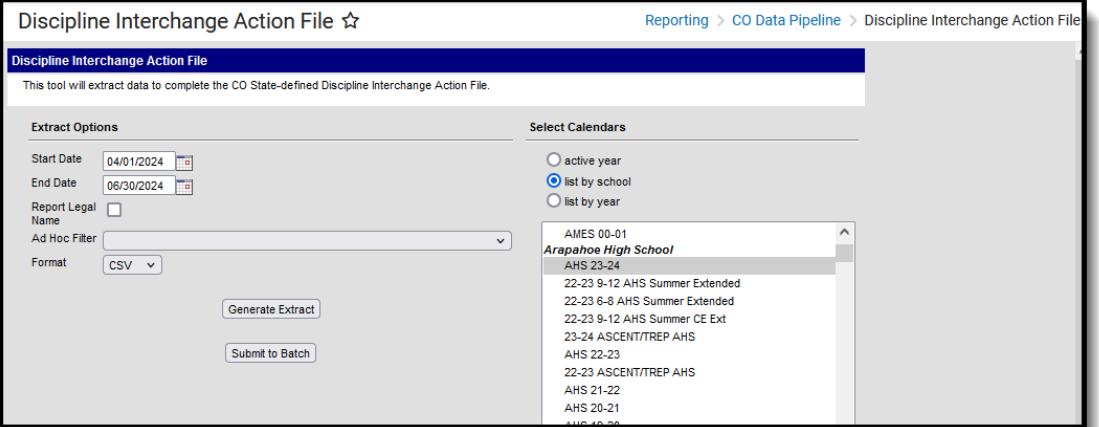


# Discipline Interchange Action File (Colorado)

Last Modified on 02/05/2026 9:15 am CST

## Tool Search: Discipline Interchange Action File

The Discipline Interchange Action File captures students who have a Behavior incident in the selected calendar and includes information on the behavior event and the resulting disciplinary action (behavior resolution) for each incident.



Discipline Interchange Action File

**Read** - Access and generate the Discipline Interchange Action File.

**Write** - N/A

**Add** - N/A

**Delete** - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

## Report Logic

Information reports from the student's primary enrollment record as of the entered Effective Date.

- When the student does not have an active enrollment in the selected calendar, the most recent primary enrollment record is used.
- When there is more than one primary enrollment in the selected calendar, the latest Enrollment Start Date determines which enrollment reports.
- When the start dates are all the same, the enrollment with the highest enrollmentID reports.
- All Enrollment Service Types (Primary, Partial, Special Ed) report.

One record per student per resolution ID reports.

State Exclude logic is enforced. Students are not reported, even when they meet the above

requirements when:

- The Enrollment is marked as State Exclude or No Show.
- The Grade level of enrollment is marked as State Exclude.
- The selected Calendar is marked as State Exclude.

Only state-mapped resolutions are reported for the student listed as the Offender in the Behavior Event Participant editor.

Only Behavior Responses with a value of M: Mechanical Restraint, P: Physical Restraint and S: Seclusion report.

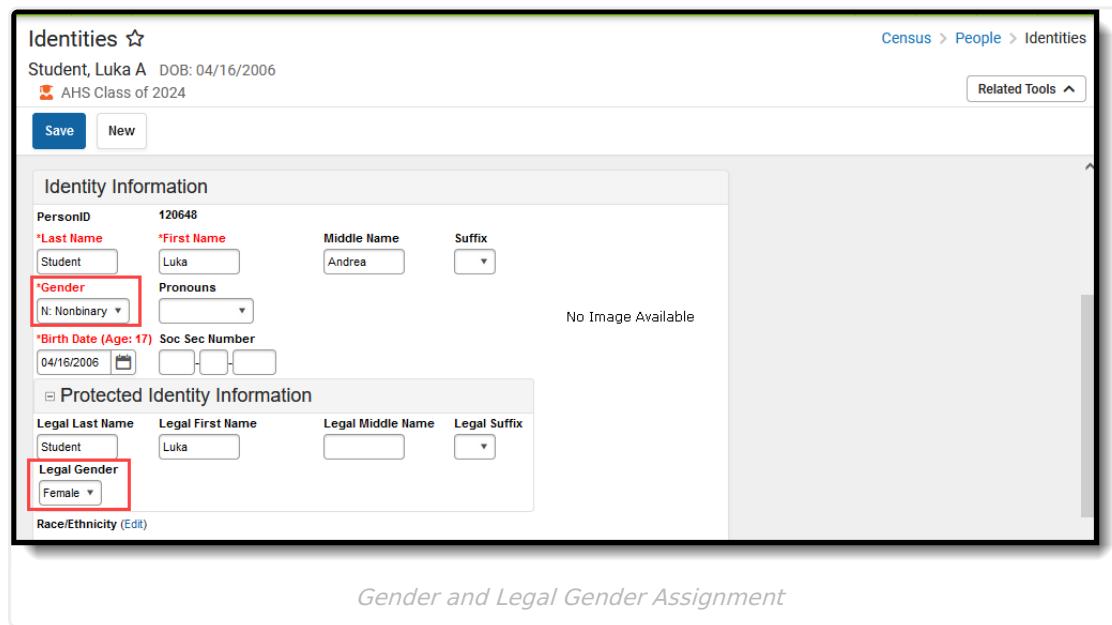
## Non-Binary Reporting

Schools can assign students a gender of M: Male, F: Female or N: Non-binary. This is done on the [Identities](#) tool and/or the [Demographics](#) tool.

Data Pipeline Extracts and other required extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of N: Non-Binary, on the Identities tool:

1. Assign the **Gender of N: Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** field to M: Male, F: Female or N: Non-Binary.
3. Save the record when finished.



The screenshot shows the 'Identities' tool interface. At the top, it displays 'Student, Luka A DOB: 04/16/2006' and 'AHS Class of 2024'. Below this are 'Save' and 'New' buttons. The main area is divided into two sections: 'Identity Information' and 'Protected Identity Information'. In the 'Identity Information' section, fields include 'PersonID' (120648), 'Last Name' (Student, highlighted with a red box), 'First Name' (Luka), 'Middle Name' (Andrea), 'Pronouns' (dropdown), 'Suffix' (dropdown), 'Gender' (dropdown, highlighted with a red box, showing 'N: Nonbinary'), 'Birth Date (Age: 17)' (04/16/2006), and 'Soc Sec Number' (three dropdowns). In the 'Protected Identity Information' section, fields include 'Legal Last Name' (Student), 'Legal First Name' (Luka), 'Legal Middle Name' (dropdown), 'Legal Suffix' (dropdown), and 'Legal Gender' (dropdown, highlighted with a red box, showing 'Female')). A note 'No Image Available' is visible. At the bottom, there is a 'Race/Ethnicity (Edit)' link. The top right corner shows the breadcrumb 'Census > People > Identities' and a 'Related Tools' button. The footer of the screenshot reads 'Gender and Legal Gender Assignment'.

## Report Editor

Data Element	Description
<b>Start Date</b>	<p>Indicates the start date by which to report behavior events. At least one day of the Behavior Incident must fall within or on the start and end date.</p> <p>Dates are entered in <i>mmddyy</i> format or use the calendar icon to select a date.</p>
<b>End Date</b>	<p>Indicates the end date by which to report behavior events. At least one day of the Behavior Incident must fall within or on the start and end date.</p> <p>Dates are entered in <i>mmddyy</i> format or use the calendar icon to select a date.</p>
<b>Report Legal Name</b>	<p>When marked, reports the student names from the Protected Identity Information entered on the student's Identity record.</p>
<b>Ad hoc Filter</b>	<p>When chosen, only those students included in the selected ad hoc filter are reported in the extract, if they meet the requirements of the extract.</p>
<b>Format</b>	<p>Determines the layout of the report. Choose either CSV or HTML.</p>
<b>Calendar Selection</b>	<p>Select at least one calendar from which to report student discipline information.</p>
<b>Report Generation</b>	<p>Use the <b>Generate Extract</b> button to display the results of the extract immediately. When there is a larger data set being reported, use the <b>Submit to Batch</b> option to choose when the extract generates (after or before school hours, etc.). See the <a href="#">Batch Queue</a> article for more information.</p>

## Generate the Report

1. Enter a **Start Date** and **End Date**.
2. Mark the **Report Legal Name** checkbox, if desired, to return the student's Legal Name.
3. If desired, select an **Ad hoc Filter** to report only those students included in that filter.
4. Select the desired **Format**, either CSV or HTML, from the dropdown list.
5. Select at least one **Calendar** from which to report discipline records. Calendars can be chosen by active year, by school name or by year.
6. Click the **Generate Extract** button or the **Submit to Batch** button. The report displays in the selected format.

## Report Layout

All name fields (student names, guardian names, staff names) and Course Names can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter.

Data Element	Description	Location
<b>Admin Unit/BOCES Code</b>	<p>The Administrative Unit Code assigned to the school by the Colorado Department of Education.</p> <p>This must be a valid Administrative Unit/State Operated Program Code and be the 5-digit code representing the AU/SOP submitting the data.</p> <p>This code must match the Administrative Unit/State Operated Code referred to in the file name.</p> <p>When this field is not populated, 00000 reports.</p> <p><i>Numeric, 5 digits</i></p>	<p>School Information &gt; School Detail &gt; Admin Unit Code</p> <p>School.adminUnitCode</p>
<b>District Code</b>	<p>Reports the district number assigned to the school district by the Colorado Department of Education.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Information &gt; District Information &gt; State District Number</p> <p>District.number</p>

Data Element	Description	Location
<b>School Code</b>	<p>Reports the number assigned to the school building by the Colorado Department of Education.</p> <p>This value reports from the student's active enrollment on the date of the incident. When the student has more than one active enrollment, the value reports from the Primary enrollment.</p> <p>When a student has a Special Education Attendance Code of 31: Administrative Unit OR 32: State-Operated Program, the four-digit code reports from the Serving District field.</p> <p>For all other students:</p> <ul style="list-style-type: none"> <li>• The Service Agency/Facility code reports, when populated.</li> <li>• When the Service Agency/Facility Code field is not populated, the School of Accountability reports, if populated.</li> <li>• When the School of Accountability field is not populated, the School Number reports.</li> <li>• When all of these fields are not populated, a value of 0000 reports.</li> </ul> <p><i>Numeric, 4 digits</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Serving District</p> <p>Enrollment.serviceDistrict</p> <hr/> <p>Enrollments &gt; Special Education Fields &gt; Service Agency/Facility Code</p> <p>Enrollment.serviceFacility</p> <hr/> <p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; School of Accountability</p> <p>Enrollment.residentSchool</p> <hr/> <p>School Information &gt; School Editor &gt; State School Number</p> <p>School.number</p>

Data Element	Description	Location
<b>Special Education Program Code</b>	<p>Reports the code assigned to the special education program, as noted on the student's most recent IEP or from the Special Ed Program Code on the student's Enrollment record.</p> <p>A student must have an IEP with a date that continues in the date range chosen in the extract editor. The IEP start date can be before July 1 of the reporting year.</p> <p>When there is no assigned program code, this field reports 0000.</p> <p><i>Numeric, 4 digits (padded on the left)</i></p>	<p>Special Education Documents &gt; Plan &gt; IEP &gt; State Special Ed Program Code</p> <p>SEPlan.programCode</p> <p>Enrollments &gt; Special Ed Fields &gt; State Special Ed Program Code</p> <p>Enrollment.spedProgramCode</p>
<b>Incident Identifier</b>	<p>A unique number assigned to each behavior incident by each reporting entity (either administrative unit or school district).</p> <p><i>Numeric, 10 digits (padded on the left)</i></p>	<p>Behavior Management &gt; Incident Detail Information &gt; Incident ID</p> <p>BehaviorIncident.incidentID</p>
<b>Date of Incident</b>	<p>Reports the date the behavior incident occurred.</p> <p><i>Date field, 8 characters (MMDDYYYY)</i></p>	<p>Behavior Management &gt; Incident Detail &gt; Date of Incident</p> <p>BehaviorIncident.timestamp</p>

Data Element	Description	Location
<b>Behavior Type</b>	<p>Reports the State Event Code assigned to the Behavior Incident.</p> <p>When there is no state code assigned to the behavior event, a value of 00 reports.</p> <p>When the Special Education Action Flag reports 00 AND the Behavior Type is 17-22, 31-33, the Discipline Action Type field reports 00.</p> <p>When the Special Education Action Flag reports 00 and the Behavior Type is 41-43, a second record for the same incident reports with a Behavior Type of 11. Two records for one incident report.</p> <p>When the Special Education Action Flag is 01 AND the Behavior Type is 17-43 AND the Resolution Type is State Code 01, the Discipline Action Type reports 00. AND a second record reports for the same incident with a Behavior Type of 11 and a Discipline Action Type of 00.</p> <p><i>Numeric, 2 digits</i></p>	Event Type Setup > Behavior Event Type Detail > State Event Code (Mapping)
<b>Weapon Type</b>	<p>Reports the weapon code associated with the event.</p> <ul style="list-style-type: none"> <li>• 01: Handgun.</li> <li>• 02: Rifle/Shotgun.</li> <li>• 03: Other Firearms (multiple firearms).</li> </ul> <p><i>Numeric, 2 digits</i></p>	Behavior Management > Events and Participant Details > Participant Details > GFSA Weapon  BehaviorWeapon.weaponType
<b>Student State ID</b>	<p>The unique 10-digit number assigned to each student by the Colorado Department of Education.</p> <p><i>Numeric, 10 digits</i></p>	Demographics > Person Identifiers > Student State ID  Person.stateID

Data Element	Description	Location
<b>Student First Name</b>	<p>Reports the student's first name.</p> <p>When the Report Legal Name checkbox is marked on the report editor, the student's First Name reports from the Legal First Name field.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Information &gt; First Name</p> <p>Identity.first Name</p> <p>Identities &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.legalFirstName</p>
<b>Student Last Name</b>	<p>Reports the student's last name.</p> <p>When the Report Legal Name checkbox is marked on the report editor, the student's Last Name reports from the Legal Last Name field.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Information &gt; Last Name</p> <p>Identity.last Name</p> <p>Identities &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>
<b>Student Gender</b>	<p>Reports the student's gender.</p> <ul style="list-style-type: none"> <li>• 01: Female</li> <li>• 02: Male</li> <li>• 03: Non-Binary</li> </ul> <p>When the Report Legal Name checkbox is marked on the report editor, the student's Gender reports from the Legal Gender field.</p> <p><i>Numeric, 1 digit</i></p>	<p>Demographics &gt; Person Information &gt; Gender</p> <p>Identity.gender</p> <p>Identities &gt; Protected Identity Information &gt; Legal Gender</p> <p>Identity.legalGender</p>
<b>Student Date of Birth</b>	<p>The student's date of birth.</p> <p><i>Date field, 8 characters (MMDDYYYY)</i></p>	<p>Identities &gt; Birth Date</p> <p>Identity.birthDate</p>

Data Element	Description	Location
<b>Special Education Action Flag</b>	<p>When the incident date falls within the Special Ed Start Date and Special Ed End Date, a value of 1 reports.</p> <p>When the student has an active and locked IEP at the time of the incident/resolution, a value of 1 reports.</p> <p>All other instances report a value of zero (0).</p> <p>When the Special Education Action Flag reports 00 AND the Behavior Type is 17-22, 31-33, the Discipline Action Type field reports 00.</p> <p>When the Special Education Action Flag reports 00 and the Behavior Type is 41-43, a second record for the same incident reports with a Behavior Type of 11. Two records for one incident report.</p> <p>When the Special Education Action Flag is 01 AND the Behavior Type is 17-43 AND the Resolution Type is State Code 01, the Discipline Action Type reports 00. AND a second record reports for the same incident with a Behavior Type of 11 and a Discipline Action Type of 00.</p> <p><i>Numeric, 1 character (1 or 0)</i></p>	<p>Behavior Management &gt; Incident Detail &gt; Date of Incident BehaviorIncident.timestamp</p> <p>Behavior Management &gt; Events and Participants &gt; Resolution &gt; Resolution Start Date, Resolution End Date BehaviorResolution.startDate BehaviorResolution.endDate</p>

Data Element	Description	Location
<b>Discipline Action Identifier</b>	<p>Reports the Resolution ID. This number must be unique and unduplicated, unless the student had a unilateral removal for two removal reasons.</p> <p>For Behavior Responses, the Response ID reports left-zero padded to 9 digits, with an 8 added to the front of the number (e.g., 8000001234).</p> <p>For Behavior Resolutions, the Response ID reports left-zero padded to 9 digits, with a 9 added to the front (e.g., 9000001234).</p> <p><i>Numeric, 10 digits</i></p>	<p>Behavior Management &gt; Events and Participants &gt; Resolution Detail, Resolution ID</p> <p>BehaviorResolution.resolutionID</p> <p>Behavior Management &gt; Events and Participants &gt; Response Detail &gt; Response ID</p> <p>BehaviorResponse.responseID</p>
<b>Discipline Action Type</b>	<p>Indicates whether the student was suspended, expelled, etc..Reports the Resolution Type assigned to the student.</p> <ul style="list-style-type: none"> <li>• A value of 00 reports when there is no resolution assigned to the behavior incident.</li> <li>• A value of 00 reports when the student was unilaterally removed and the Special Education Removal Type is:           <ul style="list-style-type: none"> <li>◦ 01: Unilateral Removal by School Personnel,</li> <li>◦ 02: Unilateral Removal based on a Hearing Officer, OR</li> <li>◦ Behavior Types 17-43 are reported.</li> </ul> </li> </ul> <p><i>Numeric, 2 digits</i></p>	<p>Behavior Management &gt; Incident Detail Information &gt; Events and Participants &gt; Resolution Details &gt; Resolution Type</p> <p>BehaviorResolution.type</p>

Data Element	Description	Location
<b>Referral to Law Enforcement</b>	<p>Reports a value of 1 when the Referral to Law Enforcement is marked on the Resolution Detail editor.</p> <p>For Behavior Responses, a value of zero (0) reports.</p> <p>According to Department of Education guidance, Referral to Law Enforcement means a communication between a school administrator, teacher, or other school employee and law enforcement that:</p> <p>Is initiated by the school administrator, teacher, or other school employee; and concerns behavior by a student that the school administrator, teacher, or other school employee believes may constitute a violation of the school conduct and discipline code or a criminal or delinquent offense, and for which the school administrator, teacher, or other school employee requests an investigation or other involvement by law enforcement.</p> <p><i>Numeric, 1 digit</i></p>	<p>Behavior Management &gt; Incident Detail Information &gt; Events and Participants &gt; Resolution Details &gt; Referral to Law</p> <p>Enforcement BehaviorResolution.arrest</p>

Data Element	Description	Location
<b>Handcuffed Status</b>	<p>Indicates the student was handcuffed as a result of the behavior event. <b>This only reports for Behavior Responses.</b></p> <p>When the Behavior Response Type Code is HC (capital letter) AND the Response Type is M: Mechanical Restraint, reports a value of 1 for this field and for Mechanically Restrained. Otherwise, a value of 0 reports.</p> <p>When the Behavior Response Type Code is H (capital letter) AND the Response Type is M: Mechanical Restraint, reports a value of 1 for this field only.</p> <p><i>Numeric, 1 digit</i></p>	<p>Incident Detail Information &gt; Events and Participants &gt; Response Details &gt; Response Type</p> <p>BehaviorResponse.responseType</p>
<b>Placed in Seclusion</b>	<p>Indicates the student was placed in seclusion as part of the response to this incident. <b>This only reports for a Behavior Response.</b></p> <p>Reports a value of 1 when S: Seclusion is assigned as the Behavior Response.</p> <p><i>Numeric, 1 digit</i></p>	<p>Behavior Management &gt; Incident Detail Information &gt; Events and Participants &gt; Response Details &gt; Response Type</p> <p>BehaviorResponse.responseType</p>
<b>Received Education Services During Expulsion</b>	<p>Indicates the student received services during their expulsion.</p> <p>Reports a value of 1 when Services During Expulsion is marked for <b>Behavior Resolutions.</b></p> <p>Reports a value of 0 for <b>Behavior Responses.</b></p> <p><i>Numeric, 1 character</i></p>	<p>Behavior Management &gt; Incident Detail Information &gt; Events and Participants &gt; Resolution Details &gt; Services During Expulsion</p> <p>BehaviorResolution.serviceProvided</p>

Data Element	Description	Location
<b>Transferred to Alternative School (for Disciplinary Actions)</b>	<p>Indicates the student was transferred to another school as a result of their behavior.</p> <p>Reports a value of 1 when Transferred to Alternative School (for Disciplinary Reasons) is marked for <b>Behavior Resolutions</b>.</p> <p>Reports a value of 0 for <b>Behavior Responses</b>.</p> <p><i>Numeric, 1 character</i></p>	<p>Behavior Management &gt; Incident Detail Information &gt; Events and Participants &gt; Resolution Details &gt; Transferred to Alternative School</p> <p>BehaviorResolution.transferOption</p>

Data Element	Description	Location
<b>Discipline Action Length</b>	<p>Reports the length in school days of the assigned resolution, as noted in the Duration in School Days field.</p> <p>Reports the number of school days missed, between a half day and 260 days (0005 and 2600). Half days included in 4th position and must either be a 0 or a 5.</p> <p>When the Discipline Action Type is 10 or 14, this field reports as zero-filled.</p> <p>When Duration in School Days field is NULL, calculates the number of instructional days between the behavior start date and behavior end date.</p> <ul style="list-style-type: none"> <li>When the start date and end date falls on same day, calculates as 1.</li> <li>When the end date is NULL, the last instructional day on the Day Setup tool is used.</li> </ul> <p>When the Duration in School Days is filled in with half days, reports half day (0005). Otherwise, reports a value of 0000.</p> <p><i>Numeric, 4 digits (XXXX)</i></p>	<p>Behavior Management &gt; Incident Management Editor &gt; Events and Participants &gt; Resolution Details &gt; Duration in School Days, Resolution Start Date, Resolution End Date</p> <p>Behavior.schoolDaysDuration BehaviorResolution.startDate BehaviorResolution.endDate</p>
<b>Discipline Start Date</b>	<p>Reports the Start Date of the Behavior Resolution.</p> <p>This field is required for Special Education records.</p> <p>When the Discipline Action Type is 10 or 14, this field reports as zero-filled.</p> <p><i>Date field, 8 characters (MMDDYYYY)</i></p>	<p>Behavior Management &gt; Incident Management Editor &gt; Events and Participants &gt; Resolution Details &gt; Resolution Start Date, Resolution End Date</p> <p>BehaviorResolution.startDate BehaviorResolution.endDate</p>

Data Element	Description	Location
<b>Special Education Removal Type</b>	<p>Indicates the reason the Special Education student was removed from the school as a result of the behavior incident. <b>This reports for Special Education students only.</b></p> <p>Reports a value of 01 when the Behavior Resolution assigned to the event is 01: Unilateral Removal by School Personnel.</p> <p>Reports a value of 02 when the Behavior Resolution assigned to the event is 02: Removal Based on a Hearing Officer's Determination.</p> <p>Otherwise, a value of 00 reports.</p> <p><b>Behavior Response always report a value of 0.</b></p> <p><i>Numeric, 2 digits</i></p>	<p>Behavior Management &gt; Incident Management Editor &gt; Events and Participants &gt; Resolution Details &gt; Resolution Type: 01, 02</p> <p>BehaviorResolution.type</p>

Data Element	Description	Location
<b>Special Education Removal Reason</b>	<p>Indicates the reason the Special Education student was removed from the school. <b>This is required for Special Education students ONLY when the student was unilaterally removed by school personnel.</b></p> <p>Report the following codes based on the State Event Code and State Resolution codes selected:</p> <ul style="list-style-type: none"> <li>Reports a value of 01 when the State Behavior Event is 01: Drug Violation AND the State Behavior Resolution is 01: Unilateral Removal by School Personnel.</li> <li>Reports a value of 02 when the State Behavior Event is 04: 1st, 2nd Degree or Vehicular Assault AND the State Behavior Resolution is 01: Unilateral Removal by School Personnel.</li> <li>Reports a value of 03 when the State Behavior Event is 05: Dangerous Weapons AND the State Behavior Resolution is 01: Unilateral Removal by School Personnel</li> <li>Otherwise, reports a value of 00.</li> </ul> <p>Behavior Responses always report a value of 0.</p> <p><i>Numeric, 2 digits</i></p>	<p>Behavior Management &gt; Incident Management Editor &gt; Events and Participants &gt; Resolution Details &gt; Resolution Type</p> <p>BehaviorResolution.resolutionType</p> <hr/> <p>Behavior Management &gt; Incident Management Editor &gt; Events and Participants &gt; Event Details &gt; Event Type</p> <p>BehaviorEvent.eventType</p>

Data Element	Description	Location
<b>Off Campus Behavior Flag</b>	<p>Indicates whether the behavior event occurred at a location other than the local education provider's property.</p> <p>The Behavior Incident Location field must include the words "Off Campus."</p> <p><i>Numeric, 1 digit</i></p>	<p>Behavior Management &gt; Incident Management Editor &gt; Behavior Incident Location</p> <p>BehaviorIncident.location</p>