### Discipline, Crime, and Violence Data Collection Layout

### Division Header and A Record Requirement

| Division Header Records (must include all records as indicated) | | |
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| 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 |
| 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 Offense Code | See Offense Code Reference Table 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.* |
| 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 | 01 - In-school  (½ day or more equals a whole day)  02 - Short-term suspension (out of school) 1-10 days   * Preschool – 3rd grade = 1-3 days; unless aggravating circumstances exist.   03 - Long-term suspension (out of school) 11-45 days;   * Can be greater than 45 school-day period, not to exceed 364 calendar days, if determined aggravating circumstances exist   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 Greater than 45 days must meet the definition aggravating circumstances |
| 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.) |
| 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** |
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| **RecordCount=<**number of A and B records included in this file (A record plus all B records)**>** |