



CONNECTICUT STATE DEPARTMENT OF EDUCATION

ED166 Student Disciplinary Offense Collection

Using the ED166 Application

Welcome!



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ED166 Help Site:

- url: <http://portal.ct.gov/SDE/Performance/Data-Collection/Help-Sites/ED166>
- Or search **ED166** from the SDE home page (<http://portal.ct.gov>)



Session Topics

- Logging In
- Application Overview
- Manual Entry
- Uploading a File
- Error Correction
- Certification

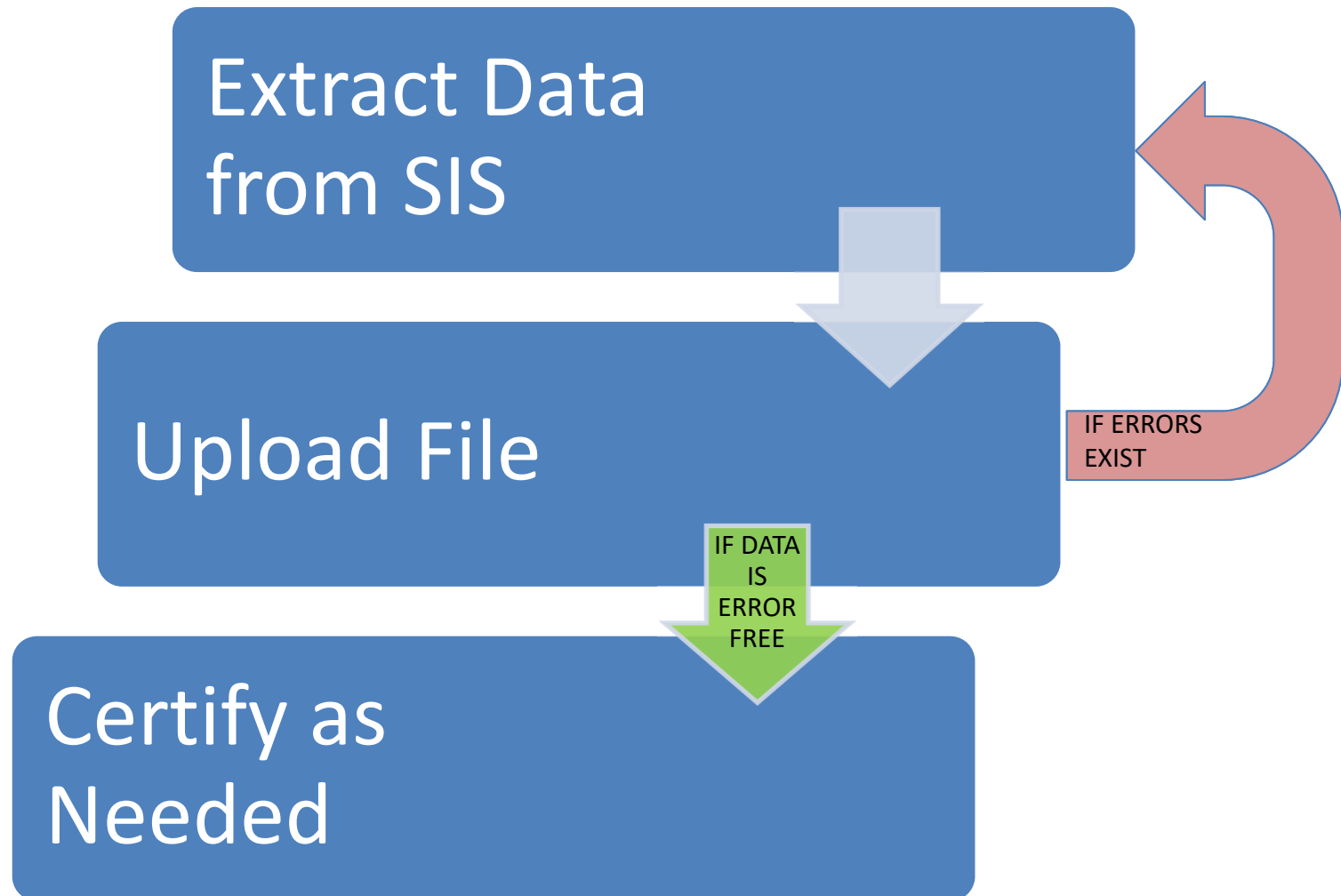


Session Acronyms

- LEA – Local Education Agency
- PSIS – Public School Information System
- SDE – State Department of Education
- SASID – State Assigned Student Identifier
- SIS – Student Information System
(Administrator Plus, Infinite Campus, PowerSchool...etc.)



Upload Process Best Practice





"... 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:

Enter

[For Help Click Here](#)

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

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

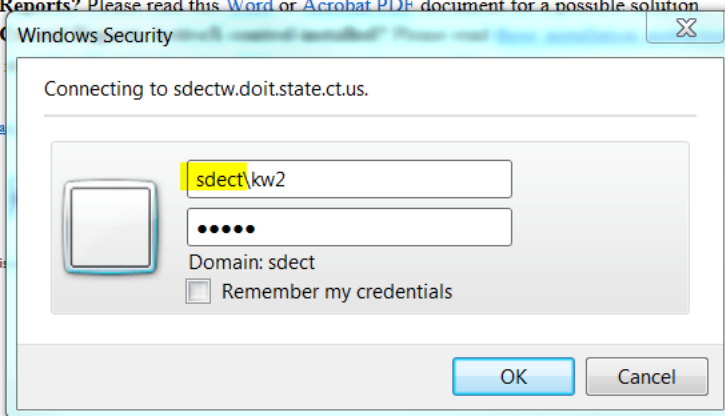
Have a new computer that needs the C

Site slow? Please

Agency Website Priv

Go To

Use of this



📣 TIPS & REMINDERS:

- Log in at <https://www.csde.state.ct.us/>
- 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) 713-6610. Ask for the "enter button" password.



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](#)

● **Finance and Internal Operations**

● [ED-006S - Public School Information System - Supplemental Information](#)

● [ED-001/C/R End of Year School Report \(2016-17\)](#)

● [ED-001/C/R End of Year School Report \(2015-16\)](#)

● [ED-001/C/R End of Year School Report \(2014-15\)](#)





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



Keryn Felder | keryn.felder@ct.gov

Log In	
Password:	<input type="password"/>
<input type="button" value="Log In"/>	

📣 TIPS & REMINDERS:

- There is one shared password per LEA
- The password will only be released to those listed on the District Profile
- The password provides users with full access



ED166 Disciplinary Offense Data Collection (2020-2021)

Demo School District



Keryn Felder | keryn.felder@ct.gov

- Home
- ☰ Data Entry
 - * New Incident
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- ☰ Downloads
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- ☰ Tools
 - * District Profile
- Help
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**Welcome to the ED166 Disciplinary Offense Data Collection application.
Please select an option from the menu on the left.**

Collection: ▼

The 2020-2021 collection is now open!

📣 TIPS & REMINDERS:

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

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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:	<input type="text" value="Keryn Felder"/>	<input type="text" value="CSDE"/>	<input type="text" value="keryn.felder@ct.gov"/>	<input type="text" value="(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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Check box to receive ED166 emails.				
Alternate Contact 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Check box to receive ED166 emails.				
Maximum Sanction Length	<input type="text" value="180"/>			

📣 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



ED166 Disciplinary Offense Data Collection (2020-2021)

Demo School District



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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	08/27/2001	5000111	05
Select	9275865419		SMURF, SMURFETTE	09/30/1995	9990299	11

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📌 TIPS & REMINDERS:

- When manually entering a record you must include the Incident Date and then SASID or Name

STUDENT DEMOGRAPHIC INFORMATION:

District Name:	Demo School District		
School Name:	Demo Elementary School 1		
SASID:	7465313155	District Student ID:	
Last Name:	SMURF	First Name:	PAPA
Middle Initial:		Gender:	Male
Race/Ethnicity:	Hispanic/Latino of any race	DOB (MM/YY/YYYY):	08/27/2001
Grade:	05	To Change Student ->	Click Here

OFFENSE INFORMATION:

Local Incident Number:		State Assigned #:	
Date (MM/DD/YYYY):	10/01/2020	Time (HH:MM am/pm):	
Bullying Incident?	▼		
Incident Type 1:	▼		
Incident Type 2:	▼		
<input type="checkbox"/> Weapons Involved?	▼		
<input type="checkbox"/> Drugs Involved?	▼		
Location Of Incident:	▼	School-Sponsored?	▼
Victims:	<input type="checkbox"/> Student <input type="checkbox"/> Certified Staff <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Other Staff <input type="checkbox"/> Non School		

SANCTION INFORMATION:

Referring Party:	▼	School-Based Arrest?	▼
Party Taking Action:	▼		

Sanction 1:

Sanction Type:	▼	Education Provided:	▼
Days Sanctioned:		Days Served:	
		Days Served Next Year:	0

Sanction 2:

Sanction Type:	▼	Education Provided:	▼
Days Sanctioned:		Days Served:	
		Days Served Next Year:	0

Memo:

 Record has been expunged per district guidelines.

Save

Close

TIPS & REMINDERS:

- Demographic information is populated from PSIS registration.

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File Upload

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

Browse...
Upload

See Error Report

Upload History

Batch	Upload Date	Status	Records	Errors	Warnings		
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

	Field Name	Excel Column	Starting Position	Ending Position	Length	Requirement	Valid Values	When Mandatory
1	State Assigned Student ID (SASID)	A	1	10	10	M	Numbers only	
2	Date of Birth	B	11	18	8	M	MMDDYYYY	
3	Reporting District	C	19	21	3	M	See Table B	
4	Facility Code	D	22	28	7	M	See Table A	
5	Local Incident Number	E	29	34	6	D	Alpha-numeric	
6	Date of Incident	F	35	42	8	M	MMDDYYYY	
7	Time of Incident	G	43	48	6	C	HHMM am/pm	If entering >1 incident in a day
8	Bullying	H	49	50	2	M	See Table K	
9	Incident Type - part 1	I	51	54	4	M	See Table C	
10	Incident Type - part 2	J	55	58	4	O	See Table C	
11	Weapon	K	59	62	4	C	See Table D	If a weapon is involved
12	Substance	L	63	66	4	C	See Table E	If a substance is involved
13	Victim - Other Student	M	67	67	1	C	"Y" or "N"	If an incident in Table L (page 3) is reported, or if Bullying = 2 or 3.
14	Victim - Certified Staff	N	68	68	1	C	"Y" or "N"	
15	Victim - Substitute Teacher	O	69	69	1	C	"Y" or "N"	
16	Victim - Other Staff	P	70	70	1	C	"Y" or "N"	
17	Victim - Non-School	Q	71	71	1	C	"Y" or "N"	
18	School-Based Arrest	R	72	72	1	M	"Y" or "N"	
19	Location of Incident	S	73	74	2	M	See Table I	
20	School Sponsored Activity	T	75	75	1	M	"Y" or "N"	
21	Sanction Type (part 1)	U	76	79	4	M	See Table F	
22	Education Provided (part 1)	V	80	83	4	M	See Table G	
23	# of Days Sanctioned (part 1)	W	84	90	7	M	0 to 220 in .25 increments	
24	# of Days Served (part 1)	X	91	97	7	M	0 to 220 in .25 increments	
25	# of Days to Carryover (part 1)	Y	98	104	7	M	0 to 220 in .25 increments	
26	Sanction Type (part 2)	Z	105	108	4	O	See Table F	
27	Education Provided (part 2)	AA	109	112	4	C	See Table G	If Sanction Type 2 is entered
28	# of Days Sanctioned (part 2)	AB	113	119	7	C	0 to 220 in .25 increments	If Sanction Type 2 is entered
29	# of Days Served (part 2)	AC	120	126	7	C	0 to 220 in .25 increments	If Sanction Type 2 is entered
30	# of Days to Carryover (part 2)	AD	127	133	7	C	0 to 220 in .25 increments	If Sanction Type 2 is entered
31	Referring Party	AE	134	135	2	M	See Table J	
32	Party Taking Action	AF	136	137	2	M	See Table H	
33	Memo field	AG	138	392	255	O	Text up to 255 characters	
34	Incident Tracking Number (ITN)	AH	393	402	10	C	Numbers only	If updating record(s) via batch
35	District Student ID	AI	403	422	20	R	Characters and/or numbers	
36	Reserved Field	AJ	423	472	50	D		
37	End of Record Marker	AK	473	473	1	M	The letter "X" must be included in this position to mark the end of each record	

Error Report

Error Validation Report for Batch 20934

Demo School District

(Please note that only the first 500 errors are displayed)

Printed - 2/9/2021

Summary - 4 error(s) and 0 warning(s) reported.

Facility Code - 5000111		
Error(s)		
Student - FLINTSTONE, FRED	DOB - 07/14/2002	SASID - 3964203791
Incident Date - 10/01/2020	1700 - Fighting/altercation/physical aggression	LocalID -
The Facility Code in the batch does not match the facility the student was registered to in the PSIS Register Module on the day of the incident.		
Facility Code - 5005111		
Error(s)		
Student - GRIFFEN, CHRISTOPHER	DOB - 01/16/1997	SASID - 1025838342
Incident Date - 10/01/2020	-	LocalID -
Primary Incident Type is required.		
Student - SIMPSON, BARTHOLOMEW	DOB - 02/15/1995	SASID - 1163983186
Incident Date - 10/01/2020	1700 - Fighting/altercation/physical aggression	LocalID -
DOB is invalid.		
Facility Code - 5006111		
Error(s)		
Student -	DOB - 05/23/1993	SASID - 9261821201
Incident Date - 10/01/2020	1700 - Fighting/altercation/physical aggression	LocalID -
SASID (and DOB) does not match a student actively registered with your district.		
Error(s)		
4 Error(s) reported. See Items 1-4 regarding Errors, as follows:		
1) Errors will cause your batch to be rejected.		
2) Errors arise when your data exceeds our parameters for accuracy.		
3) Records flagged as errors must be corrected on your system and you must resubmit your batch.		
4) Only after ALL errors have been corrected can you attain a successful upload.		
Warning(s)		
No Warnings to report. Disregard this section.		
1) Warnings will not cause your batch to be rejected. The State Department of Education (SDE) will process your batch with data 'as is'.		

Errors By Type

Printed - 2/9/2021

Errors by Type for Batch '21060'

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

📣 TIPS & REMINDERS:

- Error messages & correction info is on the Help Site
- 500+ errors same error on every record



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Download Disciplinary Offense Data

<input type="checkbox"/> Add Header
All Offenses for Current Year: Download
<input checked="" type="radio"/> CSV - Comma Separated Values
No Successfully Processed Batch Files This Year. Download
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>

📣 TIPS & REMINDERS:

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



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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

Select Reports

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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:

Primary Disability Collection

A Primary Disability needs to be added for these records in SEDAC. See the Help Site for details

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.

📣 TIPS & REMINDERS:

- Data Cleaning Reports must be cleared prior to final Certification



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](#)



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

CT.gov
STATE OF CONNECTICUT

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DATA EXCEPTIONS

Your district has no EXCEPTIONS.

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📣 TIPS & REMINDERS:

- Data Exception information will be covered in the Phase II video.

Superintendent's Certification
 (Check each school, type Superintendent's Code and click OK)

School Name	Total Records
<input type="checkbox"/> Demo Elementary School 1	0 *
<input type="checkbox"/> Demo Elementary School 2	0 *
<input type="checkbox"/> Demo Elementary School 3	0 *
<input type="checkbox"/> Demo Elementary School 4	0 *
<input type="checkbox"/> Demo Elementary School 5	0 *
<input type="checkbox"/> Demo Jr. High School 1	0 *
<input type="checkbox"/> Demo Jr. High School 2	0 *
<input type="checkbox"/> Demo Sr. High School 1	0 *

NOTE: The most recent batch uploaded by your district contained errors. Batches containing errors are not transferred to the Master Database. This batch should be corrected and resubmitted or the records should be entered individually.

By checking this box I confirm that the records contained in batches containing errors have been reported in the collection.

* Certifies that this school/program has met all the reporting requirements for this year's ED166 Disciplinary Offense Data Collection.

Mid-Year Certification

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

Phase I Certification

Check this box to indicate that your district has input all reportable disciplinary incidents that occurred between 7/1 and 6/30 of this school year.

Phase II Certification

You will not be able to certify until the following reports are all at 0 for the Record Count:

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

Enter Code

TIPS & REMINDERS:

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