### Discipline, Crime, and Violence Data Collection Layout

#### Division Header and A Record Requirement

<table>
<thead>
<tr>
<th>Division Header Records (must include all records as indicated)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SenderId</strong>=&lt;3-digit division number or regional program submitting file&gt;</td>
</tr>
<tr>
<td><strong>CreateDate</strong>=&lt;current date in mm/dd/yyyy format&gt;</td>
</tr>
<tr>
<td><strong>CreateTime</strong>=&lt;current time in hh:mm:ss format&gt;</td>
</tr>
<tr>
<td><strong>E-MAIL</strong>=&lt;sender’s e-mail address&gt;</td>
</tr>
<tr>
<td><strong>DATATYPE</strong>=DISCIPLN</td>
</tr>
</tbody>
</table>

#### “A” Record – Fixed Length

<table>
<thead>
<tr>
<th>Maximum Field Length</th>
<th>Field Name</th>
<th>Field Acceptable Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Record Type</td>
<td>Constant = A</td>
</tr>
<tr>
<td>8</td>
<td>Data Collection Name</td>
<td>Uppercase; constant = DISCIPLN</td>
</tr>
<tr>
<td>4</td>
<td>Beginning School Year</td>
<td>F Four-digit year for beginning of school, 2014</td>
</tr>
<tr>
<td>3</td>
<td>Division Number</td>
<td>L Leading zeroes must be included, i.e., 005</td>
</tr>
</tbody>
</table>

ADISCIPLIN2014XXX (XXX=the three digit division or regional program number)

#### B Record Requirements

<table>
<thead>
<tr>
<th>“B” Record - Tab-Delimited (31 Columns)</th>
<th>Student/Incident Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Field Length</td>
<td>Field Name</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Record Type</td>
</tr>
<tr>
<td>12</td>
<td>Unique Student Identifier</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Enrolled Division Number</td>
</tr>
<tr>
<td>4</td>
<td>Enrolled School Number</td>
</tr>
<tr>
<td></td>
<td>Column</td>
</tr>
<tr>
<td>---</td>
<td>--------</td>
</tr>
<tr>
<td>3</td>
<td>Incident Division Number</td>
</tr>
<tr>
<td>4</td>
<td>Incident School Number</td>
</tr>
<tr>
<td>2</td>
<td>Grade</td>
</tr>
<tr>
<td>10</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>1</td>
<td>Question of Hispanic</td>
</tr>
<tr>
<td>2</td>
<td>Racial/Ethnic Category</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>1</td>
<td>Gender</td>
</tr>
<tr>
<td>10</td>
<td>Date of Incident</td>
</tr>
<tr>
<td>10</td>
<td>Incident Code</td>
</tr>
<tr>
<td>5</td>
<td>Primary Code</td>
</tr>
<tr>
<td>5</td>
<td>Offense Code 2</td>
</tr>
<tr>
<td>5</td>
<td>Offense Code 3</td>
</tr>
</tbody>
</table>

11 - Asian & Black or African Am.
12 - Asian & White
13 - Asian & Nat. Hawaiian
14 - Black or African Am. & White
15 - Black or African Am. & Nat. Hawaiian
16 - Nat. Hawaiian & White
17 - Am. Ind./Alaska Nat., Asian & Black or African Am.
18 - Am. Ind./Alaska Nat., Asian & White
19 - Am. Ind./Alaska Nat., Asian & Nat. Hawaiian
20 - Asian, Black or African Am. & White
21 - Asian, Black or African Am. & Nat. Hawaiian
22 - Black or African Am., White & Nat. Hawaiian
23 - Black or African Am., Nat. Hawaiian, & Am. Ind./Alaska Native
24 - White, Black or African Am. & Am. Ind./Alaska Native
25 - White, Nat. Hawaiian, & Am. Ind./Alaska Native
26 - White, Nat. Hawaiian, & Asian
27 - Am. Ind./Alaska Nat., Asian, Black or African Am. & White
28 - Asian, Black or African Am., White & Nat. Hawaiian
29 - Black or African Am., White Nat. Hawaiian, & Am. Ind./Alaska Native
30 - White, Nat. Hawaiian, Am. Ind./Alaska Native & Asian
31 - Nat. Hawaiian, Am. Ind./Alaska Native, Asian & Black or African Am.
32 - Am. Ind./Alaska Nat., Asian, Black or African Am., White & Nat. Hawaiian
<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Number of Firearms Confiscated</td>
<td>Leading zeros must be included, i.e., 00100</td>
</tr>
<tr>
<td>5</td>
<td>Number of Non-Firearms Confiscated</td>
<td>Leading zeros must be included, i.e., 00100</td>
</tr>
</tbody>
</table>
| 2      | Final Division Discipline/Sanction | 01 - In-school (½ day or more equals a whole day)  
02 - Short-term suspension (out of school) 1-10 days  
  - Preschool – 3rd grade = 1-3 days; unless aggravating circumstances exist.  
03 - Long-term suspension (out of school) 11-45 days;  
  - Can be greater than 45 school-day period, not to exceed 364 calendar days, if determined aggravating circumstances exist  
04 - Expulsion (365 days)  
05 - Special education interim alternative placement-LEA decision (up to 45 days)  
06 - Special education interim alternative placement-hearing officer decision (up to 45 days)  
07 - Modified expulsion by LEA under SDFSCA and GFSA (0 to 364 days)  
99 - None of the above |
| 3      | Number of Days Suspended | Numeric (000-maximum school days)  
364 days = suspension 365 days = expulsion  
Greater than 45 days must meet the definition of aggravating circumstances |
| 2      | Number of victims | Numeric (00-99) |
| 1      | Alternative Placement | Y=Yes; N=No |
| 1      | Permanent Expulsion | Y=Yes; N=No |
| 2      | Time Incident Took Place | 01 - During the regular school day  
02 - During a school-sponsored activity (outside-school hours)  
03 - During a non-school-sponsored activity (outside-school hours)  
04 - In transit (on the way to or from school) |
| 1      | Limited English Proficient | Y=Yes; N=No (Do not leave blank.) |
| 1      | Law Enforcement Notification | Y=Yes; N=No (Do not leave blank.) |
| 1      | Permanent Change in Placement for Special Education Student | Y=Yes; N=No (Do not leave blank.) |
### “B” Record - Tab-Delimited (31 Columns)
#### Student/Incident Information

<table>
<thead>
<tr>
<th></th>
<th>Information</th>
<th>Y=Yes; N=No (Do not leave blank.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Providing Education Services</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Law Enforcement Charges Filed</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Aggravating Circumstances</td>
<td></td>
</tr>
</tbody>
</table>

#### Trailer Record

<table>
<thead>
<tr>
<th>RecordCount=&lt;number of A and B records included in this file (A record plus all B records)&gt;</th>
</tr>
</thead>
</table>