

Discipline, Crime, and Violence Data Collection Layout

Division Header and A Record Requirement

Division Header Records (must include all records as indicated)		
SenderID=<3-digit division number or regional program 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
ADISCIPLIN2014XXX (XXX=the three digit division or regional program number)		

B Record Requirements

"B" Record - Tab-Delimited (31 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

“B” Record - Tab-Delimited (31 Columns)
Student/Incident Information

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

**“B” Record - Tab-Delimited (31 Columns)
Student/Incident Information**

		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 Offense Code	See Offense Code Reference Table I <i>If your division will be using the new “Model Guidance for Positive, Preventive Code of Student Conduct” released last spring and would like to submit based on those behavior codes, please contact Allison May for more information.</i>

**“B” Record - Tab-Delimited (31 Columns)
Student/Incident Information**

5	Offense Code 2	See Offense Code Reference Table I
5	Offense Code 3	See Offense Code Reference Table I
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	<p>01 - In-school (½ day or more equals a whole day)</p> <p>02 - Short-term suspension (out of school) 1-10 days</p> <ul style="list-style-type: none"> ▪ Preschool – 3rd grade = 1-3 days; unless aggravating circumstances exist. <p>03 - Long-term suspension (out of school) 11-45 days;</p> <ul style="list-style-type: none"> ▪ Can be greater than 45 school-day period, not to exceed 364 calendar days, if determined aggravating circumstances exist <p>04 - Expulsion (365 days)</p> <p>05 - Special education interim alternative placement-LEA decision (up to 45 days)</p> <p>06 - Special education interim alternative placement-hearing officer decision (up to 45 days)</p> <p>07 - Modified expulsion by LEA under SDFSCA and GFSA (0 to 364 days)</p> <p>99 - None of the above</p>
3	Number of Days Suspended	<p>Numeric (000-maximum school days)</p> <p>364 days = suspension 365 days = expulsion</p> <p>Greater than 45 days must meet the definition aggravating circumstances</p>
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	<p>01 - During the regular school day</p> <p>02 - During a school-sponsored activity (outside - school hours)</p> <p>03 - During a non-school-sponsored activity (outside-school hours)</p> <p>04 - In transit (on the way to or from school)</p>
1	Limited English Proficient	Y=Yes; N=No (Do not leave blank.)

“B” Record - Tab-Delimited (31 Columns)		
Student/Incident Information		
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.)
1	Aggravating Circumstances	Y=Yes; N=No (Do not leave blank.)
1	State Testing Identifier	The unique number provided by the state to uniquely identify the student within the state

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