



GEORGIA DEPARTMENT OF EDUCATION (GADOE)

Office of Technology Services - Technology Management

FY2011 Student Record Data Collection Data File Layout – Discipline File Layout

Document Revision Updates

REVISION DATE	DATA ELEMENTS AFFECTED	COMMENTS
09/09/2010	N/A	Annual Update
09/29/2010	Discipline Incident Type, Data Type Indicator, Incident Context and Location	Modified E841 and added new edits for data element comparisons.
11/05/2010	GTID	Added related errors.
11/08/2010	E0430	Changed error number to E4301
11/15/2010	Discipline Action Code	Removed code '60' for Crossroads, and edit references for that code (E842, E850, E866, E883).

NOTES

1. Clarification on Data Type Indicator.

- Data Type Indicator '1' must have valid data in both the Discipline Incident and Discipline Action fields.
- Data Type Indicator '2' must have valid data in the Discipline Incident and Context/Location fields. Data for the Discipline Action code must be '00'.
- Data Type Indicator '3' must have valid data in the Discipline Action and Action Auxiliary fields. Data in the Discipline Incident and Context/Location fields must be '00'.
- Any records with a Data Type Indicator of '2' or '3' must be preceded by a record with a Data Type Indicator of '1' for the same Discipline Incident Number (ex. E001)

2. Non-reportable incidents or actions with reportable actions or incidents: for records where either the incident or the action is a reportable item and the other is not, please enter the non-reportable incident as '24 Other Incident' and if the action is non-reportable, please record it as '80 Other Action'.

For example:

- If a student is assigned to In School Suspension for repeated violations of a non-reported incident such as chewing gum in class, his/her record would have an Discipline Incident code of '24 Other Incident' and a Discipline Action code of '20 In School Suspension'.
- If a student was assigned an alternative action such as being assigned to remove graffiti from a wall in response to Vandalism, the Discipline Incident would be coded '20 Vandalism' and the Discipline Action would be coded '80 Other Action'.

3. The following table gives an overview of valid combinations for the reporting of data elements associated with discipline events.

Data Type Indicator	Incident Type	Context & Location	Action
'1' - The record is a complete record with both the incident and action completed.	01-28	11, 12, 13, 14, 21, 22, 23, 31, 32, 33	10, 20, 30, 40, 50, 61, 62, 63, 70, 80, 90
'2' - The record contains a multiple incident entry for a given event.	01-28	00, 11, 12, 13, 14, 21, 22, 23, 31, 32, 33	00, 10, 20, 30, 40, 50, 61, 62, 63, 70, 80, 90
'3' - The record contains a multiple action entry for a given event.	00	00	10, 20, 30, 40, 50, 61, 62, 63, 70, 80, 90

2011 STUDENT RECORD DATA COLLECTION FILE LAYOUT

Discipline Level Record Layout (Enn)

Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Error Code
DIS001	E001	Fiscal Year	A	yyyy	4	1	4	Fiscal year of record.	yyyy is current FISCAL YEAR . '2011' is the value for this current FISCAL YEAR .	E010
DIS002	E002	Period	A	X	1	5	5	Reporting period of record.	Always equal to '1'	E021
DIS003	E003	System Code	A	xxx	3	6	8	Number that identifies a school district	Must be an active SYSTEM CODE in the <i>Facilities Database</i> in the range 601-799.	E040
DIS004	E004	School Code	A	xxxx	4	9	12	Number that identifies a school within a system.	School must have reported data in FTE-1 and/or FTE-3 of the current school year.	E050

Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Error Code
DIS005	E005	☐ Student ID	N	nnnnnnnnn	9	13	21	Student's Social Security Number or a state-approved Social-Security-like number. It must be the same number used to report the student for FTE and Student Record.	<p>Must be nine-digit numeric. Ex. 999999999.</p> <p>Discipline records reported for a student must have a corresponding student in the student file.</p> <p>Student's Social Security Number (SSN) must be a state-approved Social-Security-like number or migrant number.</p> <p>Discipline records should not be reported for Pre-K students.</p> <p>Discipline records should be reported at all schools for which students in grades K-12 are reported.</p> <p>Possible duplicate - The SYSTEM CODE, SCHOOL CODE, STUDENT ID, INCIDENT DATE, INCIDENT TYPE, ACTION and AUXILIARY CODE are the same for more than one discipline record. For most current data, see Report DIS092.</p> <p>Multiple suspensions reported for same student and date. For most current data, see Report DIS091.</p>	E061 E890 E059 E891 W057 W862 W863
DIS006	E006	☐ Discipline Incident Number	A	Exxx	4	22	25	Identifier indicates specific discipline incidents. For a given student, each discrete discipline incident would have a unique Discipline Incident Number.	Equals 'Ennn', where nnn is from 001 to 999 for multiple discipline incidents during the school year involving a specific student.	E822
DIS007	E007	☐ Data Type Indicator	N	n	1	26	26	Identifies whether the record is a complete record with the incident and action completed, or whether it is a continuation of a multiple incident or action event.	<p>Must equal one of the following codes:</p> <p>'1' the record is a complete record with both the incident and action completed.</p> <p>'2' The record contains a multiple incident entry for a given event.</p> <p>'3' The record contains a multiple action entry for a given event.</p>	E879

Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Error Code
									<p>If the DATA TYPE INDICATOR is '1' or '2', then the DISCIPLINE INCIDENT TYPE must be in the range 01-28.</p> <p>If DATA TYPE INDICATOR is '1' and DISCIPLINE INCIDENT TYPE is '24' and DISCIPLINE ACTION CODE is '80', then another record must exist with the same key information. If the other record has a DATA TYPE INDICATOR of '2', then DISCIPLINE INCIDENT TYPE must be in the range 01-23 or 25-28. If the other record has a DATA TYPE INDICATOR of '3', then DISCIPLINE ACTION CODE must be one of the following: '10', '20', '30', '40', '50', '61', '62', '63', '70', '90'.</p> <p>If the DATA TYPE INDICATOR is '2', then another record must exist with the same key information including the DISCIPLINE INCIDENT TYPE. The DATA TYPE INDICATOR for this record must be '1'.</p> <p>If the DATA TYPE INDICATOR is '1', or '3', then the DISCIPLINE ACTION CODE must be '10', '20', '30', '40', '50', '61', '62', '63', '70', '80', '90'.</p> <p>If the DATA TYPE INDICATOR is '3', then another record must exist with the same key information. The DATA TYPE INDICATOR for this record must be 1.</p>	E880 E850 E882 E883 E885
DIS008	E008	Discipline Incident Date	D	yyyymmdd	8	27	34	For each discipline incident, a date-of-occurrence must be entered.	<p>yyyy is complete year (20yy), mm is month (01-12), and dd is day (01-31).</p> <p>DISCIPLINE INCIDENT DATE must be equal to or greater than 20100701 (July 1, 2010) and less than 20110616 (June 16, 2011).</p>	E543 E544

Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Error Code
DIS009	E009	Discipline Incident Type	N	nn	2	35	36	Identifies the type of infraction for each discipline incident.	Must equal one of the following codes: '00' Continuation of Incident '01' Alcohol '02' Arson '03' Battery '04' Burglary '05' Computer trespass '06' Disorderly conduct '07' Drugs, except alcohol and tobacco '08' Fighting '09' Homicide '10' Kidnapping '11' Larceny / theft '12' Motor vehicle theft '13' Robbery '14' Sexual battery '15' Sexual harassment '16' Sex offenses '17' Threat / intimidation '18' Tobacco '19' Trespassing '20' Vandalism '22' Weapons – knife '23' Weapons – other '24' Other discipline incident '25' Weapons – handgun '26' Weapons – rifle '27' Serious Bodily Injury '28' Other Firearms	E840
									System reported serious incidents including (09) Homicide, (10) Kidnapping, (14) Sexual Battery.	W2591
									If DISCIPLINE INCIDENT TYPE is between '01' and '28', then INCIDENT CONTEXT AND LOCATION must be '11', '12', '13', '14', '21', '22', '23', '31', '32', or '33'.	E845

Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Error Code
									Totals for AGGRAVATED CHILD MOLESTATION, AGGRAVATED SEXUAL BATTERY, AGGRAVATED SODOMY, and RAPE (SCHOOL level) exceed totals from discipline data for Sexual Battery (Incident Type 14) in Student Record Discipline as of June of the current fiscal year.	W2604
									Totals for AGGRAVATED BATTERY and TERRORISTIC THREATS (SCHOOL level) exceed totals from discipline data for Aggravated Battery (Incident Code 03) in Student record Discipline as of June of the current fiscal year.	W2605
									Totals for ARMED ROBBERY (SCHOOL level) exceed totals from discipline data for Robbery (Incident Code 13) in Student Record Discipline as of June of the current fiscal year.	W2606
									Totals for FIRST DEGREE ARSON (SCHOOL level) exceed totals from discipline data for Arson (Incident Code 02) in Student Record Discipline as of June of the current fiscal year.	W2607
									Totals for NON-FELONY DRUGS and FELONY DRUGS (SCHOOL level) exceed totals from discipline data for Alcohol (Incident Code 01) and Drugs, except alcohol and tobacco (Incident Code 07) in Student Record Discipline as of June of the current fiscal year.	W2608
									Totals for KIDNAPPING (SCHOOL level) exceed totals from discipline data for Kidnapping (Incident Code 10) in Student Record Discipline as of June of the current fiscal year.	W2609
									Totals for MURDER and VOLUNTARY MANSLAUGHTER (SCHOOL level) exceed totals from discipline data for Homicide (Incident Code 09) in Student Record Discipline as of June of the current fiscal year.	W2610

Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Error Code
									<p>Totals for the reported FELONY WEAPONS, in SCHOOL level record, exceed the sum of DISCIPLINE record level detail data for:</p> <ul style="list-style-type: none"> '22' Weapons – knife '23' Weapons – other '25' Weapons – handgun '26' Weapons – rifle '28' Other Firearms <p>If the DATA TYPE INDICATOR = '3', the DISCIPLINE INCIDENT TYPE must = '00'.</p>	<p>W2611</p> <p>E853</p>

Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Error Code
DIS010	E010	Discipline Incident – Context and Location	N	nn	2	37	38	Indicates the location, time and sponsorship of the activity during which the discipline incident occurred.	<p>Must be one of the following:</p> <p>'11' During school hours on School grounds / On campus</p> <p>'12' During school hours on School-sponsored activity / Off campus</p> <p>'13' During school hours on School-sponsored activity / on school-sponsored transportation</p> <p>'14' During school hours, Off school campus/Non-sponsored activity</p> <p>'21' Outside school hours during school-sponsored activity on School grounds / On campus</p> <p>'22' Outside school hours during school-sponsored activity / Off campus</p> <p>'23' Outside school hours during school-sponsored activity / On school sponsored transportation</p> <p>'31' Outside school hours during non-school-sponsored activity on School grounds / On campus</p> <p>'32'Outside school hours during non-school sponsored activity, not on school grounds / not on campus, but was somehow associated with school personnel, students or school property</p> <p>'33'Outside school hours during non-school sponsored activity, not on school grounds / not on campus. Event was not associated with school personnel, students or school property</p> <p>'00' Continuation of INCIDENT CONTEXT AND LOCATION for this discipline event</p> <p>When INCIDENT CONTEXT AND LOCATION is '11', '12', '13', '14', '21', '22', '23', '31', '32', or '33', then DISCIPLINE INCIDENT TYPE must be between '01' and '28'.</p> <p>If DATA TYPE INDICATOR is '3', then the INCIDENT CONTEXT AND LOCATION must be blank or '00'.</p>	<p>E841</p> <p>E844</p> <p>E846</p>

Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Error Code
DIS011	E011	Teacher ID	N	nnnnnnnn n	9	39	47	Social Security Number of the teacher removing student from class pursuant to O.C.G.A 20-2-738. Ignored unless Discipline Action code is 90.	Must be nine-digit numeric. Ex. 000123456. Teacher ID must be reported in CPI-1 or CPI-2 If DISCIPLINE ACTION CODE = '90', then the TEACHER ID field cannot be blank.	E1108 E871 E843
DIS012	E012	Discipline Action Code	N	nn	2	48	49	Indicates the code for the discipline action taken DISCIPLINE ACTION CODE '60' for Crossroads removed in FY2011 as it no longer exists. Use '61' for disruptive student assignments.	Must be one of the following: '00' Continuation of action. '10' Corporal Punishment. '20' In School Suspension. '30' Out of School Suspension '40' Expulsion '50' Suspended from Riding the Bus. '61' Assigned to Alternative School for Disruptive Students. '62' Assigned to Other Alternative School for Non-disruptive Students. '63' Assigned to Other Alternative School by Administrative Law Judge. '70' Juvenile or Court System Referral. '80' Other Discipline Action for a Serious Incident. '90' Removed from class at Teachers Request pursuant to O.C.G.A 20-2-738. Both DISCIPLINE INCIDENT TYPE '24' and DISCIPLINE ACTION '80' cannot be 'Other' when the Data Type Indicator is equal to '1' unless another record with the same key information exists with Data Type Indicator of '2' or '3' and Incident code or Action code not 'Other'.	E842 E850
DIS013	E013	Discipline Action Auxiliary	N	nnnn	4	50	53	Indicates auxiliary information as noted.	DISCIPLINE ACTION AUXILIARY CODE not valid. If DISCIPLINE ACTION CODE equals: 10, 70, or 80 - Auxiliary Code should be blank. No additional response needed. 20 - Auxiliary Code is 'nn' where nn is the number of days assigned. 'nn' must be an	E857 E860 E861

Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Error Code
								When Discipline Action is either In-School-Suspension <u>or</u> Out-Of-School Suspension, the number of days suspended should not be greater than 20 days. (W861)	<p>integer, greater than 0 and less than 100. Use '99' if the days in ISS is less than one.</p> <ul style="list-style-type: none"> - 'nn' should not be greater than 20 (unless code '99' is used – less than one day). <p>30 - 'Auxiliary Code is 'nnn' where nnn is the number of days assigned. 'nnn' must be an integer, greater than 0 and less than 180. Use '99' if the days in OSS is less than one.</p> <ul style="list-style-type: none"> - 'nn' should not be greater than 20 (unless code '99' is used – less than one day). <p>At least 95% of the reported auxiliary codes for OSS (Action Code '30') were reported as '1' or '2' days. Please verify data.</p> <p>40 - 'Auxiliary Codes are: '1' – Expelled beyond the end of the current school quarter or semester but not permanently expelled. '2' - Permanently expelled.</p> <p>50 - Auxiliary Codes are: '1' Suspended from riding the bus 10 days or less. '2' If suspended greater than 10 days.</p> <p>61, or 62 - Auxiliary Code is 'nnnn' where 'nnnn' is the School Code the student was assigned to. Include leading zeros School Codes. Must be a valid School Code in the Facilities Database.</p> <p>63 – Auxiliary Code must be blank or should be a valid school id.</p> <p>90 - Auxiliary Code should be: '1' Student was placed in an alternative setting by a school administrator. '2' Student was returned to original class by administrator. '3' Student was placed in an alternative setting by a review panel.</p>	<p>W861</p> <p>E859</p> <p>W861</p> <p>E858</p> <p>E864</p> <p>E865</p> <p>E866</p> <p>E3030</p> <p>E862</p>

Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Error Code
									'4' Student was returned to original class by review panel .	
DIS014	E014	Administrator ID	N	nnnnnnnnn	9	54	62	Social Security Number (SSN) of the principal (or principal's designee) that administered the specific discipline action. It must be the same number used to report the person in CPI.	Must be nine-digit numeric. Ex. 999999999. NOTE: This field is required on all records. ADMINISTRATOR ID must be found in CPI count 1 or 2.	E1108 E870
DIS015	E015	Event Identifier	A	Xxxx	4	63	66	Sequence number (or some local number) that uniquely identifies the event that caused disciplinary action(s) for multiple students. This identifier allows multiple students to be tied to a single incident. Required for events involving multiple students.	Valid values are numbers, letters, or a combination of the two. No special characters allowed (*,&, etc).	E823
DIS016	E016	Continuation of Services	A	x	1	67	67	For students that receive out of school suspension or expulsion, indicate whether or not the student continued to receive education services during the disciplinary action. Enter 'Y' if student received education services and 'N' if student did not receive education services.	If DISCIPLINE ACTION CODE = '30' or '40', then CONTINUATION OF SERVICES flag is required. Must be one of the following codes: 'Y' – Yes, student continued to receive education services 'N' – No, the student did not receive education services Blank	E3031 E868
DIS017	E017	Georgia Test Identifier (GTID)	A	xxxxxxxxx	10	68	77	The identification number assigned to each student to uniquely identify the student throughout his/her public education years in the Georgia public school system.	GTID missing or invalid number sequence. The combination of STUDENT ID/GTID reported for this student does not match the data reported in the Student Level file.	E048 E4301
Filler	Filler	Filler			50	78	127		N/A	