

ED166

DISCIPLINARY
OFFENSE
COLLECTION

2023-24

Deadlines:

Mid-Year: 3/6/24
Phase I (Timely): 7/10/24
Phase II (Accurate):
8/21/24
Freeze: 9/4/24

Helpful Links:

[ED166 Help Site](#)

[ED166 Login Page](#)

Note: This email was sent to you because you are listed as an ED166 contact. If you are no longer a contact for this application, please have someone in your LEA log into the ED166 and update the District Profile screen.

2023-24

ED166 STUDENT DISCIPLINARY OFFENSE MID-YEAR REMINDER

February 7, 2024

Good morning,

This email is being sent to provide you with a training update and reminders:

Mid-Year Deadline: Wednesday, March 6, 2024:

- The Mid-Year Collection is required for all LEA's and is due in approximately one month on March 6. Additional reminders will be sent as this date approaches.
- **All incidents that took place between July 1, 2023 and January 31, 2024 must be reported by this date.**
 - If your LEA would like to report beyond January 31, that is fine.
 - If your LEA has already reported some records from this timeframe, add the remainder.
 - Your LEA will continue to be able to add incidents that took place during this date range, even after March 6.
- New users are encouraged to upload early so I can help you troubleshoot any issues well before the deadline.

Training:

If you are completely new to this collection, an online training session is being scheduled. The tentative date is Thursday, February 22. Finalized details will be emailed this Friday and posted on the [Training](#) page of the Help Site.

As always, feel free to email me with any questions you have and I'm happy to assist.

Enjoy your day,

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