



ED166 - STUDENT DISCIPLINARY OFFENSE COLLECTION

APPLICATION USER GUIDE

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General Information

The ED166 Student Disciplinary Offense Collection is an online application used to collect disciplinary incidents that are required to be reported to the Connecticut State Department of Education (CSDE). This is a required collection for all Local Education Agencies (LEAs).

This guide provides an overview of each screen of the ED166 application. If you would like information on what information is collected, coding, deadlines, etc. visit the [ED166 Help Site](#).

Data Submission Quick Steps

The steps below are a high-level outline of the data submission process *after you have extracted the data from your Student Information System (SIS)*. The CSDE is unable to assist with SIS related questions.

1. Log on to the ED166 Application at <http://www.csde.state.ct.us/>
2. Select Batch File Upload
3. Select Choose File
4. Browse to locate the file on your computer and select the appropriate file
5. Select Open
6. Select Upload
7. An Error Report will open in a new window indicating any errors or warnings

Application Navigation

Logging In

The ED166 is a Legacy Application; there is one username and password per LEA.

To log into the ED166 go to <http://www.csde.state.ct.us/> (also known as the “Enter Button” page) and input your LEA’s username and password. This is the same password used to access all Legacy Applications.

Next select ED166 Disciplinary Offense Application.

You will then be asked for your application-level password. This password is unique to the ED166 and will only be released to individuals listed in the District Profile.

Home

On the Home Page your LEA can select a previous school year if you wish to review data that has been reported in that year. The default is the current collection.

Batch File Upload

All uploads for the school year are listed as well as corresponding error reports. There is also a report that indicates the number of errors by type, which can be useful to identify systematic issues.

Error Report

The Error Report identifies records that did not pass the ED166 validation checks. The best practice is to correct errors in your LEA's Student Information System (SIS), create a new extract, and upload again.

These errors **cannot** be corrected manually within the ED166 application.

Data Entry

Records submitted, edited, or deleted manually are immediately reflected in the built in application reports.

New Incident

To manually enter a record, select New Incident. Next enter the date of the incident and the students SASID, District Student ID, or Name. A list of potential matches will appear. Select the appropriate student and the Individual Entry screen will open.

The top of this screen contains locked ("grayed out") fields with demographic information for the selected student. If the data in any of these fields is incorrect, it must be edited in the Public School Information System (PSIS) Registration Module.

Complete the form and select Save. An error message will occur at the top of the screen if there is any missing or inconsistent information.

Edit/Delete Incident

Records can be updated or deleted individually if needed. Note that any changes made within the ED166 should also be made in your local SIS to ensure data consistency.

Upload errors **cannot** be corrected or deleted manually within the ED166 application.

To update a record, complete one or more of the search fields and select the appropriate record. Edit the form as needed and select Save. An error message will occur at the top of the screen if there is any missing or inconsistent information.

To delete a record, complete one or more of the search fields and select Delete next to the appropriate record.

Downloads

The downloads section of the application provides extracts of your data and system codes, both of which can be helpful with internal analysis and recordkeeping.

Incidents – records reported can be downloaded by batch or combined. There is an option to include the field names in the download (select "Add Header").

Codes – Each of the code tables is available for individual download.

Reports

There are many reports available within the ED166. These reports are live, and therefore immediately updated upon data charges.

Review and Compliance Reports

These reports are encouraged to be shared with administrators as they provide a high-level record review, as well as student level records that may be out of compliance with CT disciplinary laws or have been reported incorrectly.

- **Data Review Report** – This report is a live version of several of the Data Exceptions. It provides you with a one-page glance of variances from the prior year in several categories: 1) Total reportable incidents, 2) Bullying, 3) Weapons, and 4) Substances. This report also shows the total number of incidents reported for each month so you can easily see if a month was missing.
- **Incident Count Comparison by School Report** – This report shows the difference in the number of records reported from last year by school.
- **PK-Grade 2 Exclusionary Discipline Compliance Report** - PA 15-96 limited OSS and Expulsions of students in grade two and below to offenses that are violent, sexual in nature, or those that endanger others. Records listed on this report are students who received an OSS or expulsion in PK-2 and whose incident type does not fall into one of the categories listed in PA 15-96.

Data Cleaning Reports

The Data Cleaning Reports identify records that must be updated prior to Phase 2 Certification.

Instructions on how to clear each report are linked below:

- **[Suspended Pending Expulsion Report](#)**: Lists records where “Suspended Pending an Expulsion Hearing” was indicated as the Sanction. Update the record with the outcome of the hearing prior to Certification.
- **[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

Several general reports are available to help your LEA review the data submitted.

Data Exceptions

Variances in counts will generate a data exception that must be addressed by your LEA. Fluctuation in counts can naturally occur due to redistricting, changes in enrollment/administration, etc. or can be indicative of errors in data reporting. An explanation of the logic used to identify [Data Exception Types](#) is available on the Help Site.

Data Exceptions are not generated until Phase 2 begins.

Certification

Mid-Year Certification – consists of a checkbox indicating that incidents which occurred between 7/1 and 1/31 of the school year have been reported. This box does not need to be unchecked to make any additional edits and does not need to be completed by an Administrator.

Phase 1 Certification – as with Mid-Year Certification this consists of a checkbox indicating that incidents which occurred between 2/1 and 6/30 of the school year have been reported. This box does not need to be unchecked to make any additional edits and does not need to be completed by an Administrator.

Phase 2 Certification – A Certified Administrator (holding an 092 or 093) must input the Superintendent's Signoff Code indicating they have reviewed the data, and it is correct as reported. If your LEA needs to make a change after the Certification code has been input, please contact CSDE to clear your code.

District Profile

Passwords are only released to those on the profile. Once a user is added to the profile, they are automatically on the email list and will receive training invitations, collection reminders, and other pertinent information.

The Maximum Sanction Length is also stored on this page. This number is used to validate the length of expulsions reported by your LEA.

Help

This link will bring you to the [ED166 Help Site](#) which includes deadlines, documentation, and additional training material.

Glossary of Acronyms

CSDE - Connecticut State Department of Education

LEA – Local Education Agency

PSIS – Public School Information System

SIS – Student Information System