

B. File Layout for a Tab-Delimited File

1. Division Header and A Record Requirement

2. Regional Program Header and A Record Requirements

Division Header Records (must include all records as indicated)		
SenderID=<3-digit division number of division submitting file>		
CreateDate=<current date in mm/dd/yyyy format>		
CreateTime=<current time in hh:mm:ss format>		
E-MAIL=<sender's e-mail address>		
DATATYPE=DISCIPLN		
"A" Record – Fixed Length		
Maximum Field Length	Field Name	Field Acceptable Values
1	Record Type	Constant = A
8	Data Collection Name	Uppercase; constant = DISCIPLN
4	Beginning School Year	F Four-digit year for beginning of school, 2014
3	Division Number	L Leading zeroes must be included, i.e., 005
ADISCIPLN2014XXX (XXX=the three digit division number)		

Please note that the header record and the A record in the tab-delimited file should reflect the school division number that is assigned to the regional center or program.

Regional Program Header Records (must include all records as indicated)		
SenderID=< 3- digit for the regional program no. >		
CreateDate=<current date in mm/dd/yyyy format>		
CreateTime=<current time in hh:mm:ss format>		
E-MAIL=<sender's e-mail address>		
DATATYPE=DISCIPLN		
"A" Record – Fixed Length		
Maximum Field Length	Field Name	Field Acceptable Values
1	Record Type	Constant = A
8	Data Collection Name	Uppercase; constant = DISCIPLN
4	Beginning School Year	F Four-digit year for beginning of school, 2014
3	Division Number	L Leading zeroes must be included, i.e., 005
ADISCIPLN2014XXX (XXX= the three digit regional program number)		

**“B” Record - Tab-Delimited (28 Columns)
Student/Incident Information**

Maximum Field Length	Field Name	Field Acceptable Values
1	Record Type	Constant = B
12	Unique Student Identifier	Unique identifier for each student within a school division; NS=Non-Student UN=Unknown
3	Enrolled Division Number	Division # where student enrolled 001-999
4	Enrolled School Number	School # where student enrolled 0001-9999
3	Incident Division Number	Division/Regional Program # where incident occurred 001-999
4	Incident School Number	School/Regional Program # where incident occurred 0001-9999
2	Grade	PK=Pre-Kindergarten KG=Kindergarten 01=Grade 1 02=Grade 2 03=Grade 3 04=Grade 4 05=Grade 5 06=Grade 6 07=Grade 7 08=Grade 8 09=Grade 9 10=Grade 10 11=Grade 11 12=Grade 12 PG=Post-Graduate
2	Special Education Disability	03=MD-Multiple Disabilities 04=OI-Orthopedic Impairments 05=VI -Visual Impairments 06 =HI-Hearing Impairments 07=SLD-Specific Learning Disabilities 08=ED-Emotional Disturbance 09 =SLI - Speech/Language Impairments 10 =OHI - Other Health Impairments 12=DB - Deaf-Blindness 13=AUT - Autism 14=TBI - Traumatic Brain Injury 15=504 16=DD - Developmental Delay 19=ID – Intellectual Disabilities
10	Date of Birth	Date mm/dd/yyyy
1	Question of Hispanic	Y = Yes, N = No
2	Racial/Ethnic Category	01 American Indian/Alaska Native 02 Asian 03 Black or African American 05 White 06 Native Hawaiian/Other Pacific Islander 07 Am. Ind./Alaska Nat, & Asian 08 Am. Ind./Alaska Nat. & Black or African Am. 09 Am. Ind./Alaska Nat. & White 10 Am. Ind./Alaska Nat.& Nat. Hawaiian

		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
1	Gender	F=Female, M=Male
10	Date of Incident	Date mm/dd/yyyy
10	Incident Code	XXXXX99999m Unique code for each incident (All students involved in a particular incident would be assigned the same incident code.)
5	Primary Code	See Offense Code Reference Table I (rev.7/2008)
5	Offense Code 2	See Offense Code Reference Table I (rev.7/2008)
5	Offense Code 3	See Offense Code Reference Table I (rev.7/2008)
5	Number of Firearms Confiscated	Leading zeros must be included, i.e., 00100
5	Number of Non-Firearms Confiscated	Leading zeros must be included, i.e., 00100
2	Final Division Discipline/Sanction	01= In-school suspension (½ day or more equals a whole day) 02=Short-term suspension (out of school) 1-10 days 03=Long-term suspension (out of school) 11-364 days 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
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.)
1	Providing Education Services	Y = Yes; N = No (Do not leave blank.)
1	Law Enforcement Charges Filed	Y = Yes; N = No (Do not leave blank.)

Trailer Record

RecordCount =<number of A and B records included in this file (A record plus all B records)>
