

## MEMO

To: SRSD District Contacts

From: Sherri Zok  
Student Management Systems Specialist

Date: February 27, 2008 **Edits March 2008**

Subject: **EXPULSION AND SPECIAL EDUCATION DISCIPLINE REPORTING FOR SRSD**

Beginning with the Fall 2007 SRSD Submission, CEPI has made some pretty significant changes in regards to reporting special education discipline. This document will address these changes and also explain how to get the information into SRSD using CIMS. Please share with your building staff as appropriate. If you are getting this memo as a result of being on my SRSD Contacts group but do not use CIMS, please keep in mind that while some of these instructions are specific to CIMS, the SRSD Data is a requirement for everybody.

CEPI's Fields 112-120 are for collecting information on students who have been "officially removed by board action from the formal educational setting because of any of the codes listed in Field 115." Students who have been expelled from the classroom but continue to receive services are to have their Exit Status (Field 23) marked as 19, Expecting to Continue. For the CIMS Exit Reason, please use ES for Expelled, Receiving Services but then make sure that the Follow Up after Expulsion field is marked as either a 3, Placed in Alternative School or 7, Instructional Services in the Home. These two fields are located in CIMS on the SR.301EX.

If a student has been expelled from your district by formal board action, be sure that their SR.301EX screen has been completed BEFORE you exit them on the registration screen with an exit code of 10. Once they have been dropped, you will not be able to enter in all the information on SR.301EX because many of the codes are defined for your district (dropped students are no longer in your district).

Suspensions are still to be reported only on Special Education Students, not general education students, and CEPI has created new fields specifically for the special education suspensions. There are basically four types of "interim removals" (fields 126-133) and two types of "suspensions" (fields 134-137). Special education students who are subject to formal action that results in expulsion are to be reported in fields 112-120 as any other expelled student.

Each of the four types of interim removals have two SRSD fields—one to accumulate the number of removals and another to accumulate the total days of removals. Both totals are to be accumulated for the entire school year and reported in all three SRSD submissions. Beginning with the Spring 2008 submission, CIMS will calculate both the number of removals and the total days—you will no longer have to enter in a "totals only" record for these. The partial day fields have been eliminated and the Length of Expulsion field has been reformatted to accept decimals (ie: 1.50 days) so you no longer have to create two entries (one for the .50 Half day and another for 1.00 full day).

**\*Record all incidents resulting in removal of half day or more**

## ENTERING NEW DISCIPLINE INTO CIMS

Each of the four interim removal types have been pre-assigned a valid Suspension/Expulsion code. These are hard-coded into the system to add up throughout the school year for the totals that CEPI wants. You will not actually SEE the totals anywhere in CIMS, but you can get reports that include these fields.

If you want to add information on SR.301EX, you will need four pieces of information in order to proceed—CIMS Student Number, Incident Code, Incident Date and Time (the time is simply one of the keys to the file so it doesn't have to be exact). Generic incident codes of EXP and SUS have been defined for all districts to be used as the Incident Code on this first screen. Some districts may have specific codes that can be used on the first expulsion screen but the generic codes will allow you to enter in the SRSD data even if you are not using the full Discipline module of CIMS. Pressing F4 will give you an index of what has been defined for your district.

Districts using the CIMS Discipline module can continue to enter their data on STU.303—it will still be linked to the SRSD information based on the same codes addressed in this memo. Please note, that the codes mapped for special education discipline reporting will go in the Action Code section of the screen and the number of days removed will go in Offense section of the screen as Days.

On the second screen you will also be able to use your district specific disposition codes but if you are making the entry for a special education discipline, you WILL NEED TO USE ONE OF THESE SIX PRE-DEFINED CODES in the Sus/Exp Code field. These six codes are set to accumulate the number of incidents and the number of days for the SRSD fields:

RHO	Removals by Hearing Officer
RWP	Removals following a Weapons Offense
RDR	Removals following a Drug Offense
RBI	Removals following serious Bodily Injury
IS	In School Suspensions
OS	Out of School Suspensions

Orchard View HS only:  
OSS instead of OS

You can view all available discipline codes for your district in STU.203 or press F4 with your cursor in the Sus/Exp Code field. If new codes are added to STU.203 for whatever reason, be sure to let me know so that I can follow through with any mapping that may be necessary for SRSD translations.

Once you are on the second screen you need to realize that the bottom half of the screen has different uses, depending on whether this is an Expulsion entry or a Special Ed Discipline entry (defined using one of the six codes). If you are entering in special education discipline, then be sure to put the number of days removed in the Length of Expulsion field (use this field even for SUSPENSIONS). If you are entering in a true Expulsion entry, you will have to also enter in the fields regarding the type, location, time, etc.

## VERIFYING THE INFORMATION

Once you have the data in SR.301EX and the work file has been updated, you can pull this information by using an **SR.630** Report Writer Format. I have created a simple report format called SPED DISC for every district that will print student name, building, grade and the twelve special education discipline fields, sorted by grade within building. While we do not have the capability of limiting to students with data in any of the fields, you may reduce the size of your report by limiting to special education students.

Also, since the partial day fields have been eliminated, you should run SR.303Q to print a list of students who had data in any of those fields. Based on students listed on this report, you may need to go back into SR.301EX and adjust one of the entries so that the total days is a true reflection of the dispositions. The four “interim removal” total days fields will be rounded up to whole days; the two “suspension” total days fields will be reported in no less than half day increments based on clarification from MDE Special Education staff and CEPI.

If you have any questions regarding either the entry of data into CIMS, verifying what is going to SRSD or anything else related to these fields, please do not hesitate to contact me.