C	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.
		The Number of Days Sanctioned, Number of Days Served, and Number of Days to Carryover fields must be in increments of .25: Value / Definition 0.25 / 0.00 – 0.25 of a school day / <90 minutes 0.50 / 0.26 – 0.50 of a school day 0.75 / 0.51 – 0.75 of a school day / ≥90 minutes 1.00 / 0.76 – 1.00 of a school day * By law (C.G.S. Sec. 10-233a (b)), removal from class for a length of 90 minutes or more is considered an in-school suspension. Sanction Type 1065 cannot be used for sanction lengths of .75 and above.
M	Referring Party	Report the classification of the person reporting the incident. For a list of Referring Party codes see Table J.
M	Party taking Action	Report the classification 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 H.
O	Memo	Include any details your LEA wants to provide. Note that this field is not used by SDE for analysis.
C	Incident Tracking Number (ITN) –	This is the unique tracking number assigned to the incident by CSDE in the ED166 Application. LEA's who wish to update existing ED166 records via a batch must include this number. This field is disallowed 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 importing this tracking number into their local student information system.
R	District Student ID	The Local ID number generated by your LEA. Some districts choose to include this number to identify their students more easily. This field is optional.
D	Reserved Field	This field is a placeholder for a new field if/when needed.
M	End of Record Marker	The letter "X" must be included in this position to mark the end of each record.

90 Minute Rule

CODE TABLES

The following code tables are also available for download at https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site/Documentation. **Due to the length of the Facility Code list (Table A) please visit the Help Site to download or view the codes.**

TABLE B: Reporting Districts

LEA	TOWN	LEA	TOWN	LEA	TOWN	LEA	TOWN
001	Andover	057	Greenwich	116	Putnam	204	Region 4
002	Ansonia	058	Griswold	117	Redding	205	Region 5
003	Ashford	059	Groton	118	Ridgefield	206	Region 6
004	Avon	060	Guilford	119	Rocky Hill	207	Region 7
005	Barkhamsted	062	Hamden	121	Salem	208	Region 8
007	Berlin	063	Hampton	122	Salisbury	209	Region 9
008	Bethany	064	Hartford	123	Scotland	210	Region 10
009	Bethel	065	Hartland	124	Seymour	211	Region 11
011	Bloomfield	067	Hebron	125	Sharon	212	Region 12
012	Bolton	068	Kent	126	Shelton	213	Region 13
013	Bozrah	069	Killingly	127	Sherman	214	Region 14
014	Branford	071	Lebanon	128	Simsbury	215	Region 15
015	Bridgeport	072	Ledyard	129	Somers	216	Region 16
017	Bristol	073	Lisbon	131	Southington	217	Region 17
018	Brookfield	074	Litchfield	132	South Windsor	218	Region 18
019	Brooklyn	076	Madison	133	Sprague	219	Region 19
021	Canaan	077	Manchester	134	Stafford	231	Goodwin Uni Ed Services
022	Canterbury	078	Mansfield	135	Stamford	241	CREC
023	Canton	079	Marlborough	136	Sterling	242	EdAdvance
024	Chaplin	080	Meriden	137	Stonington	243	CES
025	Cheshire	083	Middletown	138	Stratford	244	ACES
026	Chester	084	Milford	139	Suffield	245	LEARN
027	Clinton	085	Monroe	140	Thomaston	253	EASTCONN
028	Colchester	086	Montville	141	Thompson	261	Jumoke
029	Colebrook	088	Naugatuck	142	Tolland	263	Odyssey
030	Columbia	089	New Britain	143	Torrington	264	Integrated Day
031	Cornwall	090	New Canaan	144	Trumbull	265	ISAAC
032	Coventry	091	New Fairfield	145	Union	268	Common Ground
033	Cromwell	092	New Hartford	146	Vernon	269	Bridge Academy
034	Danbury	093	New Haven	147	Voluntown	270	Side by Side
035	Darien	094	Newington	148	Wallingford	272	Explorations
036	Deep River	095	New London	151	Waterbury	279	Amistad
037	Derby	096	New Milford	152	Waterford	280	New Beginnings
039	Eastford	097	Newtown	153	Watertown	283	Park City Prep
040	East Granby	098	Norfolk	154	Westbrook	285	A.F. Bridgeport
041	East Haddam	099	North Branford	155	West Hartford	286	Highville
042	East Hampton	100	North Canaan	156	West Haven	288	A.F. Hartford
043	East Hartford	101	North Haven	157	Weston	289	Elm City College Prep
044	East Haven	102	North Stonington	158	Westport	290	Brass City
045	East Lyme	103	Norwalk	159	Wethersfield	291	Elm City Montessori
046	Easton	104	Norwich	160	Willington	294	Great Oaks Charter
047	East Windsor	106	Old Saybrook	161	Wilton	295	Booker T. Washington
048	Ellington	107	Orange	162	Winchester	296	Stamford Charter for Ex
049	Enfield	108	Oxford	163	Windham	297	Capital Prep Harbor
050	Essex	109	Plainfield	164	Windsor	337	DMHAS
051	Fairfield	110	Plainville	165	Windsor Locks	347	Unified School Dist 2
052	Farmington	111	Plymouth	166	Wolcott	900	CTECS
053	Franklin	112	Pomfret	167	Woodbridge	901	Norwich Free Academy
054	Glastonbury	113	Portland	169	Woodstock	902	The Gilbert School
056	Granby	114	Preston	201	Region 1	903	Woodstock Academy

Code	Name	Description	Other [1]	OK Under PK-2 Law [2]
TABLE C: Incident Type				
Fighting/Battery				
1700	Fighting/altercation/ physical aggression	Participation in an incident that involved a physical confrontation in which one or more participants received a minor physical injury. A minor injury is one that does not require professional medical attention, such as a scrape on the body, knee, or elbow; and/or minor bruising. Medical attention from the school nurse qualifies the injury as minor unless further medical attention is required. This code can also be used when one person strikes another (causing a minor injury) and the incident is ended prior to the other participant retaliating.	[SERIOUS] [VICTIM]	YES
1720	Battery/assault	Striking another person with the intent of causing serious bodily harm to the individual. Example: a physical attack on an individual resulting in an injury requiring any type of medical attention. Use this code for bites that break the skin.	[SERIOUS] [VICTIM]	YES
1740	Serious disorderly conduct	Security/police were called, an injury may have occurred, and/or there was a major disruption to the educational process.	[SERIOUS] [VICTIM]	YES
Personally Threatening Behavior				
1800	Harassment (Non-Sexual)	Repeatedly annoying or physically attacking an individual creating an intimidating or hostile environment.	[SERIOUS] [VICTIM]	YES
1810	Threat/intimidation/verbal harassment	Physical, verbal, written, or electronic communication (without physically displaying a weapon and without a physical attack) which results in fear of harm. Use code 1817 if police are contacted or a weapon is involved.	[SERIOUS] [VICTIM]	YES
1811	Racial slurs/hate crimes	An incident involving characteristics or perceived characteristics of the victim including race, gender, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, social or family background, linguistic preference, or disability. If the incident is not directed at a particular individual do not include a victim.	[SERIOUS]	YES
		*** Bullying (formerly 1812) is no longer an Incident Type. If you are reporting a bullying incident use the Bullying field. ***		
1813	Hazing	The imposition of strenuous and/or humiliating tasks as part of an initiation.	[SERIOUS] [VICTIM]	YES
1814	Teasing	Making fun of or attempting to provoke a person in a playful way.	[VICTIM]	NO
1817	Threats of bodily harm	Like Incident Type 1810, however, police are notified due to severity of threat. A weapon may be involved. This code should be used for death threats.	[SERIOUS] [VICTIM]	YES
1818	Physical intimidation	Subjecting a person to physical intimidation (such as cutting a person's hair, striking a match or lighter near a person, etc.).	[VICTIM]	YES
Physical/Verbal Confrontation				
1710	Physical altercation	Participation in a confrontation, or some type of physical aggression that does not result in any injury. Use this incident type when one person strikes another (causing no injuries), and the altercation is broken up prior to the other participant retaliating.	[SERIOUS]	YES
1711	Verbal altercation	Participation in an incident involving a verbal confrontation (shouting match, yelling etc.).	[SERIOUS]	NO
1712	Inciting a fight/riot	Causing or instigating a fight or riot.	[SERIOUS]	YES
1713	Accessory to fight	Aiding in a fight (acting as a lookout, recording the fight, failing to inform administration of the fight).		NO
1730	Throwing an object (serious)	Indicate the type of object thrown in the weapons category. Use this category if there is a victim with any level of injury. If the offense was not serious, use code 3611 (listed under School Policy Violations).	[SERIOUS] [VICTIM]	YES
1750	Gang activity	Any misbehavior deemed gang related.		YES
1760	Breach of peace	Any misbehavior which results in unrest or disturbance of the learning environment.		NO
2310	Transporting students off school ground	Transporting students off school grounds without the consent of his/her custodial parent(s), legal guardian, or school authorization.		YES

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

TABLE C: Incident Type (continued)

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

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

TABLE D: Weapon Involvement

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

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

TABLE D: Weapon Involvement (continued)

Code	Weapon Type	Additional Information	OK Under PK-2 Law[21]
Guns of Any Type and Related Items			
3711	Handgun*	Any authentic firearm that can be held and fired with one hand such as a revolver or a pistol.	YES
3712	Rifle/Shotgun*	A gun that has a long barrel.	YES
3713	Toy Gun	Any type of toy gun including water guns and cap guns.	NO
3714	Pellet Gun	Any type of air gun including pellet and BB guns as well as homemade blow guns or pea shooters.	YES
3717	Stun Gun	A hand-held weapon that fires an electric charge when held against a person and activated.	YES
3718	Paint Gun	An air gun for firing paint capsules.	YES
3719	Facsimile of Gun	Facsimile of gun.	NO
3744	Nail Gun	A mechanical device for driving nails into an object by the force of compressed air.	YES
3751	Flare gun	A gun used to launch flares.	YES
3716	Ammunition	Any bullet or bullet-like object that can be fired from a weapon.	YES
*=Requires an expulsion hearing			
Explosives/Incendiary Devices			
3720	Explosive Devices*	Pipe bomb, chemical bomb or other types of explosive devices meant to kill or harm.	YES
3721	Stink Bomb/Smoke Bomb	A small bomb made to emit a foul smell or smoke upon exploding.	NO
3722	Fireworks/Firecrackers	A small explosive charge and a fuse in a heavy paper casing, exploded to make noise and/or firework.	YES
3723	Facsimile of Bomb	Facsimile of a bomb.	YES
3724	Flame Thrower	Homemade flame thrower, such as an aerosol can and flame.	YES
3793	Lighter/matches	A device used to produce a flame. If reported as smoking paraphernalia use code 3835 in the Substance field instead.	YES
*=Requires an expulsion hearing			
Projectiles and Related Items			
3715	Slingshot	A Y-shaped stick with an elastic strip between the prongs for propelling stones and other small objects.	YES
3731	Any projectile (high risk)	Any object that can be thrown such as rocks, bricks, etc. These objects generally <u>can</u> cause an injury.	YES
3732	Any projectile (low risk)	Any object that can be thrown or used to project such as a rubber band, crumpled paper, etc. These objects generally <u>cannot</u> cause injury.	NO
Other Weapons			
3740	Martial Arts Device	Any tool or weapon used in martial arts, nun chucks, throwing star, etc.	YES
3741	Brass knuckles	A band of metal with four holes that fits over the upper fingers and that is gripped when a fist is made, used for increasing the effect of a blow with the fist.	YES
3742	Baton/Billy club	A heavy stick that is generally carried by police officers and is used as a weapon.	YES
3730	Defensive Spray	Gas repellent, mace, chemical/pepper spray	YES
3796	Blackjack	A leather covered bludgeon used as a hand weapon.	YES
Everyday Objects			
3760	Sports equipment or object with a stick	Any type of sporting equipment or any object with a stick component such as an umbrella.	YES
3771	Medical Equipment	Any type of medical equipment such as crutches, a cane, etc.	YES
3773	Handbag	Any type of bag including a book bag, gym bag, backpack, or purse.	YES
3704	Pencil/Pen	If used in a stabbing incident use code 2100.	YES
3750	School supplies	CODE REMOVED. Use 3733 or 3734 instead.	N/A
[1] See Appendix C for more information on CGS 10-233c.(g).			

TABLE D: Weapon Involvement (continued)

Code	Weapon Type	Additional Information	OK Under PK-2 Law[21]
Everyday Objects (continued)			
3733	Office/School Supplies (Sharp)	Any supply that has a sharp or pointed edge such as thumb tacks, scissors, a compass, etc.	YES
3734	Office/School Supplies (Blunt)	Any supply that does not have a sharp or pointed edge such as a stapler, books, etc.	NO
3735	Furniture	School furnishings such as a desk, chair, table, etc.	YES
3736	Belt/Rope	Any non-metal material that can be used to tie, strike, or otherwise harm an individual.	YES
3737	Pen shocker/zapper	A "joy buzzer" type of practical joke.	NO
3738	Chain/chain wire	Any metal material that can be used to tie, strike, or otherwise harm an individual.	YES
3743	Tools - Blunt	Multi-tool pliers, wrench, hammer, dye tap, etc.	YES
3746	Tools - Sharp	Drill bits, seam ripper, sewing tools, meat thermometer, screwdriver, letter opener, corkscrew.	YES
3745	Grooming Instruments	Personal grooming instruments such as tweezers, nail clippers, a nail file, etc.	YES
3792	Laser Pointer	A small pointing device that emits an intense beam of light and used during presentations to point out items on visuals.	NO
3795	Clothing/accessory considered dangerous/possibly a weapon	Any clothing or accessory considered dangerous or could possibly be used as a weapon such as a studded necklace, studded belt, etc.	NO
Other Weapon Related Offenses			
3791	Facsimile of a Weapon	Include additional information in the Memo field.	NO
3794	Suspicion of weapon possession	Use this code when there is suspicion of weapon possession.	NO
3798	Other	CODE REMOVED. Contact CSDE to determine appropriate code.	N/A

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

TABLE E: Substance Involvement

Code	Substance	Additional Information	OK Under PK-2 Law[1]
0000	None	None	N/A
Alcohol			
3801	Alcohol – Distribution	CODE REMOVED. Use Code 3806. Contact CSDE if a minor is not involved.	N/A
3802	Alcohol – Suspicion of Distribution	Suspicion of the sale, intent to sell, or distribution of alcohol.	NO
3803	Alcohol – Use	The use of alcohol.	YES
3804	Alcohol – Suspicion of Use	Suspicion of alcohol use.	NO
3805	Alcohol – Possession	Having alcohol on one's person, in a bag, locker, car, etc.	NO
3806	Alcohol – Distribution to minor	The sale, intent to sell, or distribution of alcohol to a minor.	YES
Illegal Drugs			
3811	Drug – Possession	Having illegal drugs on one's person, in a bag, locker, car, etc.	YES
3812	Drug – Use	Drug use	YES
3813	Drug – Suspicion of Use	Either prescription or illegal	NO
3814	Drug – Distribution	Drug sale/intent to sell/distribution. Requires an expulsion hearing.	YES
3815	Drug – Suspicion of Distribution	Suspicion of drug sale	NO
3816	Drug – Facsimile	Substance represented as an illegal drug (e.g., oregano)	YES
3817	Drug – Paraphernalia	Rolling papers, pipes, clips, etc.	NO
3818	Drug – Solicitation	Attempting to purchase a drug.	YES
3819	Drug – Discussion	Inappropriate discussion about the use, sale, or possession of drugs.	NO
3829	Drug – Association with Others	In the company of persons in possession of illegal drugs	NO

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

- 1000 Expulsion

- 1010 OSS

- 1020 ISS

- 1001 Suspended Pending Expulsion

- 1002 Expulsion Reinstated

- 1090 No Sanction

TABLE F: Sanction Type		
Code	Sanction/Discipline	Description
Expulsion and Suspension		
1000	Expulsion	The student was expelled from his or her regular school setting. Any educational services provided must be indicated in the Education Provided field.
1001	Suspended Out-of-School Pending Expulsion Hearing	This code must be updated after the expulsion hearing outcome. Your LEA will be unable to certify the ED166 until this code is updated.
1002	Expulsion Reinstated	A previously expelled student violated probation and the expulsion was reinstated.
1005	Suspended Out-of-School Pending Investigation	This code should be used when there is cause to immediately remove a student from the classroom until an investigation of an alleged incident is complete.
1010	Out-of-School Suspension	The student is removed from his or her regular classroom/classes and banned from school grounds for a specific length of time. Any educational services provided must be indicated in the Education Provided field.
1020	In-School Suspension	The student is removed from his or her regular classroom/classes and assigned to an in-school suspension program.
Bus Sanction		
1030	Bus - Suspension	The student is prohibited from riding on the school bus for a specific length of time.
1035	Bus – Assigned seating	The student is assigned to a specific seat for a length of time.
1036	Bus - Change	The student is assigned to an alternate bus.
Detention		
1060	Detention - Saturday	As defined by LEA policy.
1062	Detention - Office	As defined by LEA policy.
1063	Detention - Lunch	As defined by LEA policy.
1064	Detention – After School	As defined by LEA policy.
Counseling or Professional Assistance		
1050	Counseling Mandated	As mandated by Party Taking Action.
1051	Drug Rehabilitation	As mandated by Party Taking Action.
1052	Substance Abuse Counseling	As mandated by Party Taking Action.
1053	Conflict Resolution/Anger Management	As mandated by Party Taking Action.
1054	Behavior Intervention	A strategy that can help to replace problem behaviors with positive ones.
1055	Mediation	As mandated by Party Taking Action.
1056	Smoking Cessation Program	Requires reporting the number of days in the program.
1011	Psychiatric Review	For a General Education student if student has not already been referred, a Child Find PPT should be scheduled. For a Special Education Student, this review may include the development of a Safety Plan.
Restitution and Community Service		
1040	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. 10-233a (b)), removal from class for a length of 90 minutes or more is considered an in-school suspension.
1069	Clean-up	The student is assigned "in-house" cleanup such as the cafeteria, art room, etc.
1066	Loss of Privileges	The student is prohibited from specified privileges such as recess, field trips, etc.
1077	Restitution Required	As defined by LEA policy.
1078	Restorative Justice	Collaborated with those who have a legitimate stake in the incident, including the victim(s), offender(s), community members to right the wrong based on accountability, community safety and competency development.

TABLE G: Education Provided		
Code	Type of education provided	Description
1010	Structured alternative school program	The LEA's existing alternative school or program, or an existing regional program that conforms to *Guidelines for Alternative Education Settings.**
1015	Individualized alternative educational setting	Individualized Alternative educational setting
1020	Alternative educational setting	An alternative program provided by the LEA to students who have been expelled, other than the LEA's existing alternative program, that meets the *Standards for Educational Opportunities for Students Who Have Been Expelled.**
1030	Assignments sent to ISS room	Students complete regular class assignments during the time of the in-school suspension.
1031	Before school classes	Classes meeting before the normal school day, may be provided to students who have been suspended or expelled. If before school classes are being used as part of an individualized alternative educational opportunity for students who have been expelled, use code 1015.
1032	After school classes	Classes meeting after the normal school day, may be provided to students who have been suspended or expelled. If after school classes are being used as part of an individualized alternative educational opportunity for students who have been expelled, use code 1015.
1033	Homework only	Students are provided homework while on out-of-school suspension. Not appropriate for students who have been expelled that are required to be provided with alternative educational opportunities. *
1034	Tutoring	Individualized instruction with regular classwork. Tutoring alone is not sufficient for students who have been expelled that are required to be provided with alternative educational opportunities. If tutoring is being used as part of an individualized alternative educational opportunity for students who have been expelled, use code 1015.
1040	Outplaced - within district	This category is for students who are already outplaced and receive disciplinary sanctions. For students who have been expelled who are being placed in alternative settings, use code 1010 or 1015.
1041	Outplaced - out of district	See above
1042	Outplaced - out of state	See above
9997	Other education	Use this field to provide further details.
9998	No education provided	This category is appropriate for very short durations of ISS, OSS, or bus suspension. Education is not required to be provided for expelled students over the age 16 or older, who have been expelled more than once, or have chosen not to continue his/her education.*
*LEAs are required to provide an alternative educational opportunity to any student under age 16 who is expelled, and to any student age 16-18 who is expelled for the first time and wants to continue his/her education. The expelled student can be placed in an existing alternative program or the LEA can provide a different program that meets the requirements of the Guidelines for Alternative Education Settings. The alternative program should be a full-time program that provides learning comparable to the school from which the student was expelled. This requirement cannot be met by tutoring or homebound instruction. See the Standards for Educational Opportunities for Students Who Have Been Expelled and Alternative Educational Opportunities for Students Who Have Been Expelled: Best Practice Guidelines for Program Implementation for more details.		

TABLE H: Party Taking Action

Code	Person / Party	Additional Information
01	Superintendent	This party is classified as a school administrator.*
02	Principal/Headmaster	
03	Dean of Students	
04	Vice Principal/Associate Principal	
05	Discipline Officer	
06	Board of Education	Local or regional Board of Education
07	Impartial Hearing Officer or Board	Specially appointed by the BOE
08	Special Education Hearing Officer	Specially appointed by BOE
09	Manifestation Meeting	Per IDEA regulations
10	Teacher	
11	Behavior Manager	
12	Housemaster	
13	Athletic Director/Coach	
15	Guidance Counselor	

*Note: A school administrator cannot expel a student.

TABLE I: Location of Incident

Code	Location
ON CAMPUS	
01	Cafeteria
02	Hallway
03	Stairwell
04	Gym
05	Classroom
06	Athletic fields
07	Lavatory/Restroom
08	Parking lot
09	Auditorium
14	Playground
15	Library
17	Office
18	Locker Room
21	Outside the building, but on school grounds
23	In-School: Staff Location
OFF CAMPUS	
10	Bus stop
11	On School bus
12	Another school within the district
13	Another district
16	Off-Campus/Off School Grounds
24	Field Trip Location
OTHER	
22	Online - The incident took place online and it is believed that the online activity did not occur on school grounds.
50	Accumulation of Sanctions - No Location

TABLE J: Referring Party

Code	Person/Party	Additional Information
01	Superintendent	School administrator
02	Principal/Headmaster	
03	Dean of Students	
04	Vice Principal/Associate Principal	
05	Discipline Officer	
06	Board of Education	Local or regional Board of Education (BOE)
07	Impartial Hearing Officer or Board	Specially appointed by the BOE
08	Special Education Hearing Officer	
09	Manifestation Meeting	
10	Teacher	
11	Behavior Manager	
12	Bus Driver	
13	Cafeteria Worker	
14	Custodian	
15	Guidance Counselor	
16	Intern	
17	Nurse	
18	Office Worker	
19	Paraprofessional	
20	Security	
21	Substitute Teacher	
22	Student	
23	School Psychologist	
24	Social Worker	
25	Parent or Guardian	
26	Police Officer	
27	Athletic Director/Coach	
28	Anonymous Tip	
29	Other professional education staff	

TABLE K: Bullying

Code	Response	Description
01	No	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 that is not based on one of the protected classes listed above.

NOTE: Socioeconomic status, academic status, and physical appearance are not protected classes.
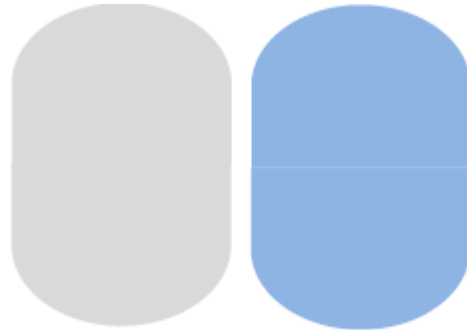
One Incident Type and one Sanction Type
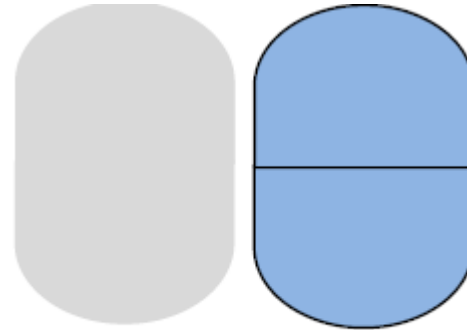
One Incident Type and two Sanction Types
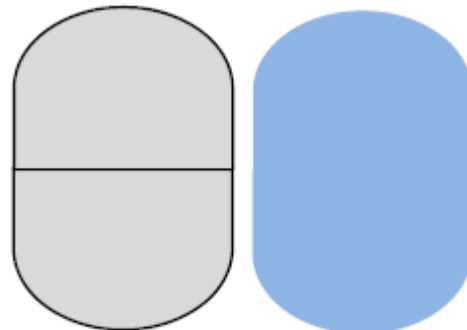
Two Incident Types and one Sanction Type
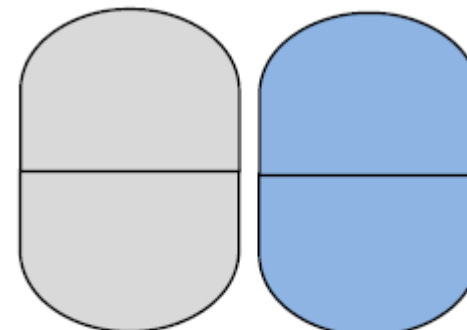
Two Incident Types and two Sanction Types

TIP: Download the [Multiple Incident Types/Sanctions Guide PDF](#) from the Help Site

ED166 Fields: ↓	SCENARIO #1 1 Incident Type 1 Sanction Type	SCENARIO #2 2 Incident Types 1 Sanction Type	SCENARIO #3 1 Incident Type 2 Sanction Types	SCENARIO #4 2 Incident Types 2 Sanction Types	SCENARIO #5 1 Incident Type 1 Sanction Type
EXAMPLE: →	A student was in a physical altercation (1710) and received 2 days OSS.	A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS for fighting and 1 day OSS for the obscene gesture.	A student was in a physical altercation (1710). The student received 1 day ISS and 3 days OSS.	A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS for fighting and 1 day ISS for the obscene gesture.	A 10:00 a.m. a student was in a physical altercation (1710), and received 2 days OSS. At 2:00 p.m. the student made an obscene gesture (3621) and received 1 day OSS.
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	
Note:		The Primary Sanction is not tied to Incident Type - Part 1 and the Secondary Sanction is not tied to Incident Type - Part 2 field. Since the same type of sanction was given for both incident types the days are added together.	You do not need to have two Incident Types to use both Sanction fields.	The Primary Sanction is not tied to Incident Type - Part 1 and the Secondary Sanction is not tied to Incident Type - Part 2 field. It does not matter what order the incidents and sanctions are listed in.	When two incidents take place on the same day but at different times, they should be recorded as separate incidents. The time of incident must be included since both incidents occurred on the same day. The example above illustrates only the 10:00 a.m. incident.

TIP: Download the [Reporting Arrests PDF](#) from the Help Site

Did the incident take place on campus? See Location Codes below for more information.

YES → Did the incident take place during the school day?

NO → Did the incident occur during a field trip?

Left branch (On campus, school day = YES):

Report as:
- Incident Type: XXXX
- School Based Arrest: Y
- School Sponsored Activity: Y

Did the incident occur during a field trip?

YES → Report as:
- Incident Type: XXXX
- School Based Arrest: Y
- School Sponsored Activity: Y

NO → Did the incident occur during a school event?*

* SCHOOL EVENTS include school plays, dances, athletic events, etc.

YES → Report as:
- Incident Type: XXXX
- School Based Arrest: Y
- School Sponsored Activity: Y

NO → Was the student suspended/expelled?

YES → Report as:
- Incident Type 3600 (School Policy Violation)
- School-Based Arrest: N
- School Sponsored Activity: N

NO → Do not enter the incident in the ED166. **STOP**

NOTE: When the Incident Type (above) is XXXX please select the code that best identifies the situation.

Right branch (Not on campus, field trip):

Did the incident occur during a field trip?

YES → Report as:
- Incident Type: XXXX
- School Based Arrest: Y
- School Sponsored Activity: Y

NO → Did the incident occur during a school event?*

* SCHOOL EVENTS include school plays, dances, athletic events, etc.

YES → Report as:
- Incident Type: XXXX
- School Based Arrest: Y
- School Sponsored Activity: Y

NO → Did the incident occur on the school bus?

YES → Report as:
- Incident Type: XXXX
- School Based Arrest: Y
- School Sponsored Activity: Y

NO → Did the incident occur at the school bus stop? Select yes only if the incident occurred during a drop off/pickup time. If an incident occurred at the bus stop on the weekend or off hours select no.

YES → Report as:
- Incident Type: XXXX
- School Based Arrest: Y
- School Sponsored Activity: Y

NO → Was the student suspended/expelled?

YES → Report as:
- Incident Type 3600 (School Policy Violation)
- School-Based Arrest: N
- School Sponsored Activity: N

NO → Do not enter the incident in the ED166. **STOP**

EXAMPLE: A student robs a convenience store on the weekend. A gun is present. On Monday the student is arrested. The LEA subsequently sanctions the student. How should this be reported?

- **Incident Type 3600** (School Policy Violation): Do not report the incident as a robbery. The school is sanctioning the student because of the arrest not because of the robbery itself.
- **School-Based Arrest = N:** The incident did not take place on school grounds or at a school sponsored activity
- **School Sponsored Event = N:** The incident was not at a school event
- **Weapon = blank:** Remember your LEA is sanctioning the student for the arrest, not the incident itself.

LOCATION CODES

ON CAMPUS		OFF CAMPUS
01 Cafeteria	09 Auditorium	10 Bus stop
02 Hallway	14 Playground	11 On School bus
03 Stairwell	15 Library	12 Another school within the district
04 Gym	17 Office	13 Another district
05 Classroom	18 Locker Room	16 Off-Campus/Off School Grounds
06 Athletic fields	21 Outside the building,	24 Field Trip Location
07 Lavatory/Restroom	but on school grounds	
08 Parking lot	23 In-School: Staff Location	

OTHER

22 Online - The incident took place online and it is believed that the online activity did not

Laws

- PA 15-96 – an update to CGS 10-233c.(g): Expulsions and OSS of PreK – grade 2 students
  - Exclusionary discipline of PK-2 students allowed only "if the behavior was of a violent or sexual nature that endangers persons"
  - LEA Review:
    - ED166 Report
    - Compliance List on the Help Site

More information on LEA Review items will be available in the Phase 2 Training

- 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 shall be offered such an alternative educational opportunity if he or she complies with conditions established by his or her local or regional board of education
    - LEA Review:
        - ED166 Report
        - Alternative Education information linked from the Help Site

Laws

- CT General Statutes Sec. 10-233 (a-n) - Suspension of Pupils
  - Defines Removal (90-minute rule), In-School Suspension, Suspension (Out of School), Expulsion and School-Sponsored Activities
  - Resources: ED166 Data Exceptions

- 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, Report

Help Site - Home

About the Collection: ED166

LEGACY LOG IN

Welcome to the ED166 Student Disciplinary Offense Data Collection Help Site. Each year public school districts are required to submit specific 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, Special Education Reporting, and various other data requests. The aggregate data is publicly available on EdSight.

If you are a parent or other member of the community looking for discipline data, bullying, or other disciplinary information visit the Links page for helpful information as this site is intended for ED166 Application Managers.

This site contains the information needed to successfully submit ED166 Data. If there is any additional information you need or would like to see on this site, use the Contact Information provided to connect with CSDE.

Important Dates*:

Collection	Open Date	Mid-Year Collection	Phase I (Timely - Submission Deadline)	Phase II (Accurate - Final Revision Date)	Freeze Date
2023-24	NOW OPEN	3/6/2024	7/10/2024	8/21/2024	9/4/2024

Sidebar menu:
- Contact Information
- Documentation
- FAQ
- Statutory References
- Links
- New User Information
- Training

Search Department of Education
by Keyword

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**

Help Site - Documentation

Documentation

Page Menu:

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

General Information:

- New User Checklist 📄 If you are new to the ED166 Application start here.
- 2023-24 Record Layout 📄 This document defines all fields collected and all codes used in the collection.
  - 2023-24 Change Log 📄 This document lists any updates made to the record layout during the collection year, as well as changes from the prior year.
- Mid-Year Certification Instructions 📄 This document illustrates how to complete mid-year certification which signifies your LEA has met the mid-year requirement.

  Below are the code tables found in the Record Layout:

  - TABLE C: Incident Type Codes 📊
  - TABLE D: Weapon Codes 📊
  - TABLE E: Substance Codes 📊
  - TABLE F: Sanction Codes 📊
  - TABLE G: Education Provided Codes 📊
  - TABLE H: Party Taking Action 📊
  - TABLE I: Location of Incident 📊
  - TABLE J: Referring Party 📊
  - TABLE K: Bullying 📊

- Training - This page contains documents and a video on the Mid-Year/Phase I process.
- Phase Information 📄 This one page document outlines what is expected of LEA's in each phase.
- Error Messages 📄 This document lists all upload error messages with information on how to resolve each issue.
- 2023-24 Printable Form 📄 This form is provided only as a tool for LEA's to record data. All incidents must be submitted to CSDE electronically.
- Suggestion Box The suggestion box is open 24/7 to continuously gather feedback as ideas come to you.

Coding Information:

- Reporting Arrests 📄 This document provides guidance on identifying School-Based Arrests and how to report them.
- Multiple Incident Types/Sanctions Guide 📄 There are two fields for both Incident Type and Sanction to accommodate when more than one incident occurs at the same time, or more than one sanction 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 incident that took place at the students Facility Code 2.
- PA 15-96 Compliance Report Information 📄 This document lists the Incident Types, Substance, or Weapon Codes that may be deemed violent, sexual in nature, or a danger to others.
- Parties that can Apply Sanctions 📄 This document is a grid that shows which parties can apply which sanctions without an error message.
- "Serious" Incidents List 📊 Incidents categorized as "serious" must be reported regardless of Sanction.
- Sanction Day Requirements 📊 Sanction list that identifies when the Number of Days Sanctioned is required or optional.

Data Cleaning Report Information:

Built-In Reports:

- Arrest Reported, Not School Sponsored 📄 This document provides information on how to correctly report school and non-school-based arrests.
- Potential Duplicates 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.
- Removed From Class Over 90 Minutes 📄 This report identifies all students who were reported with Sanction Type 1065 - Removed from Class and the length of the sanction was over 90 minutes.
- Suspended Pending Expulsion Hearing 📄 This document provides guidance on how a record coded as Suspended Pending Expulsion Hearing (Sanction 1001) should be recorded prior to the end of Phase II .

Emailed Reports:

- Records Reported without a Sanction 📄 This report identifies records categorized as serious but do not have a sanction. This report is for informational purposes and does not have to be cleared prior to certification.

Communication:

Emails sent to all ED166 Contacts during the 2023-24 school year will be listed below. Go to the District Profile screen in the ED166 application to update the contact information for your LEA. Newest items are listed first.

- 10/23/2023 📄 - Subject: ED166 Now Open

2022-23 Phase II Information:
Updated 2023-24 documentation will be released later in the school year

- Data Exception Information 📄
- Phase II Checklist 📄

Additional Information About All CSDE Data Collections:

- Visit the CSDE Data Collections page for information about all data collections, the Commissioner's letter, the Agency Data Acquisition Plan, Timely and Accurate Information, Summary of Timely/Accurate Due Dates, certifying data, logging in, and passwords/usernames.

Help Site - Frequently Asked Questions

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 offenses categorized as "serious," all incidents involving Substances or Weapons must be reported regardless of the type of sanction imposed. If anything is listed in the Weapon or Substance field (including electronic cigarettes) the incident must be reported. **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 attending report it?

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

When reporting a Bullying incident the ED166 also requires an Incident Type to be reported. What code should I use?
Select an Incident Type code that best describes the type of bullying that took place (name calling, a written threat, etc.). The complete list of Incident Types is available in the User Guide which is posted on the Documentation page.

Help Site - Links

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.

Help Site - Statutory References

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 (d) - 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
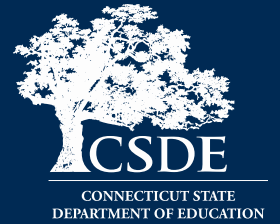
Training

In-Person Training:

Two dates have been scheduled. These sessions are targeted for new users who have direct contact with the ED166 application:

November 11, 2023 - EdAdvance, (Litchfield, CT)

More Information and Registration

December 4, 2023 - LEARN (Old Lyme, CT)

More Information and Registration

Both sessions are 8:30 - 2:00 and you need not be present all day. View the links above for more details.

Online Training

- 2023-24 training sessions have not yet been scheduled, but will take place prior to the mid-year and Phase 2 deadlines.

Working Days:

The purpose of a Working Day is to actively work toward successful collection completion. During these sessions you have time to work on upload issues, error reports, and data cleaning with on-site support from CSDE. These sessions take place late spring/early summer.

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Posted Training Material (2023-24 updates forthcoming)

For Application Managers:

- General, Mid-Year, & Phase I Information 📄 (with notes) - This document includes the PowerPoint given during live and online training, and includes a transcript of the information presented so you can learn at your own pace. Be sure to scroll down if you are viewing the pages electronically as there is text displayed below each slide that may not be visible when you first open the file. It is recommended that your download or print the following items to accompany this document:

  ○ 2023-2024 Record Layout 📄

  ○ Reporting Arrests 📄

  ○ Multiple Incident Types/Sanctions Guide 📄

  ○ General, Mid-Year, & Phase I Information 📄 (slides only, with links) - This a a "slides only" version of the training document above with active links you can click on.

- Using the ED166 Application - This 15 minute video demonstrates how to use the ED166 application. Session topics include logging in, an application overview - including manual entry, uploading a file, error correction, and certification. It is recommended that you download or print the following PowerPoint to accompany this presentation as screenshots and important notes are included:

  ○ Training Video Notes - ED166 Application 📄

46

46

EdSight

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

Application Types

Legacy	Portal
One password per LEA – LEAs may share as they see fit	One password per person. Do not share passwords, create a new account for every user.
One role per LEA – anyone with the password can add, delete, etc.	Multiple roles available. Functions are based on roles (access to editing data, certification, etc.)
Contact CSDE to reset your password	Password can be reset online
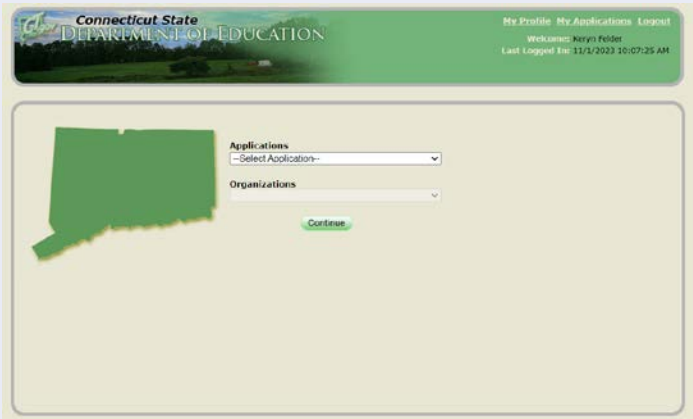
Visit the Data Collection Applications page for a list of each Performance Office application with its type.

Accessing the Application

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

Accessing the Application

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-400 Career & Technical Education Report**
- 🔵 **ELL Database Application**
- 🔵 **Evaluation Timeline Compliance**
- 🔵 **K-3 Reading Data Portal**
- 🔵 **SEDAC: Special Education Data Application and Collection**

Accessing the Application

ED166 Disciplinary Offense Data Collection

Keryn Felder keryn.felder@ct.gov

Log In

Password: ••••••••••••

Log In

📢 **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

ED166 - Home Screen

ED166 Disciplinary Offense Data Collection (2023-2024)
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: 2023-2024

The 2023-24 collection is OPEN.

📢 **TIPS & REMINDERS:**
- You can select a prior year on the Home screen. This can be useful to review data by comparing it to previous year data.

ED166 – Manual Entry Step 1

ED166 Disciplinary Offense Data Collection (2023-2024)
Demo School District

Keryn Felder keryn.felder@ct.gov

Add New Incident Record

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

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: 10/01/2023 (MM/DD/YYYY)

SASID: [ ]   Search

District Student ID: [ ]   Clear

Name(Last,First): Smurf [ ]   Close

	SASID	Local ID	Student Name	DOB	Facility	Grade
Select	7465313155		SMURF, PAPA	08/27/2007	9990199	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

ED166 – Manual Entry Step 2

TIPS & REMINDERS:
- Demographic information is populated from PSIS registration.

54

ED166 – Batch Upload Screen

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

Error Report

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

Facility Code - 5000111			
	Error(s)		
Student - FLINTSTONE, FRED	DOB - 07/14/2002	SASID - 3964203791	
Incident Date - 10/01/2020	1700 - Fighting/altercation/physical aggression		LocalID -
	The Facility Code in the batch does not match the facility the student was registered to in the PSIS Register Module on the day of the incident.		
Facility Code - 5005111			
	Error(s)		
Student - GRIFFEN, CHRISTOPHER	DOB - 01/16/1997	SASID - 1025838342	
Incident Date - 10/01/2020	-		LocalID -
	Primary Incident Type is required.		
Student - SIMPSON, BARTHOLOMEW	DOB - 02/15/1995	SASID - 1163983186	
Incident Date - 10/01/2020	1700 - Fighting/altercation/physical aggression		LocalID -
	DOB is invalid.		
Facility Code - 5006111			
	Error(s)		
Student -	DOB - 05/23/1993	SASID - 9261821201	
Incident Date - 10/01/2020	1700 - Fighting/altercation/physical aggression		LocalID -
	SASID (and DOB) does not match a student actively registered with your district.		

Error(s)

4 Error(s) reported. See Items 1-4 regarding Errors, as follows:

1) Errors will cause your batch to be rejected.

2) Errors arise when your data exceeds our parameters for accuracy.

3) Records flagged as errors must be corrected on your system and you must resubmit your batch.

4) Only after ALL errors have been corrected can you attain a successful upload.

Warning(s)

No Warnings to report. Disregard this section.

1) Warnings will not cause your batch to be rejected. The State Department of Education (SDE) will process your batch with data 'as is'.

Page 1 of 2

Printed - 2/9/2021

Errors by Type for Batch '21060'

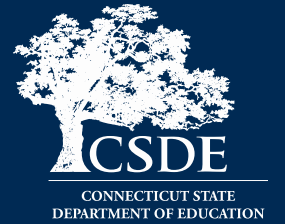| Error Description	Total Errors
DOB is invalid.	9
Primary Incident Type is required.	10
Bullying code is invalid.	481

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

ED166 – Download Incidents Screen

ED166 Disciplinary Offense Data Collection (2023-2024)
Demo School District

STATE OF CONNECTICUT

Keryn Felder keryn.felder@ct.gov

Download Disciplinary Offense Data

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

☐ Add Header
No Offenses to Download.   Download
● CSV - Comma Separated Values
No Successfully Processed Batch Files This Year.   Download

📢 **TIPS & REMINDERS:**
- It can be useful to retain a copy of your complete batch
- Prior year data is also available

ED166 – Download Codes Screen

ED166 Disciplinary Offense Data Collection (2023-2024)
Demo School District

Keryn Felder keryn.felder@ct.gov

Download Code Tables

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

SELECT the code table below: | Download

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

📢 **TIPS & REMINDERS:**
- Code lists can be helpful for internal analysis

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:

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.

General Reports - District Level:

Suspension and Expulsion Counts by Facility:

Lists the suspension and expulsion counts by facility by sanction

Bullying Count Summary by Facility:

Lists bullying incident counts by facility by type

Offense Detail Report:

Lists all records by Incident Type with student name and Sanction

PK-Grade 2 Exclusionary Discipline Compliance Report:

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

General Reports - School Level:

Offense Summary by Facility:

Lists Incident Type counts by facility

Offense Details by Facility

Lists Incident and Sanction information by facility by student

Location Summary by Facility

Lists the Location of Incident counts by facility

Suspension and Expulsion Counts by Facility by Grade

Lists the suspension and expulsion counts by facility, by sanction and by grade

Students with Substance Offenses

Lists all records where a substance is reported by facility by student

Weapon Offenses

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

Bullying Incidents by Student

Lists all records where bullying was reported by facility by student

Student Arrests

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

General Reports - Student Level:

Offense Details by Student

Lists Incident and Sanction information for a specified student

Out of School and Expulsion Summary

TIPS & REMINDERS:
- Data Cleaning Reports must be cleared prior to final Certification

59

ED166 – Data Exceptions Screen

ED166 Disciplinary Offense Data Collection (2023-2024)

Demo School District

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 Phase 2 training.
- Data Exceptions are not generated until Phase 2.

ED166 – Certification Screen

Mid-Year Certification

☐ Check this box to indicate that your district has input all reportable disciplinary incidents that occured between 7/1 and 1/31 of this school year.

* This data cannot be certified until on or after 01/31/2024*

[Save]

Phase I Certification

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

* This data cannot be certified until on or after 6/01/2024*

[Save]

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
Removed From Class Over 90 Minutes	0
Suspended Pending and Expulsion Hearing	0

* This data cannot be certified until on or after '8/1/2024' *

Enter Code [   ] [OK]   [Close]

📢 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 – District Profile Screen

ED166 Disciplinary Offense Data Collection (2023-2024)
Demo School District

Keryn Felder keryn.felder@ct.gov

Navigation menu:
- 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: | | | | |

☐ Check box to receive ED166 emails.

| Alternate Contact 2: | | | | |

☐ Check box to receive ED166 emails.

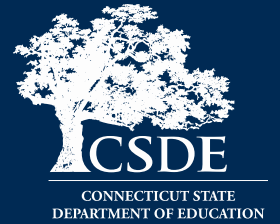| Maximum Sanction Length | 180 |

[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

62

THE MOST IMPORTANT SLIDE

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

What incidents are required to be reported to CSDE?

All offenses that result in:
- In-school suspension
- Out-of-school suspension
- Bus suspension
- Expulsion

In addition, all "serious" offenses and incidents involving Alcohol, Drugs or Weapons must be reported regardless of the type of sanction imposed. This means that if anything is listed in the Weapon Involvement or Substance Involvement field the incident must be reported. All Bullying Incidents must be reported.

Deadlines

Mid-Year: March 6, 2024
- partial data
- checkbox to certify (no Admin needed)

Phase 1: July 10, 2024
- all remaining data
- checkbox to certify (no Admin needed)

Phase 2: August 21, 2024
- resolve Data Exceptions
- clear Cleaning Reports
- review Certification checklist
- Administrator Certification

Questions: Keryn.Felder@ct.gov

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

A single record in the ED166 can "look" any of the following ways:
- 1 Incident Type, 1 Sanction Type
- 1 Incident Type, 2 Sanction Types
- 2 Incident Types, 1 Sanction Type
- 2 Incident Types, 2 Sanction Types

Details available on the Help Site
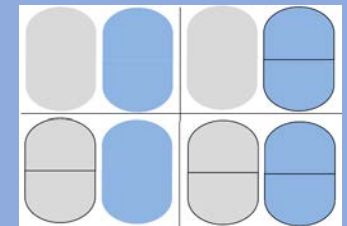
⭐ **START YOUR COLLECTION EARLY** ⭐

FREEZE DATE: SEPTEMBER 4, 2024
ABSOLUTELY NO CHANGES CAN BE MADE AFTER THIS DATE

Questions? Suggestions?

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Additional Training Opportunities for the 2023-24 collection:
- May – New User Phase 2 Training – online
- July – Working Day Sessions – in person