### 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 |
| 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)  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.) |
| 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** |
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| **RecordCount=<**number of A and B records included in this file (A record plus all B records)**>** |