Discipline Interchange Action File (Colorado)

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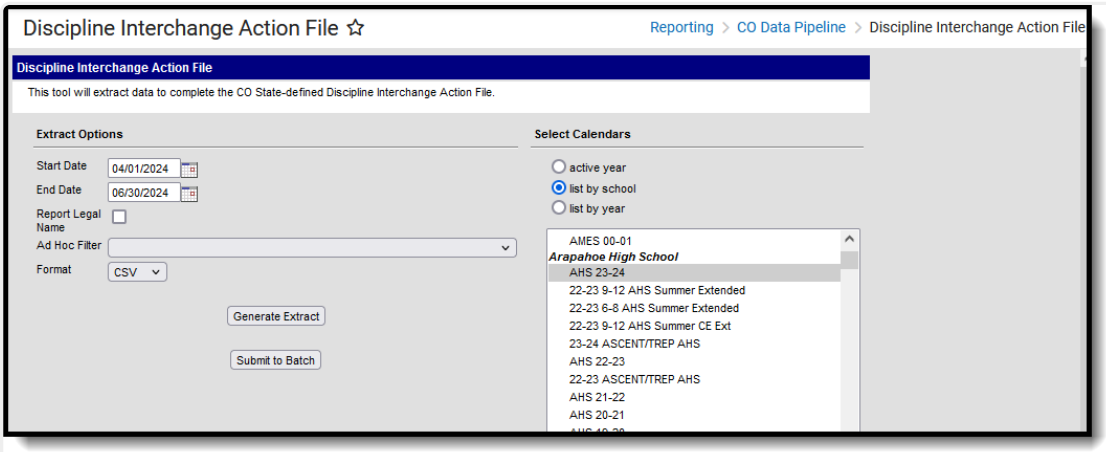
Path: Reporting > CO Data Pipeline > Discipline Interchange Action File

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.

Each reported record represents a student, a behavior incident, and a discipline action.

- When multiple behavior events are associated with an incident, the most serious behavior type is reported for each student.
- When multiple discipline actions are associated with an incident, each discipline action is reported.
- Each incident may have multiple records with a duplicate incident identifier and one or more behaviors when more than one student is involved.
- A student may have multiple records when they are involved in multiple incdents or have multiple discipline actions associated with an incident.

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.

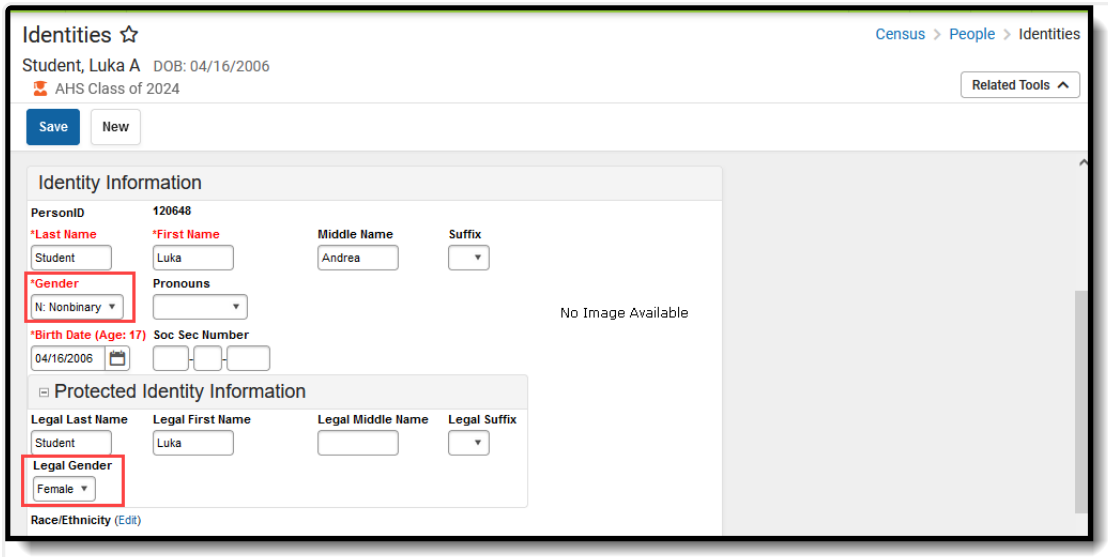
Non-binary reporting

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.



Gender and Legal Gender Assignment

Report editor

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

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

Data Element	Description	Location
School Code	Reports the number assigned to the school building by the Colorado Department of Education. 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. 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. For all other students: • The Service Agency/Facility code reports, when populated. • When the Service Agency/Facility Code field is not populated, the School of Accountability reports if populated. • When the School of Accountability field is not populated, the School Number reports. • When all of these fields are not populated, a value of 0000 reports. *Numeric, 4 digits*	Enrollments > State Reporting Fields > Serving District Enrollment.serviceDistrict Enrollments > Special Education Fields > Service Agency/Facility Code Enrollment.serviceFacility Student Information > General > Enrollments > State Reporting Fields > School of Accountability Enrollment.residentSchool School Information > School Editor > State School Number School.number

Data Element	Description	Location
Special Education Program Code	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. 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. When there is no assigned program code, this field reports 0000. *Numeric, 4 digits (padded on the left)*	Special Education Documents > Plan > IEP > State Special Ed Program Code SEPlan.programCode Enrollments > Special Ed Fields > State Special Ed Program Code Enrollment.spedProgramCode
Student State ID	The unique 10-digit number assigned to each student by the Colorado Department of Education. *Numeric, 10 digits*	Demographics > Person Identifiers > Student State ID Person.stateID
Student First Name	Reports the student's first name. When the Report Legal Name checkbox is marked on the report editor, the student's First Name reports from the Legal First Name field. *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Identity.first Name Identities > Protected Identity Information > Legal First Name Identity.legalFirstName
Student Last Name	Reports the student's last name. When the Report Legal Name checkbox is marked on the report editor, the student's Last Name reports from the Legal Last Name field. *Alphanumeric, 30 characters*	Demographics > Person Information > Last Name Identity.last Name Identities > Protected Identity Information > Legal Last Name Identity.legalLastName

Data Element	Description	Location
Student Gender	Reports the student's gender. • 01: Female • 02: Male • 03: Non-Binary When the Report Legal Name checkbox is marked on the report editor, the student's Gender reports from the Legal Gender field. *Numeric, 1 digit*	Demographics > Person Information > Gender Identity.gender Identities > Protected Identity Information > Legal Gender Identity.legalGender
Student Date of Birth	The student's date of birth. *Date field, 8 characters (MMDDYYYY)*	Identities > Birth Date Identity.birthDate
Special Education Status	When the incident date falls within the Special Ed Start Date and Special Ed End Date, a value of 1 reports. When the student has an active and locked IEP at the time of the incident/resolution, a value of 1 reports. All other instances report a value of zero (0). *Numeric, 1 character (1 or 0)*	Behavior Management > Incident Detail > Date of Incident BehaviorIncident.timestamp Behavior Management > Events and Participants > Resolution > Resolution Start Date, Resolution End Date BehaviorResolution.startDate BehaviorResolution.endDate
Section 504 Status	Reports whether the student was identified as having a disability under regulations implementing Section 504 of the Rehabilitation Act of 1973 at the time of discipline. When the student has a Section 504 Program Status of 02: Section 504 Student at the time of the Incident, a value of 1 reports. Otherwise, a value of 0 reports.	Program Participation > Section 504 Section504.programStatus

Data Element	Description	Location
Incident Identifier	A unique number assigned to each behavior incident by each reporting entity (either administrative unit or school district). *Numeric, 10 digits (padded on the left)*	Behavior Management > Incident Detail Information > Incident ID BehaviorIncident.incidentID
Date of Incident	Reports the date the behavior incident occurred. *Date field, 8 characters (MMDDYYYY)*	Behavior Management > Incident Detail > Date of Incident BehaviorIncident.timestamp
Behavior Type	Reports the State Event Code assigned to the Behavior Incident. When there is no state code assigned to the behavior event, a value of 00 reports. *Numeric, 2 digits*	Event Type Setup > Behavior Event Type Detail > State Event Code (Mapping)
Discipline Action Identifier	Reports the Resolution ID. This number must be unique and unduplicated, unless the student had a unilateral removal for two removal reasons. For Behavior Resolutions, the Response ID reports left-zero padded to 9 digits, with a 9 added to the front (e.g., 9000001234). *Numeric, 10 digits*	Behavior Management > Events and Participants > Resolution Detail, Resolution ID BehaviorResolution.resolutionID Behavior Management > Events and Participants > Response Detail > Response ID BehaviorResponse.responseID

Data Element	Description	Location

Discipline Action Type	Indicates whether the student was suspended, expelled, etc..Reports the Resolution Type assigned to the student.
	• A value of 00 reports when there is no resolution assigned to the behavior incident.
	• A value of 00 reports when the student was unilaterally removed, and the Special Education Removal Type is:
	  ◦ 01: Unilateral Removal by School Personnel OR
	  ◦ 02: Unilateral Removal based on a Hearing Officer.
	
	Numeric, 2 digits
		Behavior Management > Incident Detail Information > Events and Participants > Resolution Details > Resolution Type
		
		BehaviorResolution.type

Discipline Action Length	Reports the length in school days of the assigned resolution, as noted in the Duration in School Days field. Reports the number of school days missed, between a half day and 260 days (0005 and 2600). Half days are included in the 4th position and must either be a 0 or a 5. When the Discipline Action Type is 10 or 14, the Discipline Action Length must equal 0000. *Numeric, 4 digits (XXXX)*	Behavior Management > Incident Management Editor > Events and Participants > Resolution Details > Duration in School Days, Resolution Start Date, Resolution End Date Behavior.schoolDaysDuration BehaviorResolution.startDate BehaviorResolution.endDate

Data Element	Description	Location
Discipline Start Date	Reports the Start Date of the Behavior Resolution. This field is required for Special Education records. When the Discipline Action Type is 10 or 14, this field reports as zero-filled. *Date field, 8 characters (MMDDYYYY)*	Behavior Management > Incident Management Editor > Events and Participants > Resolution Details > Resolution Start Date, Resolution End Date BehaviorResolution.startDate BehaviorResolution.endDate
Weapon Type	Reports the weapon code associated with the event. *Numeric, 2 digits*	Behavior Management > Events and Participant Details > Participant Details > GFSA Weapon BehaviorWeapon.weaponType
Off Campus Behavior Flag	Indicates whether the behavior event occurred at a location other than the local education provider's property. The Behavior Incident Location field must include the words "Off Campus." *Numeric, 1 digit*	Behavior Management > Incident Management Editor > Behavior Incident Location BehaviorIncident.location

Data Element	Description	Location
Referral to Law Enforcement	Reports a value of 1 when the Referral to Law Enforcement is marked on the Resolution Detail editor. For Behavior Responses, a value of zero (0) reports. 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: 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. *Numeric, 1 digit*	Behavior Management > Incident Detail Information > Events and Participants > Resolution Details > Referral to Law Enforcement BehaviorResolution.arrest
School-Related Arrest Status	Indicates whether the student was arrested for any activity conducted on school grounds, during off-campus school activities, or due to a referral by any school official. Reports a value of 1 when the School-Related Arrest Status checkbox is marked. Behavior Responses always report 0.	Behavior Management > Resolution Details > School-Related Arrest Status BehaviorResolution.arrest

Data Element	Description	Location
Handcuffed Status	Indicates the student was handcuffed as a result of the behavior event. **This only reports for Behavior Responses.** 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. 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. *Numeric, 1 digit*	Incident Detail Information > Events and Participants > Response Details > Response Type BehaviorResponse.responseType
Received Education Services During Expulsion	Indicates the student received services during their expulsion. Reports a value of 1 when Services During Expulsion is marked for **Behavior Resolutions.** Reports a value of 0 for **Behavior Responses.** *Numeric, 1 character*	Behavior Management > Incident Detail Information > Events and Participants > Resolution Details > Services During Expulsion BehaviorResolution.serviceProvided

Data Element	Description	Location
Calendar Year Expulsion	Indicates whether the student was expelled for a calendar year (365 days). Reports a value of 1 when the Expelled Education checkbox is marked on the Enrollment record. *Numeric, 1 character*	Enrollments > State Reporting Fields > Expelled Education Enrollment.expelledEducation