### 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** |
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| **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-KindergartenKG - Kindergarten01 - Grade 102 - Grade 203 - Grade 304 - Grade 405 - Grade 506 - Grade 607 - Grade 708 - Grade 809 - Grade 910 - Grade 10 11 - Grade 1112 - Grade 12PG - Post-Graduate |
| 2 | Special Education Disability | 03 - MD-Multiple Disabilities04 - OI-Orthopedic Impairments05 - VI -Visual Impairments06 - HI-Hearing Impairments07 - SLD-Specific Learning Disabilities08 - ED-Emotional Disturbance09 - SLI - Speech/Language Impairments 10 - OHI - Other Health Impairments12 - DB - Deaf-Blindness13 - AUT - Autism14 - TBI - Traumatic Brain Injury15 - 50416 - DD - Developmental Delay19 - 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 Native02 - Asian03 - Black or African American05 - White 06 - Native Hawaiian/Other Pacific Islander07 - Am. Ind./Alaska Nat, & Asian08 - Am. Ind./Alaska Nat. & Black or African Am.09 - Am. Ind./Alaska Nat. & White10 - Am. Ind./Alaska Nat.& Nat. Hawaiian11 - Asian & Black or African Am.12 - Asian & White13 - Asian & Nat. Hawaiian14 - Black or African Am. & White15 - Black or African Am. & Nat. Hawaiian16 - Nat. Hawaiian & White 17 - Am. Ind./Alaska Nat., Asian & Black orAfrican Am.18 - Am. Ind./Alaska Nat., Asian & White19 - Am. Ind./Alaska Nat., Asian & Nat. Hawaiian20 - Asian, Black or African Am. & White21 - Asian, Black or African Am.. & Nat. Hawaiian22 - Black or African Am., White & Nat. Hawaiian23 - Black or African Am., Nat. Hawaiian, & Am. Ind./Alaska Native24 - White, Black or African Am. & Am. Ind./Alaska Native25 - White, Nat. Hawaiian, & Am. Ind./Alaska Native26 - White, Nat. Hawaiian, & Asian27 - Am. Ind./Alaska Nat., Asian, Black or African Am.& White28 - Asian, Black or African Am., White & Nat.Hawaiian29 - Black or African Am., White Nat. Hawaiian, & Am. Ind./Alaska Native30 - White, Nat. Hawaiian, Am. Ind./Alaska Native & Asian31- 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 day02 - 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)**>** |