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
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

"B" Record - Tab-Delimited (31 Columns)		
Student/Incident Information		
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) 05 – In virtual learning environment
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.)

"B" Record - Tab-Delimited (31 Columns)			
Student/Incident Information			
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	
1	Graded Work Provided	Y=Yes; N=No (Do not leave blank.)	

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