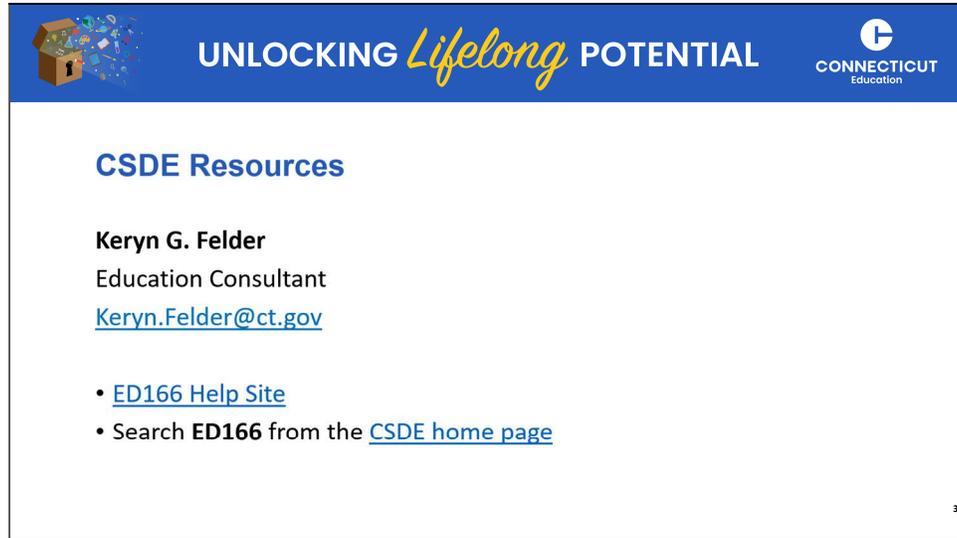


## ED166 Student Disciplinary Offense Collection Training

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



Connecticut State Department of Education – Updated February 2026



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### CSDE Resources

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

- [ED166 Help Site](#)
- Search **ED166** from the [CSDE home page](#)

3

Welcome Message:

*Welcome to the ED166 Student Disciplinary Offense collection. This information includes the same content presented at both live and virtual training sessions but allows you to step through the information at your own pace. I encourage you to reference this document when you are completing your collection. Note that if I get questions during the school year or at training sessions the posted document may contain additional clarifying information in the accompanying text so be sure you have the latest edition.*

*I encourage you to bookmark the ED166 Help Site as it's a great resource and many questions can be answered from information on the Documentation page. I recommend beginning your collection early, as it will allow ample time to work through any issues that may occur (missing data, records that require further research, etc.).*

*If you have any questions, I'm happy to help. The best way to reach me with questions is via email.*

- Keryn Felder

**Slide Links**

- Email: [Keryn.Felder@ct.gov](mailto:Keryn.Felder@ct.gov)
- ED166 Help Site: <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site>
- CSDE Home Page: <https://portal.ct.gov/sde>

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**Contents**

- General collection information
- Record Layout/User Guide
- A closer look at reporting:
  - Multiple Incident/Sanction Types
  - School Based Arrests
- Laws
- Help Site
- Application Walkthrough
  - A video demonstrating the application is available on the Help Site

Press CTRL + F to search

4

The topics covered include the basics of the collection including the Record Layout/User Guide document (these names are used interchangeably), applicable laws, exploring the Help Site and an application walkthrough.

There are several pieces of reference material available on the **Documentation** page of the **Help Site** that accompany this presentation, which you may wish to download or print:

- Record Layout
- Multiple Incident Types/Sanctions Guide
- Reporting Arrests Flow Chart

If you are looking for a specific item in this document, click on CTRL + F keys to open a search window. **TIP: This command will work in other file types as well, such as Word and Excel.**

**Slide Links**

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

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### 2025-26 ED166 Application Deadlines

- Collection Opens – Fall (email and web site notification)
- **Fall Submission: November 14, 2025 (required for all districts)**
- Mid-Year: March 4, 2026
- Phase 1: July 8, 2026
- Phase 2: August 19, 2026
- Freeze Date: September 2, 2026
- Incident Date Range: July 1 – June 30 → Does not change

Varies, but within the same general time frame each year

**START YOUR COLLECTION EARLY**

5

The ED166 collection opens in the Fall each school year, and your Reporting District can begin uploading/data entry at any time. When the collection opens, an email will be sent to everyone in the **ED166 District Profile** alerting them of the opening. The collection will also be posted as “open” on the **Home Page** of the Help Site.

**NOTE:** The **ED166 District Profile** is a screen within the ED166 application. Be sure this information is up to date as the individuals listed are the only ones authorized to receive password information from the CSDE. These individuals are also automatically on the ED166 mailing list.

The deadlines on this screen pertain to the ED166 Application, not your Reporting District policy. Most Reporting Districts enter incidents into their local Student Information System daily.

These deadlines do adjust within the same general time frame each year. These dates are posted on the **Home Page** of the Help Site, as well as on the left side of every email sent about the collection. Beginning in the current 2025-26 school year all districts must submit three times: fall, mid-year and at the end of the school year.

The ED166 incident date range is July 1 – June 30 every year. It’s important to note that the data can be entered at any time, you do not need to wait for the mid-year collection deadline to approach to begin. You can report data at any interval you wish, such as monthly or weekly. You can also group your batches in any way you wish such as by school or grade level.

A best practice is to start your collection early, especially in Phase 2 as it is generally more difficult to connect with colleagues during the summer months if you need to learn more about an incident to clean up errors, etc. New users are encouraged to start each portion early so there is ample time for assistance.

Reminder emails are sent at approximately the following intervals: 1 month, 2 weeks, and then to applicable Reporting District’s 1 week, 2 days, 1 day, and the day of.

#### Slide Links:

Timely and Accurate Calendar and Data Acquisition Plan: <https://portal.ct.gov/sde/performance/data-collections-guide>



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### Acronyms

- FERPA:** Family Educational Rights and Privacy Act
- FOI:** Freedom of Information
- ISS:** In-School Suspension (Sanction Code 1020)
- LEA:** Local Education Agency (your district). The terms District and LEA used interchangeably in this document
- OSS:** Out-of-School Suspension (Sanction Code 1010)
- 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.

6

This slide lists the acronyms referenced in this document.

The most used ones are:

- **ISS:** In-School Suspension
- **OSS:** Out-of-School Suspension
- **LEA:** Local Education Agency or your district. The terms LEA and District are used interchangeably in this presentation.
- **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 and receive their SASID.
- **SASID:** State Assigned Student Identifier – this number is generated by the PSIS Register Module, is unique to each student, and stays with them throughout their public-school career even if they change districts.
- **SIS:** Your LEA's student information system such as Administrator Plus, Infinite Campus, PowerSchool, etc.



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**Your Team**

- IT Specialists
- Administrators/Directors
- Guidance Counselors
- Data Entry Personnel
- School Resource Officers
- Administrative Assistants



7

Each Reporting District is different and involves different parties. Be sure that all the involved parties in your district have an adequate understanding of the collection. You are encouraged to communicate regularly with all who are involved to ensure records are reported in a correct and consistent manner.




## ED166 Reporting Requirements

Reportable incidents include all offenses that result in:

- In-school suspension
- Out-of-school suspension
- Bus suspension
- Expulsion
- In addition, all "serious" offenses, all incidents involving Alcohol, Drugs or Weapons must be reported regardless of the type of sanction imposed.
  - This means that if anything is listed in the Weapon Involvement or Substance Involvement field (including electronic cigarettes) the incident must be reported.
- All other incidents are removed if reported.
- A list of serious offenses is available on the Documentation page of the [Help Site](#).
- **UPDATE: In prior years, all incidents classified as Bullying incidents were required to be reported regardless of consequence. The Bullying field is retired beginning with the 2025-2026 school year. Although districts are still required to maintain data regarding bullying and challenging behaviors, according to P.A. 23-167, Sec. 87, districts are no longer required to report verified acts of bullying to the CSDE.**

IMPORTANT

8

This collection is sometimes referred to as the “suspension and expulsion collection.” While this is *partially* true, it is not a complete description of the collection.

LEA’s are required to report incidents to the CSDE that result in in-school-suspension, out-of-school suspension, bus suspension and expulsion. In addition to that, all offenses categorized as “serious” must be reported regardless of the sanction (consequence) imposed. Note that all incidents involving a Weapon or Substance must be reported as well as all Bullying incidents.

A list of offenses categorized as “serious” is available on the Documentation page of the Help Site.

If your Reporting District reports an incident to CSDE that is not required to be reported, **it will not be saved on the CSDE end and not used in any CSDE analysis**. Upon data transmission to the CSDE non-required records will result in a warning from the ED166 Application; however, no action is needed on the Reporting District end.

As a reminder, the requirements above pertain to the ED166 application; follow your local district policy when recording incidents in your Student Information System (SIS).



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### What is the Data Used for?

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

9

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

**Slide Links:**

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

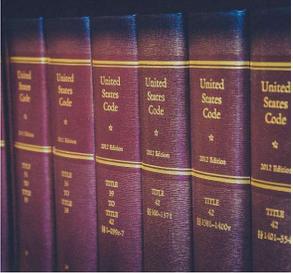
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**Legal Requirements**

**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



10

There are several laws requiring CSDE to collect this information. This is an example of some of them. Links to these laws are available on the **Statutory References** section of the ED166 Help Site.

**Slide Links:**

Documentation Page of Help Site: <https://portal.ct.gov/sde/performance/data-collection-help-sites/ed166-help-site/laws>



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PSIS Registration Module

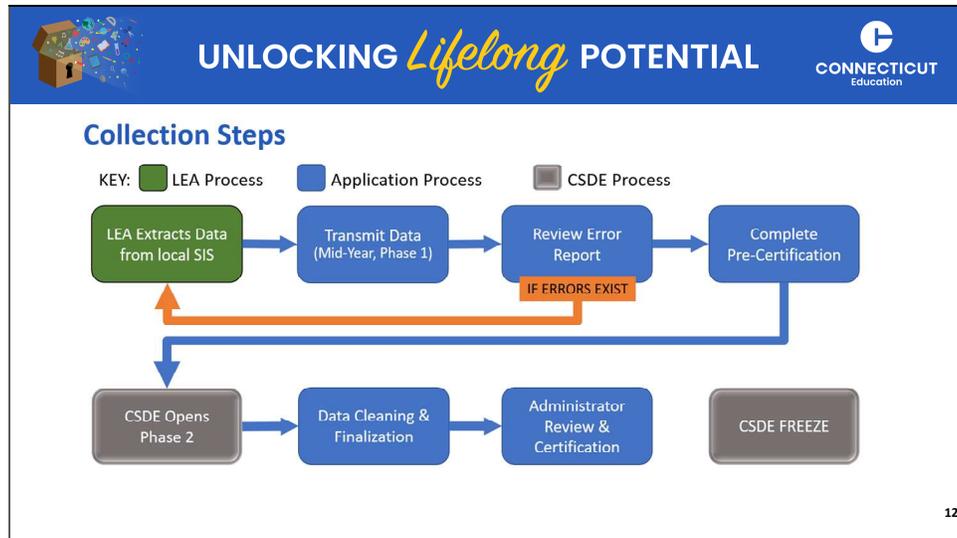
```
graph TD; A[PSIS Registration Module] --> B[PSIS Collections]; A --> C[TCS]; A --> D[CT-SEDS]; A --> E[ED166]
```

- Register before reporting
- Check your dates

11

Many ED166 Application Managers also are responsible for the Public School Information System (PSIS). If you are unfamiliar with the PSIS Registration Module, this is the state application that assigns each student a unique 10-digit SASID (or State Assigned ID).

PSIS Registration has several “hang-off” applications including the PSIS Collections, TCS, CT-SEDS and the ED166. The data in a “hang-off” application relies on the data in PSIS Registration to exist and be accurate. You will be unable to successfully report a record in the ED166 unless a student has been registered in the PSIS Registration Module.



This slide illustrates the steps of the collection process using a batch transmission, the most common method of reporting. Note the item in green is a district-only process, the items in gray are CSDE processes, and the remaining boxes in blue are application-based processes.

The first step is for your district to extract the data from the student information system. Most SIS have a “State Reporting” feature which automatically pulls the required records in the correct format. Note that CSDE cannot assist with the data extraction, we advise reaching out to someone in your district or the SIS vendor if you need help with this step.

Next, your district will upload the file into the ED166 application. Next, review the error report that automatically opens after your upload. If errors exist, the best practice is to go back to your Student Information System, resolve the errors, extract an updated file, and repeat the process.

If you do not have errors, the next step is to complete the appropriate precertification checkbox. After that, you can begin reviewing your Data Cleaning Reports or wait until Phase 2 begins.

Once we open Phase 2, you will complete the data cleaning and finalization stage. Then, to complete the report, your administrator should review the data for accuracy and then electronically sign off. Separate training materials will be available for Phase 2.



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### Phase Requirements

**Fall Collection - November 14, 2025:** Report all required incidents that occurred between 7/1 and 10/31\*

**Mid-Year Collections - March 5, 2025:** Report all required incidents that occurred between 11/1 and 1/31\*

- Ensure uploads are error free
- Recommendation: Clear Data Cleaning Reports
- Complete pre-certification
  - o This is a checkbox, no password is needed
  - o Does not have to be completed by an Administrator

\* NOTE: Your Reporting District may go beyond this date range if you wish; they are not hard cut-off dates. After your Reporting District has completed these collections you can continue to add, edit, or delete records as needed. You do not need to clear your pre-certification certification.

**Phase 1**  
**July 8, 2026**

- Report all required incidents that occurred between 2/1 and 6/30 as well as any other incidents your Reporting District 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 Does not have to be completed by an Administrator

13

For the **Mid-Year Collection** your Reporting District should report all incidents that took place from July 1 – January 31 of the current school year. If there was a summer school incident that took place on July 15, 2025 for example, it should be included in the current 2025-26 collection, not the collection pertaining to the prior school year. Note that the fall and mid-year dates are not hard dates, you can certainly go beyond the suggested range. The purpose of these collections are for CSDE to obtain partial school year to data to identify disciplinary or data reporting issues earlier. All uploads must be error free. When your Reporting District has finished reporting you must check the Pre-Certification checkbox. Your Reporting District can continue to add, edit or delete records, you do not need to clear the checkbox. It is also recommended that you begin clearing your Data Cleaning Reports.

**Phase 1** follows the same process as the Fall and Mid-Year Collections, except your Reporting District is now reporting incidents that occurred from February 1 – June 30 as well as any other incidents that may have been missed during the year.



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These items are covered in detail in Part 2 (Spring) training

### Phase Requirements (continued)

**Phase 2**  
**August 19, 2026**

- 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 2, 2026**

- Respond ASAP to any CSDE questions
- Input any final changes and recertify immediately

**No changes can be made once the file is frozen**

14

**Phase 2** is the Data Cleaning and Certification stage. During this phase, your Reporting District will input any final records. Your Reporting District will then review the Data Exceptions which are variances in the data from the prior year.

All Data Cleaning Reports must be cleared. Your Reporting District should review the other reports available within the application, and then a Certified Administrator must input their Certification Code to indicate their electronic signoff of the data. More details on each of these items will be emailed to you during Phase 2. A Phase 2 video and PowerPoint will be available. Once your Administrator has completed Certification CSDE will review your data to see if there are any final items that need attention.

During the finalization period please respond to any CSDE questions and re-certify as soon as possible. **Note that no changes can be made after the Freeze so please be sure that all final changes have been made by this date.**

The slide features a blue header with the text "UNLOCKING *Lifelong* POTENTIAL" and the Connecticut Education logo. Below the header, the title "Data Transmission Options" is centered. Three blue arrow-shaped buttons point to the left, each containing an icon and text: "Batch Upload" with an upload icon, "SIF" with a chain-link icon, and "Manual Entry" with a keyboard icon. A small "15" is located in the bottom right corner of the slide frame.

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

**SIF** - School Interoperability Framework



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### Batch Upload

- Export data from local SIS (built in feature), requires Reporting District 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

16

The most common type of data transmission is Batch Upload. This is when your data is extracted from your local Student Information System and organized into a format readable by the ED166 application (CSV or Fixed Width). Most SIS's have a "state reporting" feature that will automatically arrange your data according to the Record Layout. Your Reporting District can also manually build a file following the Record Layout – a template is available on the Help Site. All LEA's can use this method of transmittal, regardless of SIS. Each batch added via upload is appended to any data already reported – unless the Incident Tracking Number is included (see page 24 for more details on the ITN).

Two things to remember with this method is **Garbage In Garbage Out** – if there are mistakes in your Student Information System there will be mistakes in the ED166. The other item is that while CSDE can assist with the upload process and error correction, we do not have knowledge of all the SIS's and the processes to extract data from your system. If you are unsure how to do that contact your SIS vendor.



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### School Interoperability Framework (SIF)

- Transmit data to ED166 directly
- Available to PowerSchool LEAs only
- Reporting District must be SIF enabled
- Test the process early
- GIGO

**SIF Contact Information:**

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

- Set up SIF
- Set date range
- Troubleshooting
- [Help Site](#)

17

The second type of transmittal is SIF – the School Interoperability Framework. SIF works as a link between your local Student Information System and the ED166. Note that this method does not bypass error checks, and like Batch Upload, **G**arbage **I**n, **G**arbage **O**ut applies. If there are mistakes on the Reporting District end, they will be imported into the ED166.

Currently SIF is only available to LEA's using PowerSchool, and your district must be "SIF enabled" to use this mechanism. Many LEA's who use SIF absolutely love it, however there are some who have run into issues. If your Reporting District decides to use SIF be sure to test the process early and complete the collection well before the deadline so if you do run into SIF related issues you still have time to upload directly to the system to make the deadline.



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### Manual Entry

- Hand type each record
- Open to ALL LEA's
- Can combine with other types
- GIGO and human error

18

The final type of data transmission is manual entry, where each record is hand typed. This method is open to all LEA's regardless of size, however it is not recommended to complete your entire collection this way unless you only have a handful of records to report.

Like the other methods the data entered will only be as good as the data in your local student information system, so once again GIGO applies. In addition, your Reporting District is open to human data entry error. While this method is not the most efficient, it can be combined with the other data entry methods. Therefore, if you notice one record is missing you do not have to create and submit a batch to add the data you can simply add it manually.



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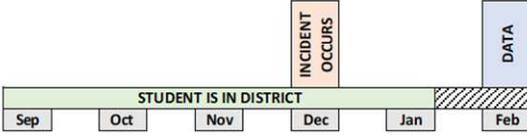


### PSIS Registration Accuracy

- September - Student enters LEA
- December - Incident occurs
- January - Student exits LEA



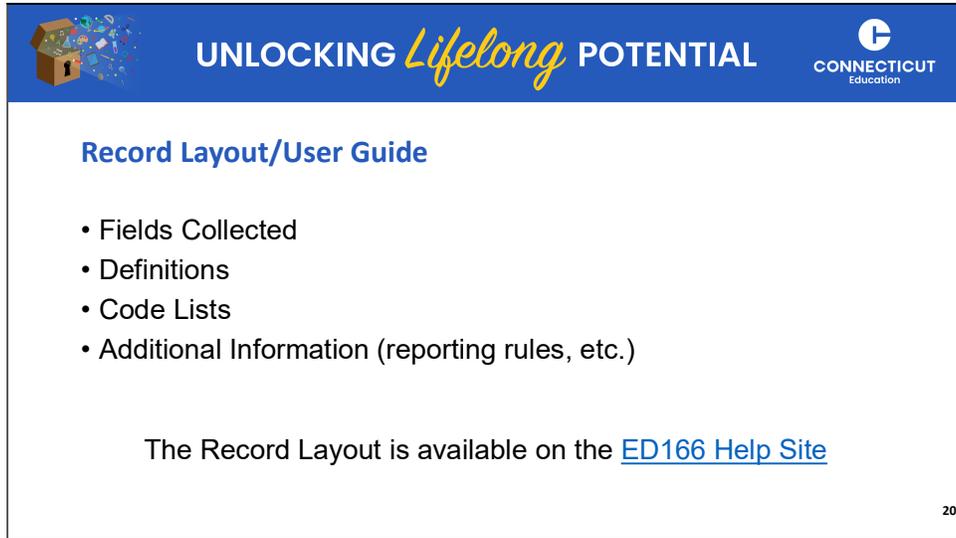
Report Incident



The diagram shows a horizontal timeline from September to February. A green bar labeled 'STUDENT IS IN DISTRICT' spans from September to the end of January. A vertical orange bar labeled 'INCIDENT OCCURS' is positioned in December. A vertical blue bar labeled 'DATA' is positioned in February. The area under the green bar for January and the area under the blue bar for February are shaded with diagonal lines.

19

If you had a student who began the school year with your district, committed an incident in December, and then left in January, the discipline record should be reported in the ED166, and it will be accepted by the system if PSIS registration accurately reflects the students Entry and Exit Dates AND the Incident Date took place during the time the student was registered to your LEA.

The slide features a blue header with the text "UNLOCKING Lifelong POTENTIAL" and the Connecticut Education logo. Below the header, the title "Record Layout/User Guide" is followed by a bulleted list of topics: Fields Collected, Definitions, Code Lists, and Additional Information (reporting rules, etc.). A link to the ED166 Help Site is provided at the bottom, and the slide number "20" is in the bottom right corner.

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**Record Layout/User Guide**

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

The Record Layout is available on the [ED166 Help Site](#)

20

The next section of this presentation is a review of the Record Layout document. The Record Layout lists all fields collected, as well as definitions, code lists and reporting rules.

The Record Layout is available on the Help Site.

**Slide Links:**

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





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FIELD DESCRIPTIONS
<i>In order of appearance in the record layout:</i>
<b>STATE ASSIGNED STUDENT IDENTIFIER (SASID)</b> The unique ten-digit numeric code assigned to students in PSIS (Public School Information System) Registration. <b>This field is mandatory.</b>
<b>DATE OF BIRTH</b> Student's date of birth in the format MM/DD/YYYY where "MM" = month, "DD" = day, "YYYY" = year. Note that this date must match PSIS Registration. <b>This field is mandatory.</b>
<b>REPORTING DISTRICT</b> Due to the length of this list, see the <a href="#">Reporting District Codes</a> online (note this is the same code list used for PSIS). <b>This field is mandatory.</b>
<b>FACILITY CODE</b> 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 9999999. See the Facility Code section of this document for further instructions. Due to the length of this list, see the <a href="#">Facility Code Table</a> online (note this is the same code list used for PSIS). <b>This field is mandatory.</b>
<b>LOCAL INCIDENT NUMBER</b> This field was retired beginning with the 2014-2015 school year. A blank column should still be included in this position. <b>This field is disallowed.</b>
<b>DATE OF INCIDENT</b> The date the incident occurred using format MM/DD/YYYY. Be sure to use leading zeros for filed with files when coding the month (example: the Date of Incident of June 16, 2020 is 6/16/2020 would be reported as 06/16/2020. CSV files do not require leading zeros so this notation would be 6/16/2020). <b>This field is mandatory.</b>
<b>TIME OF INCIDENT</b> Indicate the time the incident occurred using either standard 24HRAM any(am) or military time (24HRM). If standard time is supplied, you must include either am or pm (example: 12:25 pm or 08:00 any). Be sure to include the time if more than one incident is reported for a student on the same day. <b>This field is optional.</b>
<b>BULLYING</b> This field is retired beginning with the 2025-2026 school year. Although districts are still required to maintain data regarding bullying and challenging behaviors, according to P.A. 23-167, Sec. 87, districts are no longer required to report verified acts of bullying to the CSDE. <b>This field is disallowed.</b>

22

Some of the following definitions are brief, but there are additional slides with more details on select fields.

**Record Layout Page 2:** The definition of each field begins on page 2 of the Record Layout. The Code Tables are at the end of this document.

- The **SASID** is the student's 10-digit identifier which you may recall comes from PSIS Registration. Next is the student's **DOB**. These two fields *must* match PSIS Registration exactly for the record to be accepted by the system. A common upload error is that the SASID or DOB does not match PSIS Registration. These two fields must be consistent so if there is a mistake in PSIS you (or your PSIS Manager) may have to update PSIS Registration to resolve the error in the ED166.
- Next is your three-digit **Reporting District**. You can only report records for students who are registered (or were registered) to your Reporting District on the date of incident. If a student joined your district mid-year but they committed an incident in their previous district that incident should not be reported by your district.
- After that is the seven-digit **Facility Code** for the facility where the incident took place. In 99% of the cases this will be the student's Facility Code 1 in PSIS. If the student did commit an incident while attending their Facility Code 2 instructions for reporting are available on the Documentation page of the Help Site and linked above.
- The **Local Incident Number** is no longer used; however, a column needs to be left in the record layout to maintain the file structure.
- The **Date of Incident** is when the incident took place – remember this date must be within the timeframe that a student was registered to your district.
- **Time of Incident** is Optional but must be included if a student had two or more incidents on the same day.
- **Bullying** is retired beginning with the 2025-2026 school year. Although districts are still required to maintain data regarding bullying and challenging behaviors, according to P.A. 23-167, Sec. 87, districts are no longer required to report verified acts of bullying to the CSDE. This field is disallowed, meaning that if data is reported in this field it will be ignored on the CSDE end.



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**INCIDENT TYPE**  
The type of incident committed by the student. The incident types and description are provided in [Table C](#).  
There are two fields for Incident Type. If more than one type of incident occurred at the same time report both (example: a student was throwing an object and increasing bodily harm. Incident Type 2 is mandatory; Incident Type 2 must be completed if applicable).

**WEAPON**  
A weapon is any object that is designed, converted, or used to cause harm to an individual or (individually) 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 the "Incident Type" field (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](#). **This field is conditional.**

**SUBSTANCE**  
A substance offense is possession, use or distribution of tobacco products, legal 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" field (example: sexual battery) and use the "Substance" field to report the type of drug or alcohol involved in the incident. **All incidents involving a Substance must be reported regardless of sanction.** For a list of Substance Codes see [Table E](#). **This field is conditional.**

**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, indicate all applicable types. **This field is conditional.**  
**Other Student** - Any student enrolled in a public or private school.  
**Certified Staff** - A certified staff member such as a Teacher, Counselor, Psychologic, Administrator, etc.  
**Substitute Teacher** - A short- or long-term substitute teacher.  
**Other Staff** - Any other staff member including: Engineering, 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.

**SCHOOL-BASED ARREST**  
Report if a School-Based Arrest occurred. PA 15-568 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 B](#). **This field is mandatory.**

**LOCATION OF INCIDENT**  
The location where the incident occurred. Locations are categorized as on or off school grounds. School grounds include the school building and immediate grounds, school transportation (buses), walkways/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 location see [Table I](#). **This field is mandatory.**

23

### Record Layout Page 3:

Next is **Incident Type**. There are two Incident Type fields that can be used to describe each incident. More information on using both fields is on an upcoming slide.

After that are the **Substance** and **Weapons** fields. Remember that all incidents involving a Substance (including vaping) or Weapons must be reported regardless of sanction (consequence).

Next are the **Victim Type** fields. Some Incident Types require at least one Victim Type to be reported. CSDE does not require specific information on the victim, or how many victims there are, but we do require the category of the victim. The categories are Other Student, Certified Staff, Substitute Teacher, Other Staff and Non-School individual (such as a parent, etc.).

Incident Types that require a Victim Type are noted in Table L.

If an Incident results in a **School-Based Arrest** it must be reported. Note that a School-Based Arrest is an arrest that took place due to an incident that took place on school grounds during the school day or at a school-sponsored event. More information on School-Based Arrests is on an upcoming slide.

**Location of Incident** is where the incident took place. There is a code for online (22) as well as a location code for an accumulation of incidents (50) since those are not specific locations.



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**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. [This field is mandatory.](#)

**EDUCATION PROVIDED**  
Indicate 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
- 1003 - 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](#).

**SANCTION FIELDS**  
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. The first instance of each field is mandatory; the second conditional. See Appendix B for more information on using these fields.

The Number of Days Sanctioned, Number of Days Served, and Number of Days to Carryover fields must be in increments of .25:

Value	Definition	Comment
0.25	0:00 - 0:25 of a school day	<90 minutes
0.50	0:30 - 0:50 of a school day	<90 minutes
0.75	0:51 - 0:75 of a school day	≥90 minutes
1.00	0:76 - 1:00 of a school day	≥90 minutes

\* By law (C.G.S. Sec. 10-210a-30), removal from class for a length of 90 minutes or more is considered an in-school suspension. Sanction Type 1005 cannot be used for sanction lengths of .75 and above.

**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.

**NUMBER OF DAYS SANCTIONED (PART 1 AND 2)**  
Report the number of days the student is sanctioned for this 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.

← 90 Minute Rule

24

## Record Layout Page 4-5:

**School Sponsored** is used to indicate if the incident took place during the school day or at a school-sponsored event (such as an evening concert or sporting event).

**Education Provided** is the type of education a student receives during their sanction. This field is especially important for expelled students.

There are two fields available for the **Sanction**. There are three additional fields associated with the Sanction (consequence) fields: **Days Sanctioned**, **Days Served**, and **Days to Carryover** (Days Served and Days to Carryover on page 5). The number of Days Sanctioned is the total number of days the student is supposed to be sanctioned, the Number of Days Served is the actual number of days the student completed the sanction (example: student transferred to another Reporting District mid-suspension), and the Carryover Days are the number of days that the student will be sanctioned the next school year (example: an incident took place at the end of the school year in June and the sanction could not be completed that school year).

All three of the “Days” fields must be reported in increments of .25 or one quarter of a school day. Note that any amount over .5 is considered over 90 minutes. 90 minutes is an important parameter because once a student is removed from class for 90 minutes or more that is legally considered an ISS. If a student is sitting outside of the principal’s office for 91 minutes, by law, that is considered an ISS. Statute information is available in the Laws section of these slides.



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<b>NUMBER OF DAYS SERVED (PART 1 AND 2)</b>
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.
<b>NUMBER OF DAYS TO CARRYOVER (PART 1 AND 2)</b>
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.
<b>REFERRING PARTY</b>
Report the classification of the person reporting the incident. For a list of Referring Party codes see <a href="#">Table 1</a> .
<b>PARTY TAKING ACTION</b>
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 <a href="#">Table 10</a> .
<b>MEMO</b>
Include any details your LEA wants to provide. Note that this field is not used by SDE for analysis.
<b>INCIDENT TRACKING NUMBER (ITN)</b>
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 disabled for new incidents and is mandatory when modifying existing incidents through a batch process. Please note, districts may update records using the individual edit function without importing this tracking number into their local student information system.
<b>DISTRICT STUDENT ID</b>
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.
<b>RESERVED FIELD</b>
This field is a placeholder for a new field if/when needed.
<b>END OF RECORD MARKER</b>
The letter "X" must be included in this position to mark the end of each record.

25

## Record Layout Page 5:

**Referring Party** is the person who reported the student while **Party Taking Action** is the person who sanctioned the student.

**Memo** is an optional field where your Reporting District can include a few sentences about the incident. This field is not used for analysis.

The ITN or **Incident Tracking Number** is a unique number assigned by the ED166 once an incident is successfully reported. The ITN number is used if you are trying to batch update records that have already been reported in the ED166. To update a record this number must be included in the batch, otherwise the system will recognize the record as a new record.

The **District ID** is the local ID number used by your Reporting District which is often shorter and therefore easier to work with than the SASID.

The **Reserved Field** is a placeholder field that will be used for any future updates needed.

Finally, the **End of Record Marker** is simply the letter X. This marker signifies to our database to move onto the next line to read the next record. Your state reporting feature will automatically populate this field.

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**CODE TABLES**  
All code tables can be downloaded from the Documentation page of the Help Site.

**TABLE A: FACILITY CODE**  
Due to the length of this list, see the [Facility Code Table](#) online (note this is the same code list used for PSS).

**TABLE B: REPORTING DISTRICT**  
Due to the length of this list, see the [Reporting District Codes](#) online (note this is the same code list used for PSS).

26

**Record Layout Page 6:**

The code tables begin on page 6 of the Record Layout. All code tables can be downloaded from the Documentation page of the Help Site.

**Facility Code** and **Reporting District** are available online due to the length of these tables.



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The first column contains the Incident Type Code, followed by the name of the code and then a description

The Incident Types are listed by category, which are separated by the blue headings. The ten categories are consistent with the way data is publicly reported on EdSight.

TABLE C: Incident Type

			CATEGORY: FIGHTING/BATTERY	
Code	Name	Description	Other <sup>1</sup>	OK Under PK-2 Law <sup>2</sup>
1100	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, bruise, or abrasion, and/or minor bleeding. 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 ends prior to the other participant resending.	[X]	[X]
1120	Battery/assault	Striking another person with the intent of causing serious bodily harm to the individual. Examples: 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.	[X]	[X]
1140	Serious disciplinary incident	Security/police were called, an injury may have occurred, and/or there was a major disruption to the educational process.	[X]	[X]
			CATEGORY: PERSONALLY THREATENING BEHAVIOR	
Code	Name	Description	Other <sup>1</sup>	OK Under PK-2 Law <sup>2</sup>
1800	Harassment (non-sexual)	Repeatedly annoying or physically attacking an individual creating an intimidating or hostile environment.	[X]	[X]
1810	Threats/intimidation/verbal harassment	Physical, verbal, written, or electronic communication (without physically displaying a weapon and without a physical threat) which results in fear of harm. Use code 1812 if police are contacted or a suspect is involved.	[X]	[X]
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, and/or beliefs, marital status, social or family background, linguistic preference, or disability, if the incident is not directed at a particular individual or not include a victim.	[X]	[X]
1813	Hoaxing	The imposition of strenuous and/or humiliating tasks as part of an initiation.	[X]	[X]
1814	Taunting	Making fun of or attempting to provoke a person in a playful way.	[X]	[X]
1817	Threats of bodily harm	[See 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.	[X]	[X]
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.).	[X]	[X]

There are two important indicators for each code displayed in the last two columns:

Other, which indicates if the code is Serious or requires a Victim. All Serious incidents must be reported regardless of Sanction.

The second is "OK Under PK-2 Law". This indicator is explained in more detail in the Laws section.

27

**Record Layout Pages 7-14:** These pages contain the **Incident Types**. The Incident Types are listed by category. Note that the first column contains the Incident Type Code, followed by the name of the code and then a description. There are two important columns at the end. The first is Other, which indicates if the code is Serious or requires a Victim. Remember all Serious incidents must be reported regardless of Sanction. The last column is "OK Under PK-2 Law" and is explained in more detail on an upcoming slide and in Appendix C of the Record Layout.

The Incident Type categories are:

- Fighting/battery
- Personally threatening behavior
- Physical/Verbal confrontation
- Property Damage
- School Policy Violations. Notice that this category has the most Incident Types. This category also does not contain any "Serious" incidents so these Incident Types should only be reported if only ending in an ISS, OSS, Expulsion or Bus Suspension.
- Theft/Theft Related Behaviors
- Sexually Related behavior
- Violent Crimes Against Persons
- Weapons
- Drugs

These categories are consistent with how the data is publicly reported on EdSight.



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CATEGORY: WEAPONS				
3700	Weapon only	Use this code to report a weapon-related offense.	SERIOUS	
CATEGORY: DRUGS				
3800	Drugs/alcohol/tobacco only	Use this code to report a substance-related offense.	SERIOUS	

28

**Record Layout Page 14:** Notice that there is only one code for both Weapons and Drugs (3700 and 3800) in the Incident Type table. This is because there are separate fields with additional code lists. For example, if a student was in a fight and has a substance on them you may choose to use a fight code as the Incident Type and then use the **Substance Involvement** field to provide that additional piece of information.



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GUNS OF ANY TYPE AND RELATED ITEMS			
Code	Weapon Type	Additional Information	OS Under PR 2 Law?
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
3723	Toy Gun	Any type of toy gun including water guns and cap guns.	
3714	Pellet Gun	Any type of air gun including pellet and BB guns as well as homemade blow guns or gas blowers.	YES
3727	Stun Gun	A hand-held weapon that fires an electric charge when held against a person and activated.	YES
3728	Paint Gun	An air gun for firing paint capsules.	YES
3719	Facsimile of Gun	Facsimile of gun.	
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
EXPLOSIVES/INCENDIARY DEVICES			
Code	Weapon Type	Additional Information	OS Under PR 2 Law?
3720	Explosive Device*	Pipe bomb, chemical bomb or other types of explosive devices meant to kill or harm.	YES
3721	Sink Bomb/Smoke Bomb	A small bomb made to emit a loud small (g. smoke) upon exploding.	

29

### Record Layout Page 15:

Table D, **Weapon Involvement**, begins on page 15. The categories are:

- Knives and Bladed Objects
- Guns of Any Type and Related Items
- Explosives/Incendiary Devices
- Projectiles and Related Items
- Other Weapons
- Everyday Objects
- Other Weapon Related Offenses

Page 16 (pictured above) begins with the Guns of Any Type and Related Items and Explosives/Incendiary Devices categories.

Note there are red boxes around the following codes:

- 3711 - Handgun
- 3712 - Rifle/Shotgun
- 3720 - Explosive Device

If you report a record with one of these weapons the Gun-Free Schools Act of 1994 indicates that states receiving federal funds require a law where a Reporting District must expel a student who was determined to have brought a weapon to school. If your district does not code a record in this way, we will reach out to you to verify your coding prior to freezing the file.



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TABLE E: SUBSTANCE INVOLVEMENT

Code	Substance	Additional Information	
0000	None	None	
CATEGORY: ALCOHOL			
3801	Alcohol – Distribution	CODE REMOVED. Use Code 3806. Contact CODE if a minor is not involved.	
3802	Alcohol – Suspicion of Distribution	Suspicion of the sale, intent to sell, or distribution of alcohol.	
3803	Alcohol – Use	The use of alcohol.	
3804	Alcohol – Suspicion of Use	Suspicion of alcohol use.	105
3805	Alcohol – Possession	Holding alcohol on one's person, in a bag, locker, car, etc.	
3806	Alcohol – Distribution to minor	The sale, intent to sell, or distribution of alcohol to a minor.	105
CATEGORY: ILLEGAL DRUGS			
Code	Substance	Additional Information	
3811	Drug – Possession	Having illegal drugs on one's person, in a bag, locker, car, etc.	105

30

**Record Layout Page 19:** Remember that all substances must be reported regardless of Sanction. Like the previous tables they are categorized:

- Alcohol
- Illegal Drugs
- Prescription Drugs
- Over the Counter Drugs
- Tobacco and ENDS - Electronic Nicotine Delivery Systems, better known as vaping or e-cigarettes. Both Tobacco and e-cigarettes are highly underreported. Note that the ENDS codes only pertain to tobacco based vaping device. Be sure to use the marijuana codes if applicable.



# UNLOCKING *Lifelong* POTENTIAL



- 1000 Expulsion
- 1010 OSS
- 1020 ISS

TABLE F- SANCTION TYPE		
EXPULSION AND SUSPENSION		
Code	Sanction/Discipline	Description
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 (to EDIS) 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		
Code	Sanction/Discipline	Description
1090	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.

- 1001 Suspended Pending Expulsion
- 1002 Expulsion Reinstated
- 1090 No Sanction

31

**Record Layout Pages 22-24:** Next is the Sanction Type table. The most common ones are:

- 1000 Expulsion
- 1010 OSS
- 1020 ISS

In addition to these it's important to be aware of:

- 1001 Suspended Pending Expulsion
- 1002 Expulsion Reinstated

These two are important to note because the code Suspended Pending Expulsion will need to be updated prior to Certification unless the expulsion hearing is continued into the next school year. Expulsion reinstated is used if your Reporting District has a student who was expelled and then was allowed back in school as part of an agreement plan, and then that student then violates agreement.

One other Sanction Code to note is 1090 No Sanction. This code is used if your district is reporting a serious incident that did not end in a sanction.



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**TABLE G: EDUCATION PROVIDED**

Code	Type of education provided	Description
300	Structured alternative school program	The LEA's existing alternative school or program, or an existing regional program that conforms to <i>Guidelines for Alternative Education Settings</i> . *
305	Individualized alternative educational setting	Individualized Alternative educational setting.
308	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 <i>Standards for Educational Opportunity for Students Who Have Been Expelled</i> . *
309	Assignments sent to SIS team	Students complete regular class assignments during the time of the in-school suspension.
301	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, see code 305.
302	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, see code 305.
303	Homework only	Students are assigned 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. *
304	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, see code 305.
306	Outboard - within district	This category is for students who are already expelled and receive discipline services. For students who have been expelled who are being placed in alternative settings, see code 300 or 305.
301	Outboard - out of district	See above
302	Outboard - 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 IS, OS, or bus suspension. Education is not required to be provided for expelled students age 15 or older, who have been expelled more than once, or have chosen not to continue to their education. *

32

## Record Layout Page 25:

The **Education Provided** codes are especially important when reporting Expulsions. At the bottom of this table are footnotes pertaining to Expulsions. By law, LEA's are required to provide an appropriate alternative education to any student under the age of 16 and expelled or and any student 16-18 who is expelled for the first time and wants to continue their education. There are links to documentation detailing appropriate alternative education both at the bottom of this table and on the Help Site. The codes that fulfill the appropriate alternative education definition are identified in the definitions.

See the Laws section for statute information.



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TABLE H: PARTY TAKING ACTION		
Code	Person / Party	Additional Information
01	Superintendent*	
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	Specialty appointed by the BOE
08	Special Education Hearing Officer	Specialty appointed by BOE
09	Manifestation Meeting	Per IDEA regulations
10	Teacher	
11	Behavior Manager	
12	Homemaker	
13	Athletic Director/Coach	
15	Guidance Counselor	

33

**Record Layout Page 26:** The **Party Taking Action** is the individual that sanctioned the student. If a student is expelled a hearing must take place and an administrator cannot expel a student.

The next table is the **Location of Incident**. These codes are categorized by On-Campus, Off-Campus, and then Other. Other includes online as well as if a reportable incident took place because of an accumulation of incidents.

**EXAMPLE:** a student was suspended after numerous detentions not served.



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TABLE 1. LOCATION OF INCIDENT	
ON CAMPUS	
Code	Location
01	Cafeteria
02	Hallway
03	Stairwell
04	Open
05	Classroom
06	Athletic Fields
07	Lobby/Recessroom
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	
Code	Location
10	Bus stop
11	On School Bus
12	Another school within the district

34

**Record Layout Pages 27-28:**

The next table is the **Location of Incident**. These codes are categorized by On-Campus, Off-Campus, and then Other. Other includes online as well as if a reportable incident took place because of an accumulation of incidents.

**EXAMPLE:** a student was suspended after numerous detentions not served.



# UNLOCKING *Lifelong* POTENTIAL



TABLE J. REFERRING PARTY

Code	Person/Party	Additional Information
01	Superintendent	School administrator
02	Principal/Headmaster	School administrator
03	Dean of Students	School administrator
04	Vice Principal/Associate Principal	School administrator
05	Discipline Officer	School administrator
06	Board of Education (BOE)	Local or regional BOE
07	Impartial Hearing Officer or Board	Appointed by the BOE
08	Special Education Hearing Officer	Appointed by the BOE
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	

35

**Record Layout Page 29:** The **Referring Party** is the individual who reported the student. Note that there is a code for an anonymous tip as well as a parent.

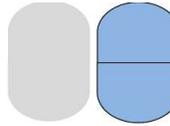
The **Bullying** table has been removed, as mentioned earlier this field is retired beginning with the 2025-2026 school year. Although districts are still required to maintain data regarding bullying and challenging behaviors, according to P.A. 23-167, Sec. 87, districts are no longer required to report verified acts of bullying to the CSDE.


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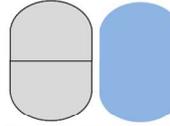

### Possible Incident/Sanction Field Combinations



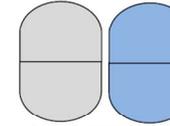
One Incident Type and one Sanction Type



One Incident Type and two Sanction Types



Two Incident Types and one Sanction Type



Two Incident Types and two Sanction Types

36

Recall that there are two **Incident Type** fields and two **Sanction Type** fields in the Record Layout. Think of each set of ovals as one all-encompassing event. The gray portion is the Incident description, and the blue portion is the Sanction description.

A record can consist of:

- one incident type and one sanction type or
- one incident type and two sanction types or
- two incident types and one sanction type or
- two incident types and two sanction types

This can get confusing, so it is useful to follow the description on the next page while viewing a full page printed or downloaded copy of the **Multiple Incident Types/Sanctions Guide**.



# UNLOCKING *Lifelong* POTENTIAL



## Using Multiple Incident Type and Sanction Type Fields

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

	SCENARIO #1	SCENARIO #2	SCENARIO #3	SCENARIO #4	SCENARIO #5
	1 Incident Type 1 Sanction Type	2 Incident Types 1 Sanction Type	1 Incident Type 2 Sanction Types	2 Incident Types 2 Sanction Types	1 Incident Type 1 Sanction Type
<b>EXAMPLE:</b> →	A student was in a physical altercation (1710) and received 2 days OSS.	A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS for fighting and 1 day OSS for the obscene gesture.	A student was in a physical altercation (1710). The student received 1 day ISS and 3 days OSS.	A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS for fighting and 1 day ISS for the obscene gesture.	A 10:00 a.m. 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.
ED106 Fields: ↓					
Incident Type - Part 1:	1710	1710	1710	1710	1710
Incident Type - Part 2:		3621		3621	
Sanction Type - Part 1:	1010 (OSS)	1010 (OSS)	1020 (ISS)	1020 (ISS)	1010 (OSS)
# of Days Sanctioned (Sanction Type - Part 1):	2	3	1	1	2
Sanction Type - Part 2:			1010 (OSS)	1010 (OSS)	
# of Days Sanctioned (Sanction Type - Part 2):			3	2	
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.

37

This document covers 5 scenarios. Each includes an example situation and then the appropriate Incident and Sanction fields to use.

**Scenario #1 – 1 Incident Type, 1 Sanction Type** - A student was in a physical altercation (1710) and received 2 days OSS (1010).

- Incident Type – Input 1710 in the first Incident Type field and leave the second Incident Type field blank.
- Sanction Type – Input 1010 in the first Sanction Type field and leave the second Sanction Type field blank.

**Scenario #2 - 2 Incident Types, 1 Sanction Type** - A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS (1010) for fighting and 1 day OSS (1010) for the obscene gesture.

For the Incident Type use both fields – but then only one sanction field. The second sanction field must remain blank, even though the student received 2 days of OSS for part of the incident and an additional day of OSS for the other part of the incident. **Since it was the same sanction, the days are combined.**

- Incident Type – Input 1710 in the first Incident Type field and 3621 in the second Incident Type field
- Sanction Type – Input 1010 in the first Sanction Type field and leave the second Sanction Type field blank.

**Scenario #3 - 1 Incident Type, 2 Sanction Types** - A student was in a physical altercation (1710) . The student received 1 day ISS (1020) and 3 days OSS (1010). In this instance use one Incident Type field and both Sanction Type fields. The other incident field remains blank. **You do not need to have two Incident Types to use both Sanction fields.**

**Scenario #4 - 2 Incident Types, 2 Sanction Types** - A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS for fighting and 1 day ISS for the obscene gesture. In this case all four fields are used. The Primary Sanction is not tied to Incident Type - Part 1 and the Secondary Sanction is not tied to Incident Type - Part 2 field. **It does not matter what order the incidents and sanctions are listed in.**

**Scenario #5** is a little different - At 10:00 a.m. a student was in a physical altercation (1710) and received 2 days OSS. At 2:00 p.m. the student made an obscene gesture (3621) and received 1 day OSS. When two incidents take place on

the same day but at different times, they should be recorded as separate incidents. The time of incident must be included since both incidents occurred on the same day. The example on this handout illustrates only the 10:00 a.m. incident.

A few rules to remember are at the bottom of this sheet:

- Incident Type - Part 1 and Incident Type - Part 2 should be viewed as one all-encompassing description of an incident regardless of if one or two Sanction Types are imposed.
- Sanction Type - Part 1 and Sanction Type - Part 2 should be viewed as one all-encompassing sanction for an incident regardless of if the incident is described in one or two Incident Types.
- Incident Type - Part 1 CANNOT equal Incident Type - Part 2.
- Sanction Type - Part 1 CANNOT equal Sanction Type - Part 2.

As mentioned earlier this section this can get confusing! Please reach out to CSDE if you are unsure how to code a multi-part incident.

There is a data cleaning report built into the ED166 that will help you identify records that have been potentially miscoded. More information on this report will be available in Phase 2 Training.



This slide details when your Reporting District should report a student arrest in the ED166. As with the previous slide it is recommended to follow this description with a printed or downloaded copy of the **Reporting Arrests** document as it will likely be easier to see.

Recall that only School-Based Arrests (SBA) should be reported in the ED166. **This only includes incidents that took place on school grounds or at a school-sponsored event.**

Note the series of questions in blue and the green “yes” arrows and red “no” arrows. All the situations that end in yellow will instruct you to report the arrest as School-Based, while the orange boxes will not be reported as a SBA, and the light blue boxes result in the incident not being reported in the ED166 at all. At the bottom of the page are several pertinent definition as well as the location codes.

**EXAMPLE #1:** A student robbed a convenience store on the weekend with a weapon. The student was arrested on school grounds on Monday and subsequently suspended from the school district due to the severity of the arrest. How and should that be reported?

- Start at the top of the chart...Did the incident take place on campus? No, it did not, move to the right and down to the next question.
- Did the incident occur on a field trip? No, again move right and down to the next question.
- Did the incident occur on a school bus, No, again move right and down to the next question.
- Did the incident occur at the school bus stop? Note that a bus stop is only considered a bus stop during drop-off/pickup times. In this case no, again move right and down to the next question.
- Was the student suspended/expelled? Yes. Following the guidance in the orange box, note that the incident should be reported, but **not** as a SBA. Use incident type 3600 – which is a school policy violation where a “sanctionable” arrest took place. The incident is not coded as a robbery and the weapon is not reported. The school-sponsored activity field is coded as no.

**EXAMPLE #2:** A student shoplifted merchandise from a convenience store on a weekend. The student was arrested on school grounds on Monday, but no sanction is given by the LEA. Stepping through the chart all the answers are the same as the previous example except for the last one. The student was not suspended/expelled. This is an example of when a non-SBA took place, and nothing needs to be reported in the ED166.

Many other situations are more straight forward – arrests that occurred due to fights during the school day or at school football game etc. In each of those cases the SBA field should be marked “yes” as well as School Sponsored Activity field. The Incident Type would be coded as the actual incident that took place, and include any weapon or substance involved.

See the Laws section for statute information.



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### Laws - Expulsion

- 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
  - Reporting District Review:
    - ED166 Report
    - Alternative Education information linked from the Help Site

More information on Reporting District Review items is available in the Phase 2 Training

39

The next set of slides pertain to the discipline laws related to this collection.

10-233 (d) covers alternative education for expelled students. Recall that additional information is also linked at the bottom of the Alternative Education Provided table in the Record Layout and in the Links section of the Help Site.



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**Laws - Suspension**

- 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

40

10-233 (a-n) defines several of the terms used in reference to discipline including the “90 Minute Rule” referenced earlier.



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**Laws – School-Based Arrest**

- 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

41

PA 15-168 defines School-Based Arrests, which was illustrated in the flow chart.



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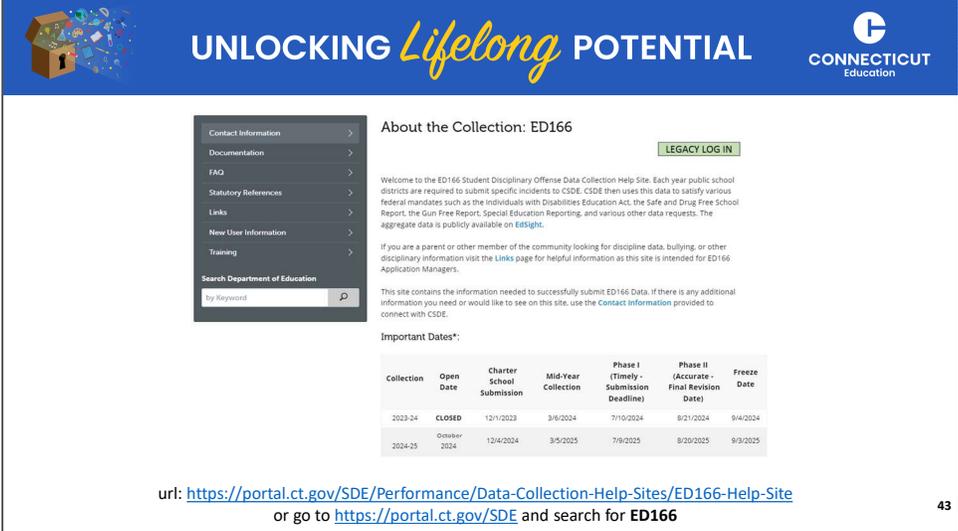
### Laws – PK-2 Students

- Public Act 24-45 Sec. 14 revises the standard for determining when a school may issue an out-of-school suspension for Kindergarten through Grade Two students. An out-of-school suspension is permissible only if it is determined that it is necessary based on evidence that the student's conduct (on school grounds) constitutes behavior that **causes physical harm**. School suspensions for such students cannot exceed **five** consecutive school days.

42

This is an update to a law that has been in place since July 1, 2015. The law prohibits exclusionary discipline for students in grades PK-2 unless the behavior causes physical harm. Refer to the last column in Table C (Incident Type codes) to determine if a code falls within the law.

A report housed within the ED166 identifies records that may not follow the law. If the records below do not accurately describe the incident that occurred, your district should recode them before the data is frozen. This report is live, so it will be updated as you make changes to the data.



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**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	Charter School Submission	Mid-Year Collection	Phase I (Timely - Submission Deadline)	Phase II (Accurate - Final Revision Date)	Freeze Date
2023-24	CLOSED	12/1/2023	3/6/2024	7/10/2024	8/21/2024	9/4/2024
2024-25	October 2024	12/4/2024	3/5/2025	7/9/2025	8/20/2025	9/3/2025

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**

43

This is the ED166 Help Site **Home Page**. Note that there is a link to the application login page in the upper right. In the bottom center of the page the deadlines are listed.

There are several links on the left side menu. The next few slides will highlight the most referenced pages.

**Slide Links:**

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

CSDE Home Page: <https://portal.ct.gov/SDE>

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## Help Site – Documentation Page

**Documentation**

**Page Menu:**

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

**General Information:**

- Incident Checklist:** If you are new to the EDMS application see here.
- 2022-24 Record Layout:** This document defines all fields collected and all codes used in the database.
- 2022-24 Change Log:** This document lists any updates made in the record layout during the collection year as well as changes from the prior year.
- Mid-Year Certification Instructions:** This document outlines how to complete mid-year certification which signifies your LEA has met the mid-year requirements.

Below are the code tables found in the Record Layout:

- TABLE C: Incident Type Codes (K)
- TABLE D: Response Codes (K)
- TABLE E: Submitter Codes (K)
- TABLE F: Incident Codes (K)
- TABLE G: Response Provided Codes (K)
- TABLE H: Party Taking Action (K)
- TABLE I: Location Information (K)
- TABLE J: Referring Party (K)
- TABLE K: Bullying (K)

**Training:** This page contains documents and a video on the Mid-Year Phase process.

**Phase Information:** This is a page document outlining what is expected of LEAs in each phase.

**Error Messages:** This document lists all published error messages with information on how to resolve each issue.

**2022-24 Privacy Form:** This form is provided only as a tool for LEAs to record data. All incidents must be submitted to CSDE electronically.

**Suggestion Box:** The suggestion box is open 24/7 to continuously gather feedback on ideas come to you.

**Coding Information:**

- Reporting Incidents:** This document provides guidance on identifying School-Based Incidents and how to report them.
- Multiple Incident Types/Functions Guide:** There are two fields for both Incident Type and Function to accommodate when more than one incident occurs at the same time, or more than one incident is open 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 an incident that did not occur at the facility Facility Code 2, Submitter or Incident Codes that may be entered either, absent or changed to correct.
- Parties that Can Apply Services:** This document is a grid that shows which parties can apply which services without an error message.
- "Serious" Incident List (K):** Incidents categorized as "serious" must be reported regardless of location.
- Sanction Day Requirements (K):** Sanctions list that identifies when the Number of Days Sanctioned is required or optional.

**Data Cleaning Report Information:**

**Built-In Reports:**

- Annual Reported, Not School Sponsored:** This document provides information on how to correctly report school and non-school based events.
- Potential Duplicate Incident/Response:** This document provides information on how to correct records identified as potential duplicate records or records that should be corrected into one record.
- Response From Class Over 60 Minutes:** This report identifies all incidents where reported self-service Type 1003 - Response From Class and the length of the sanction was over 60 minutes.
- Unreported Pending Response Hearing:** This document provides guidance on how a record created in Unreported Pending Response Hearing Section 1003 should be reported prior to the end of Phase I.

**Enrolled Reports:**

- Report 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:**

Events sent in all 2018-19 Contents during the 2022-24 school year will be listed below. Go to the District Profile screen in the EDMS application to update the contact information for your LEA. Release items are listed below:

- 10030002 (K) - Outgoing - EDMS From Open

**2022-23 Phase II Information:**

Updated 2022-24 documentation will be released later in the school year

- Data Exception Information (K)
- Phase II Checklist (K)

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

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

44

The **Documentation** page is the most important pages as everything needed for reference is here. The page starts with **General Information** such as the record layout as well as the change log – recall that this is where any updates are listed. There is information on the phases and error messages. Next there is **Coding Information**. This is where the documents covered in this PowerPoint are all posted. After that is the **Data Cleaning Report Information**. Those reports will be covered in the Phase 2 PowerPoint, but you are encouraged to begin reviewing them early. Next is the **Communication** section. Since you are reviewing these instructions you may be new, so if you just joined the mailing list or haven't yet been added to the profile, here is where you can catch up on the emails that have been sent this collection year.

When Phase 2 opens additional information will be posted in the Phase 2 Information section. If you need prior year documentation you can check the archive page (linked at the top left side of the screen but not visible on this screen shot).



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## Help Site - Frequently Asked Questions

**FAQ**

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

**General**

**What incidents must be reported to CSD? 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 PSS reporting rules so the LEA who reports the student in PSS 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.

45

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



# UNLOCKING *Lifelong* POTENTIAL



## 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.

46

The **Links** page brings you to documentation on alternative education for expelled students, information on bullying and harassment, as well as a link to EdSight, our public data warehouse.



# UNLOCKING *Lifelong* POTENTIAL



## 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](#) <sup>TS</sup> - A description of Connecticut laws governing mandatory expulsion from public school.
- [CT General Statutes Sec. 10-16a](#) - Public school information system, Definitions, Development and implementation, Types of data collected, Access to data maintained under system.
- [CT General Statutes Sec. 10-233 \(a\)](#) - Suspension of Pupils
  - [Defines Removal \(90-minute rule\), In-School Suspension, Suspension, Expulsion and School-Sponsored Activities](#)
- [CT General Statutes Sec. 10-233 \(b\)](#) - Expulsion of pupils
  - [Defines various aspects of expulsion including alternative educational opportunity requirements.](#)
- [CT General Statutes Sec. 10-233 c\(1\)](#) - Terms of expunging a suspension from a student's cumulative record.
- [CT General Statutes Sec. 10-233 d\(1\)](#) - Terms of expunging an expulsion from a student's cumulative record.
- [CT General Statutes Sec. 10-233g](#) - The limitations surrounding Out-Of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two.
- [CT General Statutes Sec. 10-233\(e\)](#) - 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 \(PSIS\) <sup>TS</sup>](#) - See Appendix F of the Public School Information System Reference Guide
  - [Guidance on reporting Disciplinary Absences](#)

47

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



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## Help Site - Training

### 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.

#### 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 you 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 is 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](#)

48

The **Training** page lists any upcoming live sessions as well as prerecorded videos and PowerPoint training such as this one. When live sessions are scheduled, you will be notified via email if you are listed as an ED166 Contact.

In addition to training, we have Working Days in the spring/early summer. It is highly encouraged for new users to attend these. These sessions give districts a chance to work on their collection and receive live help as needed. The goal of these sessions is to complete your collection or to understand what else is needed to successfully complete your collection.





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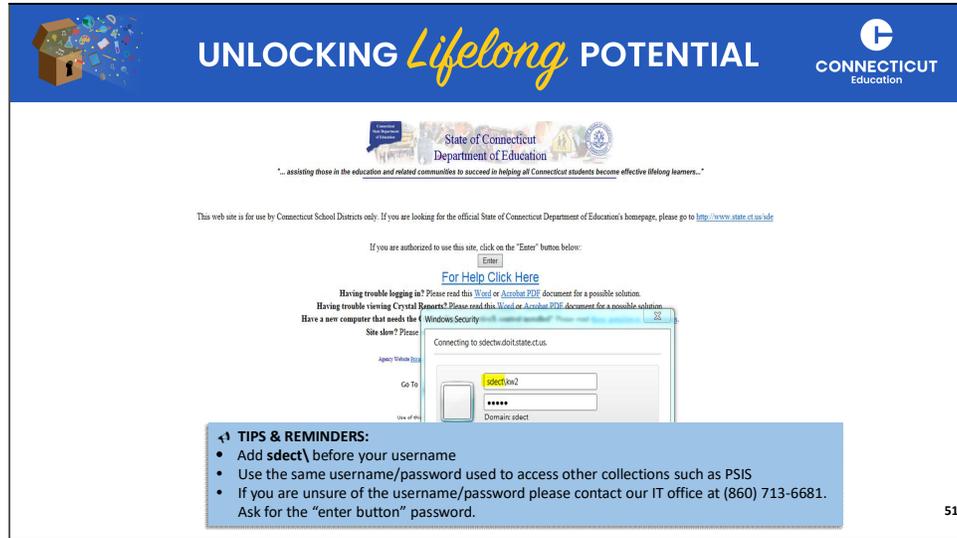
Legacy	Portal
<p>One password per Reporting District – may be shared as they see fit</p> <p>One role per Reporting District – anyone with the password can add, delete, etc.</p> <p>Contact CSDE to reset your password</p>	<p>One password per person. Do not share passwords, create a new account for every user.</p> <p>Multiple roles available. Functions are based on roles (access to editing data, certification, etc.)</p> <p>Password can be reset online</p>
	
<p>Visit the <a href="https://portal.ct.gov/SDE/Performance/Data-Collections-Guide/Data-Collection-Applications">Data Collection Applications</a> page for a list of each Performance Office application with its type.</p>	

50

CSDE has two types of applications, legacy and portal. The ED166 is a legacy application, so there is only one username and password per district – and districts may share this with whoever they feel is appropriate on their end.

**Slide Links:**

Data Collection Applications: <https://portal.ct.gov/SDE/Performance/Data-Collections-Guide/Data-Collection-Applications>



**UNLOCKING *Lifelong* POTENTIAL**

CONNECTICUT Education

State of Connecticut  
Department of Education

... assisting those in the education and related communities to succeed in helping all Connecticut students become effective lifelong learners...

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

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

Enter

[For Help Click Here](#)

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

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

Have a new computer that sends the Windows Security - "not a trusted publisher" message? Please read this [Word](#) document for a possible solution.

Site slow? Please

Connecting to sdeptw.d01.state.ct.us.

Go To:

Domain: sdept

**TIPS & REMINDERS:**

- Add **sdept\** 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.

51

The next set of slides are screen shots from the application and include tips in the blue boxes on the slides. This is a quick overview of each page, not comprehensive instructions. Visit the Training section of the Help Site to view a video demonstrating how to upload or manually enter data in to the ED166 Application. The next set of slides has been included so you can take additional notes on each screen as needed when you watch the video or when you upload.

To log onto the ED166 go to <http://www.csde.state.ct.us/>



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### Legacy Application Menu

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](#)

52

After entering the first password select ED166 Disciplinary Offense Application.



### Accessing the ED166

ED166 Disciplinary Offense Data Collection



STATE OF CONNECTICUT 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

53

Enter the ED166 specific password. If you need password assistance, contact CSDE.

The screenshot shows the home screen of the ED166 Disciplinary Offense Data Collection application. At the top, a blue banner contains the text "UNLOCKING Lifelong POTENTIAL" and the Connecticut Education logo. Below the banner, the page title is "ED166 Disciplinary Offense Data Collection (2023-2024)" for a "Demo School District". A navigation menu on the left lists options such as Home, Data Entry, Downloads, Reports, and Tools. The main content area features a yellow welcome message, a dropdown menu for "Collection" currently set to "2023-2024", and a blue box with "TIPS & REMINDERS" that states: "You can select a prior year on the Home screen. This can be useful to review data by comparing it to previous year data." The number "54" is visible in the bottom right corner of the screenshot.

On the ED166 Home Screen you can select a prior year in the drop-down menu to review reports or download data from a different collection year.

The next slides will step through each of the menu item on the left side of the screen.

**UNLOCKING Lifelong POTENTIAL** CONNECTICUT Education

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

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

**Add New Incident Record**

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

Incident Date:  (MM/DD/YYYY)

SASID:

District Student ID:

Name(Last,First):

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

55

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.

**UNLOCKING Lifelong POTENTIAL** CONNECTICUT Education

**STUDENT DEMOGRAPHIC INFORMATION:**

District Name:  Generic in state

School Name:  District Student ID:

SASID: 746531355 First Name: PAOLA

Last Name: SELLNER Gender: Male

Middle Initial:

Race/Ethnicity: Hispanic/Latino of any race DOB (MM/YY/YYYY): 08/27/2007

Grade: 05 To Change Student ->

**OFFENSE INFORMATION:**

Local Incident Number:  Date Assigned #:

Date (MM/DD/YYYY): 10/1/2023 Time (HH:MM am/pm):

Bullying Incident?

Incident Type 1:

Incident Type 2:

Weapons Involved?

Drugs Involved?

Location of Incident:

Victims:  Student  Certified Staff  Substitute Teacher  Other Staff  School-Sponsored?  Non-School

**SANCTION INFORMATION:**

Referring Party:  School-Based Arrest?

Party Taking Action:

**Sanction 1:**

Sanction Type:  Education Provided:

Days Sanctioned:  Days Served:  Days Served Next Year:

**Sanction 2:**

Sanction Type:  Education Provided:

Days Sanctioned:  Days Served:  Days Served Next Year:

Memo:

Record has been expunged per district guidelines.

56

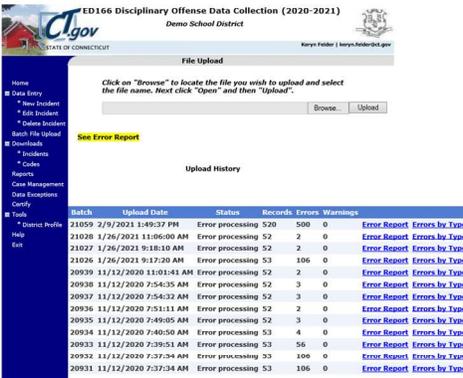
The top of this screen contains locked (“grayed out”) fields with demographic information for the selected student. If the data in any of these fields is incorrect, it must be edited in the Public School Information System (PSIS) Registration Module.

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. You will not get an error report for manually entered records as the error check occurs upon saving.



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**TIPS & REMINDERS:**

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

57

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. If you enter records manually, they will not be reflected on this page.



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## Error Report

**Error Validation Report for Batch 20234**  
(Please note that only the first 500 errors are displayed)      Printed: 2/3/2021  
Summary - 4 errors(s) and 0 warnings(s) reported.

Facility Code - 5008111		Error(s)	LocalID
Student - FLINTSTONE, FRED	DOB - 01/14/2002 [BAASD - 304620191]	DOB - Agency information/physical	LocalID -
Incident Date - 10/01/2020		DOB - Agency information/physical	LocalID -
<small>The Facility Code for this data does not match the Facility the student was assigned to in the 2019 Agency Report on the day of this incident.</small>			
Facility Code - 5008111		Error(s)	LocalID
Student - GREFFEN, CHRISTOPHER	DOB - 01/16/1987 [BAASD - 102683342]	DOB - Agency information/physical	LocalID -
Incident Date - 10/01/2020		DOB - Agency information/physical	LocalID -
<small>DOB - Agency information/physical</small>			
Student - SIMPSON, BARTHOLOMEW	DOB - 02/15/1986 [BAASD - 118380136]	DOB - Agency information/physical	LocalID -
Incident Date - 10/01/2020		DOB - Agency information/physical	LocalID -
<small>DOB - Agency information/physical</small>			
Facility Code - 5008111		Error(s)	LocalID
Student -	DOB - 02/25/1983 [BAASD - 301481101]	DOB - Agency information/physical	LocalID -
Incident Date - 10/01/2020		DOB - Agency information/physical	LocalID -
<small>DOB - Agency information/physical</small>			
<small>DOB - Agency information/physical</small>			

**Errors:**

4 Errors reported. See Items 1-4 regarding Errors, as follows:

- 1) Errors will occur your data is not updated.
- 2) Errors arise when your data exceeds our parameters for accuracy.
- 3) Errors happen as errors are not corrected in your system and you have resubmitted your data.
- 4) Only when ALL errors have been corrected can you attain a successful upload.

**Warnings(s):**

No Warnings to report. disregard this section.

(Warnings will not occur your data is not updated. The State Department of Education (SDE) will process your batch with data as is.)

Page 1 of 2

**Errors by Type for Batch '21060'**      Printed: 2/3/2021

Error Description	Total Errors
DOB is invalid	3
DOB is invalid - Date is required	10
DOB is invalid - Date 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

58

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.

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CONNECTICUT Education

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

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

Download Disciplinary Offense Data

Add Header	
<input type="checkbox"/>	No Offenses to Download. <a href="#">Download</a>
<input checked="" type="checkbox"/>	CSV - Comma Separated Values <a href="#">Download</a>
<input type="checkbox"/>	No Successfully Processed Batch Files This Year. <a href="#">Download</a>

**TIPS & REMINDERS:**

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

59

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

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Demo School District

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

Download Code Tables

SELECT the code table below:

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

**TIPS & REMINDERS:**

- Code lists can be helpful for internal analysis

60

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



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## ED166 – Reports Screen

**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 glance 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 Pre-K-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

61

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 Cleaning Reports

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

### General Reports

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

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## ED166 – Data Exceptions Screen

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

STATE OF CONNECTICUT DATA EXCEPTIONS 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

Your district has no EXCEPTIONS.

**TIPS & REMINDERS:**

- Data Exception information will be covered in Phase 2 training.
- Data Exceptions are not generated until Phase 2.

62

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 and detailed information will be available in Phase 2 training.


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### ED166 – Certification Screen

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

**Phase I Certification**  
 Check this box to indicate that your district has input all reportable disciplinary incidents that occurred between 7/1 and 6/30 of this school year. This checkbox is not available until 6/1.  
\* This data cannot be certified until on or after 6/01/2025 \*

**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 Clearing Reports. Information on how to clear each report is available [here](#).

Clearing 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 9/13/2025 \*

Enter Code

**⏪ TIPS & REMINDERS:**

- Check this box to complete the Mid-Year Collection
- An Administrator is not required to complete this step
- You do not need to uncheck the box to add/edit/delete data

**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.

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

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

**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
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

64

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.



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### What Can I Do Now?

- Step through the Record Layout to familiarize yourself with the codes
- Review last years data – in the ED166 as well as on EdSight
- Query your SIS (check for missing data, etc.)
- Upload a file (can upload at any interval) or enter data



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## THE MOST IMPORTANT SLIDE



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

<p><b>What incidents are required to be reported to CSDE?</b></p> <p>All offenses that result in:</p> <ul style="list-style-type: none"> <li>• In-school suspension</li> <li>• Out-of-school suspension</li> <li>• Bus suspension</li> <li>• Expulsion</li> </ul> <p>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. <b>Bullying is no longer collected.</b></p>	<p><b>Deadlines</b></p> <p><b>Fall: November 14, 2025</b> - partial data</p> <p><b>Mid-Year: March 4, 2026</b> - partial data - checkbox to certify (no Admin needed)</p> <p><b>Phase 1: July 8, 2026</b> - all remaining data - checkbox to certify (no Admin needed)</p> <p><b>Phase 2: August 19, 2026</b> - resolve Data Exceptions - clear Cleaning Reports - review Certification checklist - Administrator Certification</p> <p style="text-align: center;">Questions: <a href="mailto:Keryn.Felder@ct.gov">Keryn.Felder@ct.gov</a></p>	<p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>• A student must be registered to your district in the PSIS Registration Module on the Incident Date to report them.</li> <li>• Review the <b>Reporting Arrests flowchart</b> to determine if a School-Based Arrest should be reported</li> <li>• Be sure to update incidents with an expulsion hearing pending (do not add a new record)</li> <li>• Update your District Profile as needed</li> </ul>
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★ **START YOUR COLLECTION EARLY**

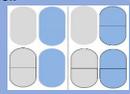
**FREEZE DATE: SEPTEMBER 2, 2026**

ABSOLUTELY NO CHANGES CAN BE MADE AFTER THIS DATE

**A single record in the ED166 can "look" any of the following ways:**

- 1 Incident Type, 1 Sanction Type
- 1 Incident Type, 2 Sanction Types
- 2 Incident Types, 1 Sanction Type
- 2 Incident Types, 2 Sanction Types

Details available on the Help Site



66

This slide highlights the biggest takeaways:

- What is, and what is not, a reportable incident
- A reminder about the link between the ED166 and PSIS
- The four ways a record can "look" using 1-2 Incident Type fields and 1-2 Sanction Type fields
- The link to the Help Site
- The deadlines
- A reminder to start your collection early



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Education

**Questions? Suggestions?**

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

**Additional training opportunities for the 2025-26 collection:**

- November and January/February: Phase 1 Training – online
- May/June: Phase 2 Training – online
- July: Working Day Sessions – in person

67

Closing Remarks:

*I hope the printed version of this information was helpful to you. Be sure you are viewing the most recent version of this document as the training sessions above will be updated as they are scheduled.*

*Once again, I recommend beginning your collection early, as it will allow ample time to work together through any issues that may occur (missing data, records that require further research, etc.). If you have any additional questions, I'm happy to help, and if you have any recommendations on the collection itself (new reports, etc.) let me know. As always feel free to email me with questions.*

*- Keryn Felder*