

ED166 Student Disciplinary Offense Collection Training



Part 1: General, Mid-Year and Phase 1 Information
Connecticut State Department of Education

Updated 2/9/2024

This information covers the ED166 Student Disciplinary Offense Collection. The focus is General, Mid-Year and Phase 1 information. This information is intended for those who have direct contact with the ED166 application and are responsible for reporting data to the CT State Department of Education.



CSDE Resources



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

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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 this PDF version of this document (posted online) 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.

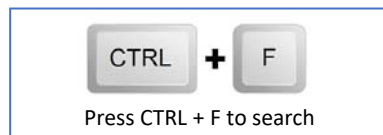
- Keryn Felder



Contents



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- Record Layout/User Guide (slide 20)
- A closer look at reporting:
 - Multiple Incident/Sanction Types (slide 35)
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- Application Walkthrough (slide 48)
 - A video demonstrating the application is available on the Help Site



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This 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:

- 2023-24 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.**



2023–24 ED166 Application Deadlines



- Collection Opens – Fall (email and web site notification)
- Charter School Submission: December 1, 2023 *****NEW*****
- Mid-Year: March 6, 2024
- Phase 1: July 10, 2024
- Phase 2: August 21, 2024
- Freeze Date: September 4, 2024
- Incident Date Range: July 1 – June 30 → Does not change

Varies yearly within the same general time frame

START YOUR COLLECTION EARLY

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The ED166 collection opens in the Fall each school year, and your LEA 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 you 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 (see slide 63). 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 LEA policy. Most LEAs 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. Note the Charter Schools have an additional submission date this 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.



Acronyms



- **FERPA:** Family Educational Rights and Privacy Act
- **FOI:** Freedom of Information
- **ISS:** In-School Suspension
- **LEA:** Local Education Agency (your district)
- **OSS:** Out-of-School Suspension
- **PII:** Personally Identifiable Information
- **PSIS:** Public School Information System – many of you may also work on this application. If you are not familiar this is the online application where all public-school students are registered.
- **CSDE:** Connecticut State Department of Education
- **SASID:** State Assigned Student Identifier
- **SIF:** School Interoperability Framework
- **SIS:** This is your student information system such as Administrator Plus, Infinite Campus, PowerSchool, etc.

The terms District and LEA used interchangeably in this document

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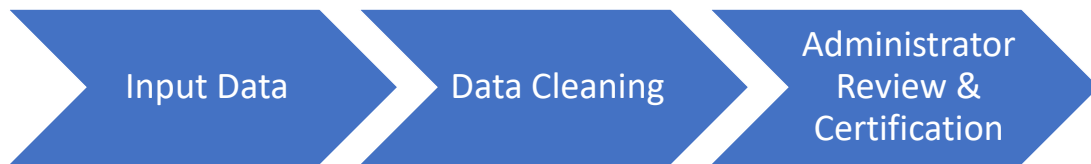
This slide lists the acronyms referenced in this document.

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.



Overall Process



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A high-level view of this collection is inputting the required data, cleaning the data, and then an Administrator should complete a final review of the data before Certifying. This PowerPoint looks at first step of the process.



Your Team



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

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Each LEA 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.



Records Required to be Reported



All offenses that result in:

- In-school suspension
- Out-of-school suspension
- Bus suspension
- Expulsion

IMPORTANT

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

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

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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 LEA 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 LEA 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).



Data Usage



- Federal Data Collections
- State Data Collections
 - Board Report
- EdSight (<http://edsight.ct.gov>)
- FOI Requests
 - Media
 - Research
 - Other

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The data collected is used to comply with 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 CSDE's longitudinal data portal. Any publicly posted or released data follows all Family Educational Rights and Privacy Act (FERPA) data suppression guidelines and no PII is included. This generally means that counts of 5 or less are suppressed. More information on the data suppression rules is available on EdSight.



Legal Requirements



Education of Individuals with Disabilities

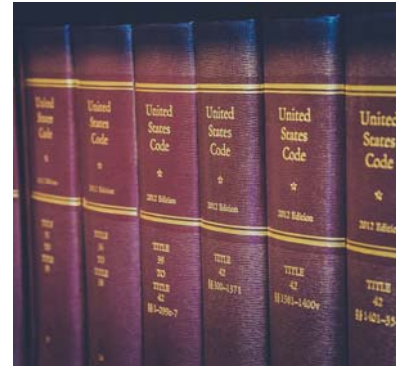
20 U.S.C. 1418(a)

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



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.



Phase Requirements



Mid-Year Collection March 6, 2024

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

* NOTE: Your LEA may go beyond this date if you wish; 1/31 is not a hard cut-off date. After your LEA has completed the mid-year collection you can continue to add, edit, or delete records as needed. You do not need to clear your certification.

Phase 1 July 10, 2024

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

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For the **Mid-Year Collection** your LEA 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, 2023 for example, it should be included in the current 2023-24 collection, not the collection pertaining to the prior school year. Note that the mid-year dates are not hard dates, you can certainly go beyond January 31. The purpose of the Mid-Year Collection is for CSDE to obtain approximately half of your school year's incidents. All uploads must be error free. When your LEA has finished reporting you must check the Mid-Year Certification checkbox. Your LEA 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 Mid-Year Collection, except your LEA is now reporting incidents that occurred from February 1 – June 30 as well as any other incidents that may have been missed during the Mid-Year Collection.



Phase Requirements (continued)



Phase 2

August 21, 2024

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

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

Freeze

September 4, 2024

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

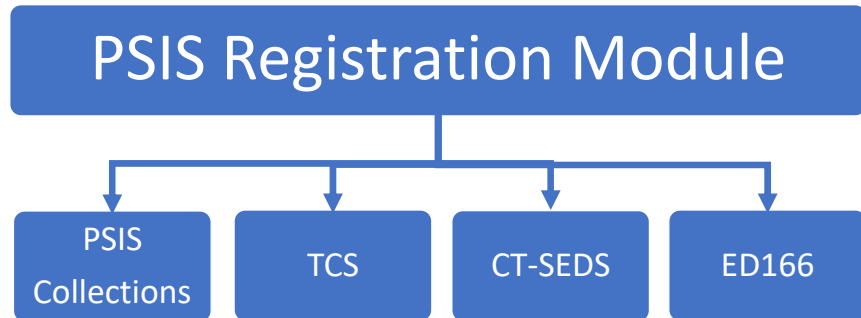
No changes can be made once the file is frozen

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

All Data Cleaning Reports must be cleared. Your LEA 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.**



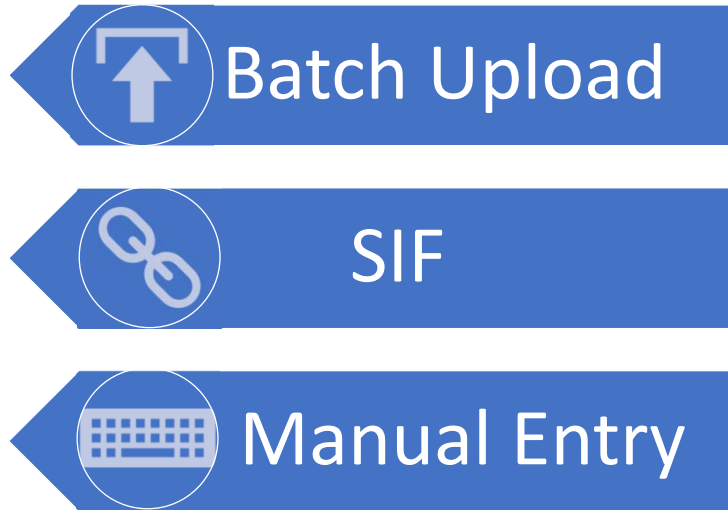
- Register before reporting
- Check your dates

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.



Data Transmission Options



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

SIF - School Interoperability Framework



Batch Upload



- Export data from local SIS (built in feature), requires LEA knowledge
- Multiple file types accepted: CSV or Fixed Width
- Open to ALL LEAs
- Can upload all records or by school
- GIGO – Garbage In Garbage Out

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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 LEA 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.



School Interoperability Framework (SIF)



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

SIF Contact Information:

Srinivasa (Reddy) Erigela

Srinivasa.Erigela@ct.gov

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

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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 LEA 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 LEA 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.



Manual Entry

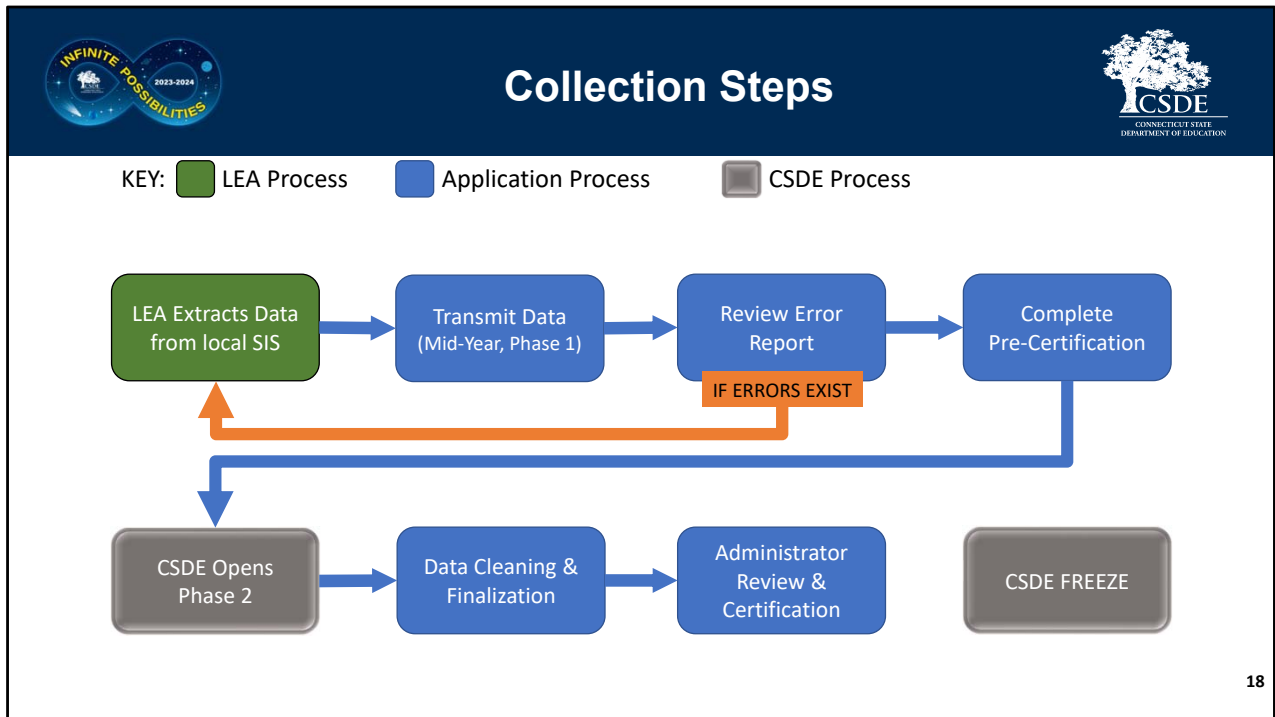


- Hand type each record
- Open to ALL LEA's
- Can combine with other types
- GIGO and human error

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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 LEA 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.



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.



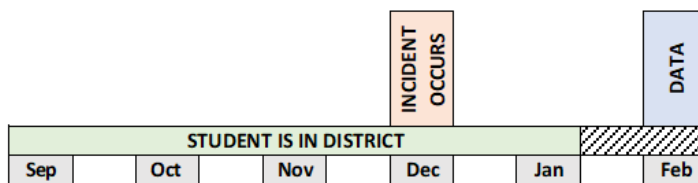
PSIS Registration Accuracy



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



Report Incident



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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.



Record Layout



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

The Record Layout is available on the Help Site:
<https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site>

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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.



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

Updated 09/16/23

Field Name	Excel Column	Starting Position	Ending Position	Length	Requirement	Valid Values	When Mandatory
1 State Assigned Student ID (SASID)	A	1	10	10	M	Numbers only	
2 Date of Birth	B	11	18	8	M	MMDDYYYY	
3 Reporting District	C	19	21	3	M	See Table B	
4 Faculty Code	D	22	28	7	M	See Table A	
5 Local Incident Number	E	29	34	6	D	Alpha-numeric	CSDE does not use this field
6 Date of Incident	F	35	42	8	M	MMDDYYYY	
7 Time of Incident	G	43	48	6	C	HHMM am/pm	If entering >1 incident in a day
8 Bullying	H	49	50	2	M	See Table K	
9 Incident Type - part 1	I	51	54	4	M	See Table C	
10 Incident Type - part 2	J	55	58	4	O	See Table C	
11 Weapon	K	59	62	4	C	See Table D	If a weapon is involved
12 Substance	L	63	66	4	C	See Table E	If a substance is involved
13 Victim - Other Student	M	67	67	1	C	"Y" or "N"	If an incident in Table I (page 3)
14 Victim - Certified Staff	N	68	68	1	C	"Y" or "N"	If reported, or if Bullying = 2 or 3
15 Victim - Substitute Teacher	O	69	69	1	C	"Y" or "N"	
16 Victim - Other Staff	P	70	70	1	C	"Y" or "N"	
17 Victim - Non-School	Q	71	71	1	C	"Y" or "N"	
18 School Based Arrest	R	72	72	1	M	"Y" or "N"	
19 Location of Incident	S	73	74	2	M	See Table I	
20 School Sponsored Activity	T	75	75	1	M	"Y" or "N"	
21 Sanction Type (part 1)	U	76	79	4	M	See Table F	
22 Education Provided (part 1)	V	80	81	4	C	See Table G	Conditional based on sanction
23 # of Days Sanctioned (part 1)	W	84	90	7	M	0 to 220 in 25 increments	
24 # of Days Served (part 1)	X	91	97	7	M	0 to 220 in 25 increments	
25 # of Days to Carryover (part 1)	Y	98	104	7	M	0 to 220 in 25 increments	
26 Sanction Type (part 2)	Z	105	108	4	O	See Table F	
27 Education Provided (part 2)	AA	109	112	4	C	See Table G	If Sanction Type 2 is entered
28 # of Days Sanctioned (part 2)	AB	113	119	7	C	0 to 220 in 25 increments	If Sanction Type 2 is entered
29 # of Days Served (part 2)	AC	120	126	7	C	0 to 220 in 25 increments	If Sanction Type 2 is entered
30 # of Days to Carryover (part 2)	AD	127	133	7	C	0 to 220 in 25 increments	If Sanction Type 2 is entered
31 Referring Party	AE	134	135	2	M	See Table J	
32 Referral Action	AF	136	137	2	M	See Table H	
33 Memo Field	AG	138	392	255	O	Text up to 255 characters	
34 Incident Tracking Number (ITN)	AH	393	402	10	C	Numbers only	If overwriting records via batch
35 District Student ID	AI	403	422	20	R	Characters and/or numbers	
36 Reserved Field	AJ	423	472	50	O		
37 End of Record Marker	AK	473	473	1	M	The letter "X" must be included in this position to mark the end of each record.	



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

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

Record Layout Page 1: It's recommended to have a copy of the Record Layout (either physical or digital) open while you read through these slides. Note that if you keep a digital copy open now or while completing your collection you can press CTRL + F to open a search box to quickly find what you need within the document.

Before the content of the Record Layout is described, there are a few items to make note of. First is the updated date in the upper right corner. An "updated date" is included on all documentation so you can always be sure you are using the most recent copy. Since this document is quite lengthy, items updated from the prior year are highlighted in yellow. There is also a change log listed on the Help Site. There are generally no significant changes made once a collection is open for a school year.

At the bottom of the page is a key: M–Mandatory, O–Optional, R–Recommended, C–Conditional and D–Disallowed. The various shades of blue and white rows also coincide with this key.

Note each of the column headers. After the field name there is the Excel column.

When reviewing errors, some LEA's like to look directly in the batch, so the Excel column is useful. The starting and ending column, as well as the maximum field length is only needed when manually creating a file - the state reporting feature in your SIS has already been set up to follow these rules.

Next is the Requirement column which is where the key referenced earlier is used. After that is the Valid Values column so you can determine if a field is alpha-numeric, yes/no, or uses a code table. Finally, there is a column to indicate the parameters for a conditional field, such as requiring a Victim Type when a specific Incident Type is reported.



FIELD DESCRIPTIONS (in order of appearance in the record layout)

Updated 10/16/23

M	State Assigned Student Identifier (SASID)	The unique ten-digit numeric code assigned to student in PSIS (Public School Information System) Registration.
M	Date of Birth	Student's date of birth in the format MMDDYYYY where "M" = Month, "D" = Day, "Y" = Year. Note that this date must match PSIS Registration.
M	Reporting District	Three-digit code for the district the student is registered to in PSIS. This is your town code for: all students attending your schools; your students educated in private special education or residential facilities, including out-of-state and your students placed in municipal detention centers or day treatment facilities. For the purposes of this report, the American School for the Deaf is considered a private facility. For a list of Reporting District Codes, see Table B.
M	Facility Code	Seven-digit code of the school attended by the student select the incident look 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. For a list of Facility Codes visit https://portal.ct.gov/SOI/Performance/Data-Collection/Help-Sites/ED166/Help-Site/Documentation is downloaded.
D	Local Incident Number	This field was retired beginning with the 2014-2015 school year. A blank column should still be included in this position.
M	Date of Incident	The date the incident occurred using format MMDDYYYY. Be sure to use leading zeros for fixed-width files when coding the month (example: the Date of Incident of August 4, 2018 or 8/4/2018 would be reported as 08042018).
D	Time of Incident	Indicate the time the incident occurred using either standard (HHMM am/pm) or military time (HHMM). If standard time is supplied, you must include either am or pm (example: 1215 pm or 0830 am). Be sure to include the time if more than one incident is reported for a student in the same day.
M	Bullying	Repeated negative behaviors intended to frighten or cause discomfort. For example, verbal or written threats of physical harm (code 1810). All Bullying incidents must be reported regardless of Sanction. Your LEA must indicate if a protected class was involved in the incident. For a list of Bullying Codes see Table K.
M	Incident Type	The type of incident committed by the student. The incident types and a brief description are provided in Table C. <ul style="list-style-type: none">There are two fields for Incident Type (part 1 and 2). If more than one type of incident occurs the same time, please report both (example: a student was fighting while under the influence alcohol).
C	Weapon	A weapon is any object that is designed, converted, or used to cause harm an individual or individuals. A weapon offense may involve possession, use, and/or sale of an item. If a weapon is used in combination with another offense, indicate the offense that was committed in one of the "Incident Type" fields (example: battery), and use the "Weapon" field to report the weapon that was used in that incident. All Weapons incidents must be reported regardless of Sanction. For a list of Weapon Codes see Table D.
C	Substance	A substance offense is possession, use or distribution of tobacco products, illegal drugs, over the counter medication, prescription medication, and/or alcohol. If a substance was involved in combination with another offense, indicate the offense that was committed in the "Incident Type" fields (example: sexual battery) and use the "Substance" field to report the type of drug or alcohol involvement in the incident. All incidents involving a Substance must be reported regardless of Sanction. For a list of Substance Codes see Table E.

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. You will notice that the first column again indicates if the field is mandatory, optional, etc. and the same color-code is followed from the first page. 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 LEA 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 a separate field (not an Incident Type) that must be completed for every record to indicate if it was a Bullying incident.
- 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 slide 34.
- 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).

Updated 10/16/23

C	Victim	<p>There are five victim fields. Each field requires a response of "Y" for yes or "N" for no. For offenses involving more than one victim type, include all applicable types.</p> <p>Other Student – Any student enrolled in a public or private school.</p> <p>Certified Staff – A certified staff member such as a Teacher, Counselor, Psychologist, Administrator, etc.</p> <p>Substitute Teacher – A short- or long-term substitute teacher.</p> <p>Other Staff – Any other staff member including Paraprofessionals, Support Staff, Cafeteria Workers, Custodial Staff, Bus Driver, etc.</p> <p>Non-School – An individual not employed by or attending the school, such as a Parent, Volunteer, Contractor, Non-Student Youth, etc.</p>																																																												
<p>The following Incident Types require "Y" for at least one Victim field:</p> <table border="1" style="width: 100%; font-size: x-small;"> <thead> <tr> <th colspan="4">TABLE I: Incidents Requiring a Victim Type</th> </tr> <tr> <th>Code</th> <th>Name</th> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1430</td> <td>Robbery</td> <td>1822</td> <td>Foreign Substance in Food/Drink - (Illegal Drugs)</td> </tr> <tr> <td>1700</td> <td>Fighting/altercation/physical aggression</td> <td>1823</td> <td>Foreign Substance in Food/Drink - Other (Salt, Clay, Crayons, etc.)</td> </tr> <tr> <td>1720</td> <td>Battery/Assault</td> <td>1824</td> <td>Foreign Substance onto a Person</td> </tr> <tr> <td>1730</td> <td>Throwing an Object</td> <td>1825</td> <td>Intentionally Endangering an Individual(s)</td> </tr> <tr> <td>1740</td> <td>Sexual Harassment/Unwanted Sexual Contact</td> <td>1900</td> <td>Harassment (Sexual)</td> </tr> <tr> <td>1800</td> <td>Marassment (Non-Sexual)</td> <td>1910</td> <td>Sexual Offense</td> </tr> <tr> <td>1810</td> <td>Threat/Intimidation/Verbal Harassment</td> <td>2000</td> <td>Homicide</td> </tr> <tr> <td>1811</td> <td>Staring</td> <td>2100</td> <td>Stabbing</td> </tr> <tr> <td>1814</td> <td>Teasing</td> <td>2200</td> <td>Blackmail</td> </tr> <tr> <td>1817</td> <td>Threats of Bodily Harm</td> <td>2300</td> <td>Kidnapping (Abduction)</td> </tr> <tr> <td>1818</td> <td>Physical Intimidation</td> <td>3510</td> <td>Destruction of Personal Property</td> </tr> <tr> <td>1820</td> <td>Foreign Substance in Food/Drink - Bodily Secretions (Spit, Urine, Etc.)</td> <td></td> <td></td> </tr> <tr> <td>1821</td> <td>Foreign Substance in Food/Drink - Prescription Medications</td> <td></td> <td></td> </tr> </tbody> </table> <p>If the Bullying Field has a value of 02 or 03 you must indicate "yes" for at least one Victim field regardless of incident type.</p>			TABLE I: Incidents Requiring a Victim Type				Code	Name	Code	Name	1430	Robbery	1822	Foreign Substance in Food/Drink - (Illegal Drugs)	1700	Fighting/altercation/physical aggression	1823	Foreign Substance in Food/Drink - Other (Salt, Clay, Crayons, etc.)	1720	Battery/Assault	1824	Foreign Substance onto a Person	1730	Throwing an Object	1825	Intentionally Endangering an Individual(s)	1740	Sexual Harassment/Unwanted Sexual Contact	1900	Harassment (Sexual)	1800	Marassment (Non-Sexual)	1910	Sexual Offense	1810	Threat/Intimidation/Verbal Harassment	2000	Homicide	1811	Staring	2100	Stabbing	1814	Teasing	2200	Blackmail	1817	Threats of Bodily Harm	2300	Kidnapping (Abduction)	1818	Physical Intimidation	3510	Destruction of Personal Property	1820	Foreign Substance in Food/Drink - Bodily Secretions (Spit, Urine, Etc.)			1821	Foreign Substance in Food/Drink - Prescription Medications		
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M	School-Based Arrest	Report if a School-Based Arrest occurred. PA 15-168 defines School-Based Arrests as arrests for conduct that occurred on school property or at a school-sponsored event . If you are unsure how or if to report an arrest, please see Appendix A.																																																												
M	Location of Incident	The location where the incident occurred. Locations are categorized as on or off school grounds. School grounds includes the school building and immediate grounds, school transportation (buses), stadiums/gymnasiums and other facilities. If a student is involved in an incident that occurs at a school-sponsored event off campus, it must be reported. For a list of Locations see Table I.																																																												
M	School Sponsored	Indicate if the incident occurred at a school sponsored activity regardless of the location. If an incident took place at another school during a sports activity, or during a field trip it is considered school sponsored. Incidents that took place in the school or on school grounds during the regular school day are considered school sponsored.																																																												
M	Education Provided	Report the type of education the student received during their sanction. Education provided must be included if one of the following Sanctions is reported for the record: 1000 - Expulsion 1001 - Suspended Out-of-School Pending Expulsion Hearing 1002 - Expulsion Reinstated 1005 - Suspended Out-of-School Pending Investigation 1010 - Out-of-School Suspension 1020 - In-School Suspension For a list of Education Provided codes see Table G.																																																												

Record Layout Page 3:

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.).

Here you can see a list of Incident Types that require a Victim Type.

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 slide 36.

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.

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.



Updated 09/16/23

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

M/C	Sanction Type (part 1 and 2)	The type of discipline the student received for the offense. If two types of discipline occurred, use both Sanction Type - Part 1 and Sanction Type - Part 2 fields. Note that Sanction Type - Part 1 cannot be the same value as Sanction Type - Part 2. For a list of Sanction codes see Table F.												
M/C	Number of Days Sanctioned (part 1 and 2)	Report the number of days the student is sanctioned for their offense. Days can be reported in increments of .25 (see table on the next page). Number of Days Sanctioned - Part 2 must be completed only if Sanction Type - Part 2 is completed.												
M/C	Number of Days Served (part 1 and 2)	Report the number of days the student served for their offense. Days can be reported in increments of .25 (see table on the next page). Number of Days Served - Part 2 must be completed only if Sanction Type - Part 2 is completed.												
M/C	Number of Days to Carryover (part 1 and 2)	If a student's sanction will be carried over to the next school year, indicate the number of days to be served next year. Number of Days to Carryover - Part 2 must be completed only if Sanction Type - Part 2 is completed.												
		<table border="1"> <thead> <tr> <th colspan="2">The Number of Days Sanctioned, Number of Days Served, and Number of Days to Carryover fields must be in increments of .25:</th> </tr> <tr> <th>Value</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>0.25</td> <td>0.01 - 0.25 of a school day</td> </tr> <tr> <td>0.50</td> <td>0.26 - 0.50 of a school day</td> </tr> <tr> <td>0.75</td> <td>0.51 - 0.75 of a school day</td> </tr> <tr> <td>1.00</td> <td>0.76 - 1.00 of a school day</td> </tr> </tbody> </table> <p>* By law (C.G.S. Sec. 10-233a (9)), removal from class for a length of 90 minutes or more is considered an in-school suspension. Sanction Type 1065 cannot be used for sanction lengths of .75 and above.</p>	The Number of Days Sanctioned, Number of Days Served, and Number of Days to Carryover fields must be in increments of .25:		Value	Definition	0.25	0.01 - 0.25 of a school day	0.50	0.26 - 0.50 of a school day	0.75	0.51 - 0.75 of a school day	1.00	0.76 - 1.00 of a school day
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0.50	0.26 - 0.50 of a school day													
0.75	0.51 - 0.75 of a school day													
1.00	0.76 - 1.00 of a school day													
M	Referring Party	Report the classification of the person reporting the incident. For a list of Referring Party codes see Table J.												
M	Party Taking Action	Report the classification of the party responsible for determining the sanction. If multiple sanctions were given by multiple parties report the party associated with the highest level of sanction. For a list of Party Taking Action codes see Table H.												
O	Memo	Include any details your LEA wants to provide. Note that this field is not used by SDE for analysis.												
C	Incident Tracking Number (ITN) -	This is the unique tracking number assigned to the incident by CSDE in the ED166 Application. LEA's who wish to update existing ED166 records via a batch must include this number. This field is disallowed for new incidents and is mandatory when modifying existing incidents through a batch process. Please note, districts may update records using the individual edit function without importing this tracking number into their local student information system.												
R	District Student ID	The local ID number generated by your LEA. Some districts choose to include this number to identify their students more easily. This field is optional.												
D	Reserved Field	This field is a placeholder for a new field if/when needed.												
M	End of Record Marker	The letter "X" must be included in this position to mark the end of each record.												



Record Layout Page 4: On page 4 you will see 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**. 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 LEA 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. See slide 39 for statute information.

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 LEA 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 LEA 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.



CODE TABLES

The following code tables are also available for download at <https://portal.ct.gov/2024/Performance/Data-Collection/Help-Sites/EO166-Help-Site/Documentation>. Due to the length of the Facility Code list (Table A) please visit the Help Site to download or view the codes.

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

Record Layout Page 5: The code tables begin on page 5 of the Record Layout. First is Reporting District. Remember that this can only be your LEA.



Code	Name	Description	Other *	OK Under PK-2 Law [†]
Fighting/Battery				
1700	Fighting/altercation/physical aggression	Participation in an incident that involved a physical confrontation in which one or more participants received a minor physical injury. A minor injury is one that does not require professional medical attention, such as a scrape on the body, knee, or elbow, and/or minor bruising. Medical attention from the school nurse qualifies the injury as minor unless further medical attention is required. This code can also be used when one person strikes another (causing a minor injury) and the incident is ended prior to the other participant retaliating.	[SERIOUS] [VICTIM]	YES
1720	Battery/assault	Striking another person with the intent of causing serious bodily harm to the individual. Example: a physical attack on an individual resulting in an injury requiring any type of medical attention. Use this code for bites that break the skin.	[SERIOUS] [VICTIM]	YES
1740	Serious disorderly conduct	Security/police were called, an injury may have occurred, and/or there was a major disruption to the educational process.	[SERIOUS] [VICTIM]	YES
Personally Threatening Behavior				
1800	Harassment (Non-Sexual)	Repeatedly annoying or physically attacking an individual creating an intimidating or hostile environment.	[SERIOUS] [VICTIM]	YES
1810	Threat/intimidation/verbal harassment	Physical, verbal, written, or electronic communication (without physically displaying a weapon and without a physical attack) which results in fear of harm. Use code 1812 if police are contacted or a weapon is involved.	[SERIOUS] [VICTIM]	YES
1811	Racial slurs/hate crimes	An incident involving characteristics or perceived characteristics of the victim including race, gender, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, social or family background, linguistic preference, or disability, if the incident is not directed at a particular individual do not include a victim.	[SERIOUS]	YES
*** Bullying (formerly 1812) is no longer an incident type. If you are reporting a bullying incident use the Bullying field. ***				
1813	Harassment	The imposition of demeaning and/or humiliating tasks as part of an initiation.	[SERIOUS] [VICTIM]	YES
1814	Teasing	Making fun of or attempting to provoke a person in a playful way.	[VICTIM]	NO
1817	Threats of bodily harm	Like incident type 1810, however, police are notified due to severity of threat. A weapon may be involved. This code should be used for death threats.	[SERIOUS] [VICTIM]	YES
1818	Physical intimidation	Subjecting a person to physical intimidation (such as cutting a person's hair, striking a match or lighter near a person, etc.)	[VICTIM]	YES
Physical/Verbal Confrontation				
1710	Physical altercation	Participation in a confrontation, or some type of physical aggression that does not result in any injury. Use this incident type when one person strikes another (causing no injuries), and the altercation is broken up prior to the other participant retaliating.	[SERIOUS]	YES
1711	Verbal altercation	Participation in an incident involving a verbal confrontation (shouting match, yelling, etc.)	[SERIOUS]	NO
1712	Inciting a fight/riot	Causing or instigating a fight or riot.	[SERIOUS]	YES
1713	Accessory to fight	Aiding in a fight (acting as a lookout, recording the fight, failing to inform administration of the fight).	[SERIOUS]	NO
1730	Throwing an object (serious)	Indicate the type of object thrown in the weapons category. Use this category if there is a victim with any level of injury. If the offense was not serious, use code 1611 (listed under School Policy Violations).	[SERIOUS] [VICTIM]	YES
1750	Gang activity	Any misbehavior deemed gang related.		YES
1760	Breach of peace	Any misbehavior which results in unrest or disturbance of the learning environment.		NO
1830	Transporting students off school ground	Transporting students off school grounds without the consent of his/her custodial parent(s), legal guardian, or school authorization.		YES
* KEY: [SERIOUS] = incident must be reported regardless of Sanction [VICTIM] = Requires a Victim to be reported † See Appendix C for more information on GCS 10-233a-6g.				

Record Layout Pages 6-10: 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”. This law is explained in more detail on slide 37.

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.



TABLE C: Incident Type (continued)					
Code	Name	Description	Other 1	OK Under PK-2 Law?	
Violent Crimes Against Persons (continued)					
1824	Foreign substance onto a person	Spraying or otherwise placing a foreign substance on a person with the intent of causing harm or making a person uncomfortable (e.g., itching powder, spraying mouthwash into person's face; placing gum or other substance into hair).	[NCTIM]	YES	
1825	Intentionally endangering an individual(s)	The intentional cause of immediate danger to persons or person such as placing them in contact with a caustic substance (latex gloves, peanuts, etc.).	[NCTIM]	YES	
2000	Homicide	Murder or manslaughter.	[DEROVI] [NCTIM]	YES	
2050	Attempted suicide	Requiring psychiatric evaluation; sanction must be consistent with incident.		YES	
2060	Self-injurious behavior	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.		YES	
2061	Psychotic episode	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.		YES	
2062	Psychotic break	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.		YES	
2100	Stabbing	The intentional puncturing of the skin using some type of sharp instrument. The type of weapon used (knife, pencil/pen) must be indicated.	[DEROVI] [NCTIM]	YES	
2200	Blackmail	The extortion of money or other valuables from a threat of exposing a criminal act or other discreditable behavior. Law enforcement must be notified.	[DEROVI] [NCTIM]	NO	
2300	Kidnapping (abduction)	To seize, transport, and/or detain a person or a minor against their will either by force or fraud (taking a hostage, leaving school grounds without permission with a minor).	[DEROVI] [NCTIM]	YES	
2700	School threat/bomb threat	Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building, property, or harm to students and/or staff (bomb threat, chemical/biological threat, terror threat). Police/security personnel must be involved.	[DEROVI] [NCTIM]	YES	
Weapons					
3700	Weapon only	Use this code to report a weapon-related offense.	[DEROVI]	NO	
Drugs					
3800	Drugs/alcohol/tobacco only	Use this code to report a substance-related offense.	[DEROVI]	NO	
† [NCTIM] [DEROVI] - Incident must be reported regardless of sanction [NCTIM] - Requires a Victim to be reported ‡ See Appendix C for more information on CGS 10-233a (g).					
TABLE D: Weapon Involvement					
Code	Weapon Type	Additional Information	OK Under PK-2 Law?		
0000	None	No weapon involved.		NO	
Knives and Bladed Objects					
3701	Knife - 2 1/2 inches or Greater	Steak knife, hunting knife, etc.		YES	
3702	Knife - Less than 2 1/2 inches	Pen knife, scout knife, etc.		YES	
3703	Box Cutter	A small tool that is made for opening cardboard boxes and that has a very sharp blade that can be pushed in and out of its case.		YES	
3780	Butter knife	A blunt knife made of metal. Use 3701 for a steak knife.		YES	
3781	Plastic knife	A knife made of plastic.		NO	
3782	Switch blade	A knife that has a blade that springs out when a button is pressed.		YES	
3799	Razor blade	A thin sharp edged piece of steel that can be fitted into a razor.		YES	
3708	Sword/machete/long knife	A large knife with a wide blade.		YES	
3710	Shank	Homemade weapon/knife.		YES	
3755	Axe	An object with a handle and blade on one end such as an axe, tomahawk, or hatchet.		YES	
† See Appendix C for more information on CGS 10-233a (g).					

Record Layout Page 10: 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.

The **Weapons** codes are also categorized and include the PK-2 Indicator in the last column.

- 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



TABLE D: Weapon Involvement (continued)			
Code	Weapon Type	Additional Information	OK Under PK-2 Level?
Guns of Any Type and Related Items			
3711	Handgun*	Any authentic firearm that can be held and fired with one hand such as a revolver or a pistol.	YES
3712	Rifle/Shotgun*	A gun that has a long barrel.	YES
3713	Toy Gun	Any type of toy gun including water guns and cap guns.	NO
3714	Pellet Gun	Any type of air gun including pellet and BB guns as well as homemade blow guns or pea shooters.	YES
3717	Stun Gun	A hand-held weapon that fires an electric charge when held against a person and activated.	YES
3718	Paint Gun	An air gun for firing paint capsules.	YES
3719	Facsimile of Gun	Facsimile of gun.	NO
3744	Nail Gun	A mechanical device for driving nails into an object by the force of compressed air.	YES
3751	Flare gun	A gun used to launch flares.	YES
3710	Ammunition	Any bullet or bullet-like object that can be fired from a weapon.	YES
*Requires an expulsion hearing			
Explosives/Incendiary Devices			
3720	Explosive Devices*	Pipe bomb, chemical bomb or other types of explosive devices meant to kill or harm.	YES
3721	Sink Bomb/Smoke Bomb	A small bomb made to emit a foul smell or smoke upon exploding.	NO
3722	Fireworks/Firecrackers	A small explosive charge and a fuse in a heavy paper casing, exploded to make noise and/or fireworks.	YES
3723	Facsimile of Bomb	Facsimile of a bomb.	YES
3724	Flame Thrower	Homemade flame thrower, such as an aerosol can and flame.	YES
3793	Lighter/matches	A device used to produce a flame. If reported as smoking paraphernalia use code 3835 in the Substance field instead.	YES
*Requires an expulsion hearing			
Projectiles and Related Items			
3715	Slingshot	A Y-shaped stick with an elastic strip between the prongs for propelling stones and other small objects.	YES
3731	Any projectile (high risk)	Any object that can be thrown such as rocks, bricks, etc. These objects generally can cause an injury.	YES
3732	Any projectile (low risk)	Any object that can be thrown or used to project such as a rubber band, crumpled paper, etc. These objects generally cannot cause injury.	NO
Other Weapons			
3740	Martial Arts Device	Any tool or weapon used in martial arts, nunchucks, throwing star, etc.	YES
3741	Brass Knuckles	A band of metal with four holes that fits over the upper fingers and that is gripped when a fist is made, used for increasing the effect of a blow with the fist.	YES
3742	Baton/Billy club	A heavy stick that is generally carried by police officers and is used as a weapon.	YES
3730	Defensive Spray	Gas repellent, mace, chemical/pepper spray.	YES
3796	Blacksack	A leather covered bludgeon used as a hand weapon.	YES
Everyday Objects			
3780	Sports equipment or object with a stick	Any type of sporting equipment or any object with a stick component such as an umbrella.	YES
3771	Medical Equipment	Any type of medical equipment such as crutches, a cane, etc.	YES
3773	Handbag	Any type of bag including a book bag, gym bag, backpack, or purse.	YES
3704	Pencil/Pen	If used in a stabbing incident use code 2100.	YES
3790	School supplies	CODE REMOVED. Use 3733 or 3734 instead.	NO
*See Appendix C for more information on CGS 10-333c-1g.			

Record Layout Page 11: Page 11 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 an LEA 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.



TABLE D: Weapon Involvement (continued)			
Code	Weapon Type	Additional Information	OK Under PK-2 Law ¹
Everyday Objects (continued)			
3733	Office/School Supplies (Sharp)	Any supply that has a sharp or pointed edge such as thumb tacks, scissors, a compass, etc.	YES
3734	Office/School Supplies (Blunt)	Any supply that does not have a sharp or pointed edge such as a stapler, books, etc.	NO
3735	Furniture	School furnishings such as a desk, chair, table, etc.	YES
3736	Belt/Rope	Any non-metal material that can be used to tie, strike, or otherwise harm an individual.	YES
3737	Pen clicker/zapper	A "joy buzzer" type of practical joke.	NO
3738	Chain/chain wire	Any metal material that can be used to tie, strike, or otherwise harm an individual.	YES
3743	Tools - Blunt	Multi-tool pliers, wrench, hammer, dye tap, etc.	YES
3746	Tools - Sharp	Drill bits, seam ripper, sewing tools, meat thermometer, screwdriver, letter opener, corsone.	YES
3745	Grooming Instruments	Personal grooming instruments such as tweezers, nail clippers, a nail file, etc.	YES
3792	Laser Pointer	A small pointing device that emits an intense beam of light and used during presentations to point out items on visuals.	NO
3795	Clothing/Accessory considered dangerous/possibly a weapon	Any clothing or accessory considered dangerous or could possibly be used as a weapon such as a studded necklace, studded belt, etc.	NO
Other Weapon Related Offenses			
3791	Facsimile of a Weapon	Include additional information in the Memo field.	NO
3794	Suspicion of weapon possession	Use this code when there is suspicion of weapon possession.	NO
3798	Other	CODE REMOVED. Contact CSDE to determine appropriate code.	N/A

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

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

Record Layout Page 12: 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.



- 1000 Expulsion
- 1010 OSS
- 1020 ISS

TABLE F: Sanction Type		
Code	Sanction/Discipline	Description
Expulsion and Suspension		
1000	Expulsion	The student was expelled from his or her regular school setting. Any educational services provided must be indicated in the Education Provided field.
1001	Suspended Out-of-School Pending Expulsion Hearing	This code must be updated after the expulsion hearing outcome. Your LEA will be unable to certify the ED166 until this code is updated.
1002	Expulsion Reinstated	A previously expelled student violated probation and the expulsion was reinstated.
1009	Suspended Out-of-School Pending Investigation	This code should be used when there is cause to immediately remove a student from the classroom until an investigation of an alleged incident is complete.
1010	Out-of-School Suspension	The student is removed from his or her regular classroom/classes and banned from school grounds for a specific length of time. Any educational services provided must be indicated in the Education Provided field.
1020	In-School Suspension	The student is removed from his or her regular classroom/classes and assigned to an in-school suspension program.
Bus Sanction		
1030	Bus - Suspension	The student is prohibited from riding on the school bus for a specific length of time.
1035	Bus - Assigned seating	The student is assigned to a specific seat for a length of time.
1036	Bus - Change	The student is assigned to an alternate bus.
Detention		
1060	Detention - Saturday	As defined by LEA policy.
1062	Detention - Office	As defined by LEA policy.
1063	Detention - Lunch	As defined by LEA policy.
1064	Detention - After School	As defined by LEA policy.
Counseling or Professional Assistance		
1050	Counseling Mandated	As mandated by Party Taking Action.
1051	Drug Rehabilitation	As mandated by Party Taking Action.
1052	Substance Abuse Counseling	As mandated by Party Taking Action.
1053	Conflict Resolution/Anger Management	As mandated by Party Taking Action.
1054	Behavior Intervention	A strategy that can help to replace problem behaviors with positive ones.
1055	Mediation	As mandated by Party Taking Action.
1056	Smoking Cessation Program	Requires reporting the number of days in the program.
1011	Psychiatric Review	For a General Education student if student has not already been referred, a Child Find PPT should be scheduled. For a Special Education Student, this review may include the development of a Safety Plan.
Restitution and Community Service		
1040	Community Service	The student is assigned to perform community service such as cleaning up litter, etc.
1065	Removal from Class	A student may be removed from class for up to 90 minutes. By law (C.G.S. Sec. 10-233a (b)), removal from class for a length of 90 minutes or more is considered an in-school suspension.
1069	Clean-up	The student is assigned "in house" clean-up such as the cafeteria, art room, etc.
1066	Loss of Privileges	The student is prohibited from specified privileges such as recess, field trips, etc.
1077	Restitution Required	As defined by LEA policy.
1078	Restorative Justice	Collaborated with those who have a legitimate stake in the incident, including the victim(s), offender(s), community members to right the wrong based on accountability, community

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

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Record Layout Pages 13-14: Next is the Sanction Codes 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 LEA 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.



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

*LEAs are required to provide an alternative educational opportunity to any student under age 16 who is expelled, and to any student age 16-18 who is expelled for the first time and wants to continue his/her education. The expelled student can be placed in an existing alternative program or the LEA can provide a different program that meets the requirements of the [Guidelines for Alternative Education Settings](#). The alternative program should be a full-time program that provides learning comparable to the school from which the student was expelled. This requirement cannot be met by tutoring or homebound instruction. See the [Standards for Educational Opportunities for Students Who Have Been Expelled](#) and [Alternative Educational Opportunities for Students Who Have Been Expelled: Best Practice Guidelines for Program Implementation](#) for more details.

Record Layout Page 15: On page 15 are the **Education Provided** codes. These 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 who is 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 slides 38-39 for statute information.



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

*Note: A school administrator cannot expel a student.

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

Record Layout Page 16: On page 16 is the **Party Taking Action** code list – this 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.



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

TABLE K: Bullying		
Code	Response	Description
01	No	This is not a bullying incident
02	Yes – Protected Class	This is a bullying incident based on one of the following protected classes: Race, Color, Religion, Ancestry, National origin, Gender, Sexual orientation, Gender identity or expression, Mental/Physical /developmental/sensory disability, or the victim is associated with a group with one of these characteristics
03	Yes – Non-Protected Class	This is a bullying incident that is not based on one of the protected classes listed above.

NOTE: Socioeconomic status, academic status, and physical appearance are not protected classes.

Record Layout Page 17: 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 final table is the **Bullying** codes. Remember that all incidents must have the Bullying field completed so you must indicate if each incident was a bullying incident. If a Bullying incident did take place your LEA must select if the incident was Bullying of a Protected Class or Bullying Non-Protected Class. Protected classes include incidents based on Race, Color, Religion, Ancestry, National origin, Gender, Sexual orientation, Gender identity or expression, Mental/Physical /developmental/sensory disability, or the victim is associated with a group with one of these characteristics.

EXAMPLE: If there is a student who does not have a physical disability, but they are friends with a group of students who do have physical disabilities and are subsequently bullied because of that relationship the incident would fall under Bullying of a Protected Class (since the student was associated with a protected class).

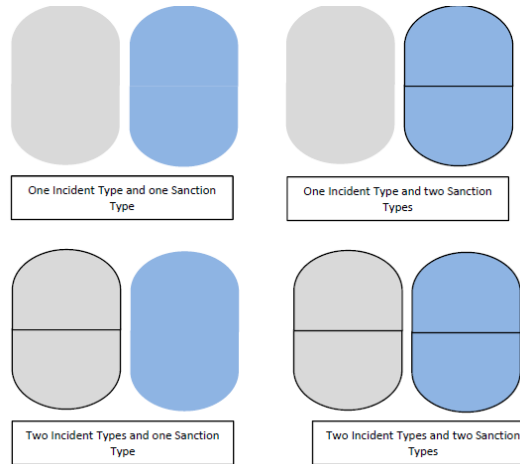
An Incident Type code is required in addition to saying yes in the Bullying field. Common Incident Type codes for Bullying incidents are:

- 1800 – Harassment (non-sexual)
- 1810 – Threat/Intimidation/Verbal Harassment

- 1814 – Teasing



Possible Incident/Sanction Field Combinations



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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:

1. one incident type and one sanction type or
2. one incident type and two sanction types or
3. two incident types and one sanction type or
4. 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**.



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
EXAMPLE: →	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
	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. 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.
ED166 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.

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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.

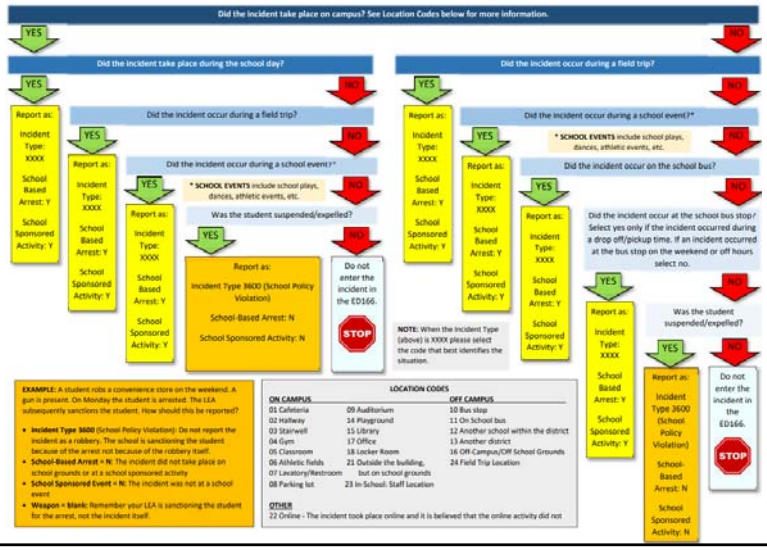
There is a data cleaning report built into the ED166 that will help you identify records that have been potentially miscoded. More information on this report will be available in Phase 2 Training.



School Based Arrest Flow Chart



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



This slide details when your LEA should report a student arrest in the ED166. As with the last 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 slide 40 for statute information.



Laws



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

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

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

PA 15-96 updated CGS 10-233c.(g). This change focuses on exclusionary discipline of students in PK through grade 2. This law prohibits suspensions and expulsions of this grade range unless the incident was violent, sexual in nature, or endangers others.

There are a few resources available to help you ensure your records have been reported appropriately regarding this law.

The ED166 has a built-in report that identifies any student who may have been over-sanctioned in accordance with the law. Please review these records and if they are reported correctly you may want to have an internal discussion to ensure your LEA is following the law. Do not change the records if they have been reported accurately, even if they do not follow the law.

Recall the record layout itself referenced this law in the last column of the Incident Types, Weapon Types and Substance Types tables. The column indicates which

Incident Types would be allowed to result in a suspension or expulsion under the law.

There is also a document posted to the Help Site which contains a list of Incident Types where exclusionary discipline is allowed under the law. Note that while exclusionary discipline is allowed in these cases **it does not mean that a suspension or expulsion must take place or that the CSDE recommends expulsion or suspension.**



Laws



- CT General Statutes Sec. 10-233d. Expulsion of pupils
 - LEAs are required to offer an alternative educational opportunity to (1) any student under 16 years old who has been expelled (regardless of the reason); and (2) any student between 16-18 years old who has been expelled for the first time and wishes to continue his or her education shall be offered such an alternative educational opportunity if he or she complies with conditions established by his or her local or regional board of education
 - LEA Review:
 - ED166 Report
 - Alternative Education information linked from the Help Site

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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.



Laws



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

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



Laws



- 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

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PA 15-168 defines School-Based Arrests, which was discussed on slide 36.



Help Site - Home



- Contact Information >
 - Documentation >
 - FAQ >
 - Statutory References >
 - Links >
 - New User Information >
 - Training >
- Search Department of Education
- by Keyword

About the Collection: ED166

LEGACY LOG IN

Welcome to the ED166 Student Disciplinary Offense Data Collection Help Site. Each year public school districts are required to submit specific incidents to CSDE. CSDE then uses this data to satisfy various federal mandates such as the Individuals with Disabilities Education Act, the Safe and Drug Free School Report, the Gun Free Report, Special Education Reporting, and various other data requests. The aggregate data is publicly available on EdSight.

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

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

Important Dates*:

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

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**

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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.



Help Site - Documentation



Documentation

Page Menu:

- General Information
- Coding Information
- Data Cleaning Report Information
 - Bulk in Reports
 - Enabled Reports
- Communication
- Phase II Information

General Information:

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

Below are the code tables found in the Record Layout:

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

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

• **Phase Information** - This one page document outlines what is expected of LEA's in each phase.

• **Error Messages** - This document lists all updated error messages with information on how to resolve each issue.

• **2023-24 Profile Form** - This form is provided only as a tool for LEA's to record data. All incidents must be submitted to CSDE electronically.

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

Coding Information:

- **Reporting Ancestry** - This document provides guidance on identifying School-Based Ancestry and how to report them.
- **Multiple Incident Types/Sanctions Codes** - There are not fields for both Incident Type and Sanction to accommodate when more than one incident occurs at the same time, or more than one sanction is given for a single incident. This document provides guidance on how to code various combinations of these fields.
- **Reporting an Incident that Did Not Occur as Facility Code 1** - This document provides guidance on how to report and incident that took place at the students Facility Code 2.
- **PA 15-06 Compliance Report Information** - This document lists the Incident Types, Substances, or Weapon Codes that may be deemed violent, sexual in nature, or a danger to others.
- **Parties that can Apply Sanctions** - This document is a grid that shows which parties can apply which sanctions without an error message.
- **"Serious" Incidents List** - Incidents categorized as "serious" must be reported regardless of Sanction.
- **Sanction Day Requirements** - Sanction list that identifies when the Number of Days Sanctioned is required or optional.

Data Cleaning Report Information:

Bulk in Reports:

- **Ancestry Reported, New School Sponsored** - This document provides information on how to correctly report school and non-school-based ancestry.
- **Potential Duplicates And Multi-Part Records** - This document provides information on how to correct records identified as potential duplicate records or records that should be combined into one record.
- **Removed From Class Over 90 Minutes** - This report identifies all students who were reported with Sanction Type 1003 - Removed from Class and the length of the sanction was over 90 minutes.
- **Suspended Pending Equivocal Hearing** - This document provides guidance on how a record coded as Suspended Pending Equivocal Hearing (Sanction 1001) should be recorded prior to the end of Phase II.

Enabled Reports:

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

Communications:

- **Emails sent to all ED166 Contacts during the 2023-24 school year will be listed below. Go to the District Profile screen in the ED166 application to update the contact information for your LEA. Contact items are listed first:**
- **10/23/2023** - Subject: ED166 New Open

2022-23 Phase II Information:

Updated 2023-24 documentation will be released later in the school year

- **Data Exception Information**
- **Phase II Checklist**

Additional Information About All CSDE Data Collections:

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

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).



Help Site - Frequently Asked Questions



FAQ

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

General

What incidents must be reported to CSDE? All offenses that result in:

- In-school suspension
- Out-of-school suspension
- Bus suspension
- Expulsion
- In addition, all offenses categorized as "serious," all incidents involving Substances or Weapons must be reported regardless of the type of sanction imposed. If anything is listed in the Weapon or Substance field (including electronic cigarettes) the incident must be reported. **All Bullying Incidents must be reported.**

A list of serious offenses is available on the [Documentation](#) page of the Help Site.

Should my district report disciplinary offenses for outplaced students, or does the facility where the student is currently attending report it?

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

When reporting a Bullying incident the ED166 also requires an Incident Type to be reported.

What code should I use?

Select an Incident Type code that best describes the type of bullying that took place (name calling, a written threat, etc.). The complete list of Incident Types is available in the User Guide which is posted on the [Documentation](#) page.

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



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.

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.



Help Site - Statutory References



Statutory References

Federal:

- [20 U.S.C. § 1418 \(a\)](#) - Education of Individuals with Disabilities
- [18 USC§ 921 \(25\)](#) - Crimes and Criminal Procedure - Definitions - School Zone

State:

- [Mandatory School Expulsion Laws](#) - A description of Connecticut laws governing mandatory expulsion from public school.
- [CT General Statutes Sec. 10-10a.](#) - Public school information system. Definitions. Development and implementation. Types of data collected. Access to data maintained under system.
- [CT General Statutes Sec. 10-233 \(a\)](#) - Suspension of Pupils
 - Defines Removal (90-minute rule), In-School Suspension, Suspension, Expulsion and School-Sponsored Activities
- [CT General Statutes Sec. 10-233 \(f\)](#) - Expulsion of pupil
 - Defines various aspects of expulsion including alternative educational opportunity requirements.
- [CT General Statutes Sec. 10-233 c.\(f\)](#) - Terms of expunging a suspension from a students cumulative record.
- [CT General Statutes Sec. 10-233 d.\(f\)](#) - Terms of expunging an expulsion from a students cumulative record.
- [CT General Statutes Sec. 10-233\(g\)](#) - The limitations surrounding Out-Of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two.
- [CT General Statutes Sec. 10-233\(n\)](#) - Report re disaggregated school discipline data.
 - Defines School-Based Arrest
- [Standards for Educational Opportunities for Students Who Have Been Expelled](#) - Overview of Legal Requirements
- [Guidelines for Reporting Student Attendance in the Public School Information System \(PSIS\)](#) - See Appendix F of the Public School Information System Reference Guide
 - Guidance on reporting Disciplinary Absences

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



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.

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Posted Training Material (2023-24 updates forthcoming)

For Application Managers:

- [General, Mid-Year, & Phase I Information](#) (with notes) - This document includes the PowerPoint given during live and online training, and includes a transcript of the information presented so you can learn at your own pace. Be sure to scroll down if you are viewing the pages electronically as there is text displayed below each slide that may not be visible when you first open the file. It is recommended that your download or print the following items to accompany this document:
 - [2023-2024 Record Layout](#)
 - [Reporting Arrests](#)
 - [Multiple Incident Types/Sanctions Guide](#)
 - [General, Mid-Year, & Phase I Information](#) (slides only, with links) - This 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](#)

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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.

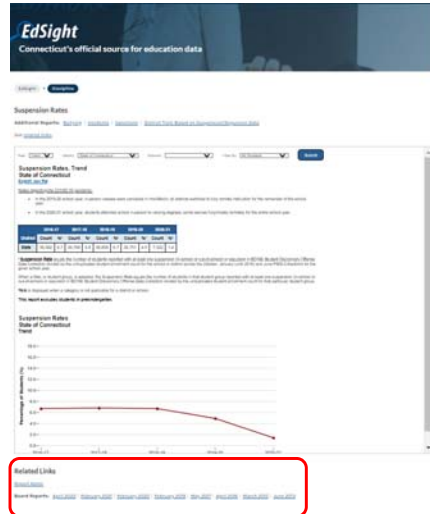
In addition to training, we have Working Days in the spring/early summer. It is highly encouraged for new users to attend these. These sessions give districts a chance to work on their collection and receive live help as needed. The goal of these sessions is to complete your collection or to understand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



EdSight



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



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EdSight, CSDE's public information portal, has been mentioned on a few slides. The website is linked from the Help Site or you can go directly to <http://edsight.ct.gov/>. To view the discipline data, go to Students → Discipline

There are four sections of discipline data: Bullying, Incidents (where the data counts by category are displayed), Sanctions, and Suspension Rates.

You can view trend data, which shows a five-year range, or select a specific year. You can view district wide data or view a specific school. On the Suspension Rates Page, you can also drill down by subcategory (gender, grade, etc.).



Note that no Personally Identifying Information (PII) is posted on EdSight. You may notice some tables contain an asterisk instead of a number following our Data Suppression Guidelines (<https://edsight.ct.gov/relatedreports/BDCRE%20Data%20Suppression%20Rules.pdf>). Calculation information on each of these reports are available in the Report Notes section.

EdSight also contains links to our Annual Board Report on Discipline.



Application Types



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

Visit the [Data Collection Applications](#) page for a list of each Performance Office application with its type.

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.



Accessing the Application



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/sde>

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

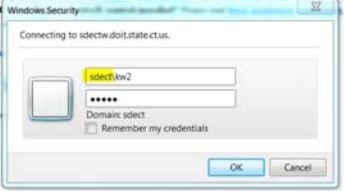
[For Help Click Here](#)

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 needs the Windows Security? Please read this [Word](#) or [Acrobat PDF](#) document for a possible solution.

Site slow? Please



⏪ **TIPS & REMINDERS:**

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

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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/>

Slide 49

KJO Slides 49-61 do not contain titles. Nor does slide 63.
Johnson, Kimberly, 2023-11-09T17:34:04.669



Accessing the Application



Select a menu option below by clicking on it.

● **Performance Office**

- [PSIS: Public School Information System](#)
[PSIS Contact List](#)
- [Early Childhood Outcome \(ECO\) data collection](#)
- [ED-156 Fall Hiring Survey](#)
- [ED-162 Non-Certified Staff Data Form](#) — The replacement application "Noncertified Staff" is in the New Data Collection Portal at <https://csde.ct.gov>
- [ED-166 Disciplinary Offense Application](#)
- [ED-400 Career & Technical Education Report](#)
- [ELL Database Application](#)
- [Evaluation Timeline Compliance](#)
- [K-3 Reading Data Portal](#)
- [SEDAC: Special Education Data Application and Collection](#)

After entering the first password select ED166 Disciplinary Offense Application.



Accessing the Application



ED166 Disciplinary Offense Data Collection

CT.gov 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

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



ED166 - Home Screen



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

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

Home

- Data Entry
 - New Incident
 - Edit Incident
 - Delete Incident
- Batch File Upload
- Downloads
 - Incidents
 - Codes
- Reports
- Case Management
- Data Exceptions
- Certify
- Tools
 - District Profile
- Help
- Exit

Welcome to the ED166 Disciplinary Offense Data Collection application. Please select an option from the menu on the left.

Collection: 2023-2024 ▾

The 2023-24 collection is OPEN.

⏪ TIPS & REMINDERS:

- You can select a prior year on the Home screen. This can be useful to review data by comparing it to previous year data.

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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.



ED166 – Manual Entry Step 1



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

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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.



ED166 – Manual Entry Step 2



STUDENT DEMOGRAPHIC INFORMATION:

District Name: [grayed out]
School Name: [grayed out] Generic in state: [grayed out]
SASID: 745313155 District Student ID: [grayed out]
Last Name: SMURF First Name: PAPA
Middle Initial: [grayed out] Gender: Male
Race/Ethnicity: [grayed out] Hispanic/Latino of any race: [grayed out] DOB (MM/YY/YYYY): 09/27/2007
Grade: 05 To Change Student -> [grayed out] [grayed out]

OFFENSE INFORMATION:

Local Incident Number: [grayed out] State Assigned #: [grayed out]
Date (MM/DD/YYYY): 10/01/2023 Time (HH:MM am/pm): [grayed out]
Bullying Incident? [grayed out]
Incident Type 1: [grayed out]
Incident Type 2: [grayed out]
 Weapons Involved?
 Drugs Involved?
Location of Incident: [grayed out] School-Sponsored? [grayed out]
Victims: Student Certified Staff Substitute Teacher Other Staff Non School

SANCTION INFORMATION:

Referring Party: [grayed out] School-Based Arrest? [grayed out]
Party Taking Action: [grayed out]

Sanction 1:
Sanction Type: [grayed out] Education Provided: [grayed out]
Days Sanctioned: [grayed out] Days Served: [grayed out] Days Served Next Year: 0

Sanction 2:
Sanction Type: [grayed out] Education Provided: [grayed out]
Days Sanctioned: [grayed out] Days Served: [grayed out] Days Served Next Year: 0

Memo: [grayed out]

Record has been expunged per district guidelines.

Save Close

TIPS & REMINDERS:

- Demographic information is populated from PSIS registration.

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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.



ED166 – Batch Upload Screen



ED166 Disciplinary Offense Data Collection (2020-2021)
Demo School District

File Upload

Click on "Browse" to locate the file you wish to upload and select the file name. Next click "Open" and then "Upload".

See Error Report

Upload History

Batch	Upload Date	Status	Records	Errors	Warnings	Error Report	Errors by Type
21059	2/9/2021 1:49:37 PM	Error processing	520	500	0	Error Report	Errors by Type
21028	1/26/2021 11:06:00 AM	Error processing	52	2	0	Error Report	Errors by Type
21027	1/26/2021 9:18:10 AM	Error processing	52	2	0	Error Report	Errors by Type
21026	1/26/2021 9:17:20 AM	Error processing	53	106	0	Error Report	Errors by Type
20939	11/12/2020 11:01:41 AM	Error processing	52	2	0	Error Report	Errors by Type
20938	11/12/2020 7:54:35 AM	Error processing	52	3	0	Error Report	Errors by Type
20937	11/12/2020 7:54:32 AM	Error processing	52	3	0	Error Report	Errors by Type
20936	11/12/2020 7:51:11 AM	Error processing	52	2	0	Error Report	Errors by Type
20935	11/12/2020 7:49:05 AM	Error processing	52	3	0	Error Report	Errors by Type
20934	11/12/2020 7:40:50 AM	Error processing	53	4	0	Error Report	Errors by Type
20933	11/12/2020 7:39:51 AM	Error processing	53	56	0	Error Report	Errors by Type
20932	11/12/2020 7:37:54 AM	Error processing	53	106	0	Error Report	Errors by Type
20931	11/12/2020 7:37:34 AM	Error processing	53	106	0	Error Report	Errors by Type

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

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



Error Report



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

Facility Code - 5000111			
Error(s)			
Student - FLINTSTONE, FRED	DOB - 07/14/2002	SASID - 996400791	LocalID -
Incident Date - 10/01/2020	FNU - Fighting/altercation/physical aggression		LocalID -
The Facility Code in the batch does not match the facility the student was registered to in the PPSIS Register Module on the day of the incident.			
Facility Code - 5000111			
Error(s)			
Student - GRIFEN, CHRISTOPHER	DOB - 01/16/1997	SASID - 102540342	LocalID -
Incident Date - 10/01/2020	Primary Incident Type is required.		LocalID -
Student - SIMPSON, BARTHOLOMEW	DOB - 02/15/1995	SASID - 1163803186	LocalID -
Incident Date - 10/01/2020	FNU - Fighting/altercation/physical aggression		LocalID -
DOB is invalid.			
Facility Code - 5000111			
Error(s)			
Student -	DOB - 05/23/1993	SASID - 901821201	LocalID -
Incident Date - 10/01/2020	FNU - Fighting/altercation/physical aggression		LocalID -
SASID and DOB does not match a student already registered with your district.			
Error(s)			
4 Error(s) reported. See Items 1-4 regarding Errors, as follows:			
1) Errors will cause your batch to be rejected.			
2) Errors arise when your data exceeds our parameters for accuracy.			
3) Records flagged as errors must be corrected on your system and you must resubmit your batch.			
4) Only after ALL errors have been corrected can you obtain a successful upload.			
Warning(s)			
No Warnings to report. Disregard this section.			
1) Warnings will not cause your batch to be rejected. The State Department of Education (SDE) will process your batch with data "as is".			

Page 1 of 2

Printed: 2/9/2021

Errors by Type for Batch '21060'

Error Description	Total Errors
DOB is invalid	0
Primary Incident Type is required	10
Building code is invalid	481

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

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.



ED166 – Download Incidents Screen



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

Keryn Felder keryn.felder@ct.gov

Download Disciplinary Offense Data

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

TIPS & REMINDERS:

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

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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”).



ED166 – Download Codes Screen



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

CT.gov 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

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



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 once page look at the total number of records reported by your LEA to ensure all records have been reported.

[Incident Count Comparison by School:](#)

Lists the total number of reportable incidents for this year compared to last year by facility

[Expulsion Education Provided Review:](#)

Lists all expulsions where the appropriate Alternative Education may not have been provided

Data Cleaning Reports - Action Needed:

[Suspended Pending an Expulsion Hearing](#)

Lists records where 'Suspended Pending an Expulsion Hearing' was indicated as Sanction. Update the record with the outcome of the hearing prior to Certification. See the Help Site for details

[Potential Duplicates And Multi-Part Records](#)

Lists records identified as potential duplicates or records that should be combined into one record.

[Removed From Class Over 90 Minutes](#)

Lists records reported with Sanction Type 1065 - Removed from Class and the length of the sanction was over 90 minutes.

[Arrest Reported - Not School Sponsored](#)

These records have been reported as School-Based Arrests; however the Location and/or School Sponsored status are not consistent.

General Reports - District Level:

[Suspension and Expulsion Counts by Facility:](#)

Lists the suspension and expulsion counts by facility by sanction

[Bullying Count Summary by Facility:](#)

Lists bullying incident counts by facility by type

[Offense Detail Report:](#)

Lists all records by Incident Type with student name and Sanction

[PK-Grade 2 Exclusionary Discipline Compliance Report:](#)

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

General Reports - School Level:

[Offense Summary by Facility:](#)

Lists Incident Type counts by facility

[Offense Details by Facility](#)

Lists Incident and Sanction information by facility by student

[Location Summary by Facility](#)

Lists the Location of Incident counts by facility

[Suspension and Expulsion Counts by Facility by Grade](#)

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

[Students with Substance Offenses](#)

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

[Weapon Offenses](#)

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

[Bullying Incidents by Student](#)

Lists all records where bullying was reported by facility by student

[Student Arrests](#)

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

General Reports - Student Level:

[Offense Details by Student](#)

Lists Incident and Sanction information for a specified student

[Out of School and Expulsion Summary](#)

TIPS & REMINDERS:

- Data Cleaning Reports must be cleared prior to final Certification

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 LEA review the data submitted.



ED166 – Data Exceptions Screen



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

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

DATA EXCEPTIONS

Your district has no EXCEPTIONS.

⏪ TIPS & REMINDERS:

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

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

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.

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.

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

Save

Phase I Certification

Check this box to indicate that your district has input all reportable disciplinary incidents that 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 6/01/2024***

Save

Phase II Certification

Your LEA cannot certify until all of the following reports have a Record Count of 0. To view the reports go to Reports > Data Cleaning Reports. Information on how to clear each report is available [here](#).

Cleaning Reports	Record Count
Arrest Reported-Not School Sponsored	0
Potential Duplicates and Multi-Part Records	0
Removed From Class Over 90 Minutes	0
Suspended Pending and Expulsion Hearing	0

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

Enter Code

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.



ED166 – District Profile Screen



ED166 Disciplinary Offense Data Collection (2023-2024)
 Demo School District
 STATE OF CONNECTICUT Keryn Felder keryn.felder@ct.gov

- Home
- Data Entry
 - New Incident
 - Edit Incident
 - Delete Incident
- Batch File Upload
- Downloads
- Incidents
- Codes
- Reports
- Case Management
- Data Exceptions
- Certify
- Tools
 - District Profile
- Help
- Exit

PART I - CONTACT INFORMATION: *****You may be prompted to update this information periodically*****

Ensure that the primary contact below is that of a person who is knowledgeable of your districts disciplinary offenses. Do not report your technology coordinator unless he or she is also familiar with the reportable data. The State Department of Education will be contacting this individual with any questions regarding your submission.

Name	Title	Email Address	Phone Number
Primary Contact: Keryn Felder	CSDE	keryn.felder@ct.gov	(860) 713-6833
The primary contact will be sent all ED166 emails. Alternate contacts may indicate their email preference below.			
Alternate Contact 1:			
<input type="checkbox"/> Check box to receive ED166 emails.			
Alternate Contact 2:			
<input type="checkbox"/> Check box to receive ED166 emails.			
Maximum Sanction Length	100		

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

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.



THE MOST IMPORTANT SLIDE



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

What incidents are required to be reported to CSDE?

All offenses that result in:

- In-school suspension
- Out-of-school suspension
- Bus suspension
- Expulsion

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

Deadlines

Mid-Year: March 6, 2024

- partial data
- checkbox to certify (no Admin needed)

Phase 1: July 10, 2024

- all remaining data
- checkbox to certify (no Admin needed)

Phase 2: August 21, 2024

- resolve Data Exceptions
- clear Cleaning Reports
- review Certification checklist
- Administrator Certification

Questions: Keryn.Felder@ct.gov

★ **START YOUR
COLLECTION EARLY** ★

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

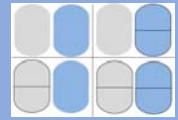
Reminders:

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

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

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

Details available on the Help Site



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This PowerPoint contained quite a bit of information, so 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

As always feel free to email CSDE with questions.



Questions? Suggestions?



Keryn G. Felder

Keryn.Felder@ct.gov

Additional Training Opportunities for the 2023-24 collection:

- January/February - New User Phase 1 Training – online
- May – New User Phase 2 Training – online
- July – Working Day Sessions – in person

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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. The best way to reach me with questions is via email.

- Keryn Felder