

**Florida Department of Education  
Education Information and Accountability Services/  
Educational Data Systems**

**Comprehensive Management Information System  
Automated Student Reporting Format**

**2002-2003 Student Discipline/Referral Action**

1. Submit this record during reporting period 5 for each student receiving discipline/referral action during the school year. Submit a separate record for each occurrence of the discipline/referral action.
2. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5, 6, 8 and 9. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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**2002-2003 STUDENT DISCIPLINE/REFERRAL ACTION**


FIELD CHARACTERISTICS:			TAPE CHARACTERISTICS:		Date:	April 2001
A	=	Alphabetic only	9 Track (odd Parity)		Effective Date:	July 2001
A/N	=	Alphanumeric	1600 or 6250 BPI, EBCDIC		Format No.:	6326
N	=	Numeric only	Label Information _____		Record Type:	1 of 1
Z	=	Zoned Numeric	Record size _____		Activity No.:	DB9 19B
P	=	Packed decimal	Block size _____			
R	=	Right justified leading zeros				
L	=	Left justified				

Item Number	From-To	Size	Field Char.	Field Description								
<b>1</b>	<b>1-2</b>	<b>2</b>	<b>N/R</b>	<b>District Number, Current Enrollment</b>								
				The two digit number for the current school district in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System, Appendix C</u> , for acceptable codes.								
<b>2</b>	<b>3-6</b>	<b>4</b>	<b>A/N/R</b>	<b>School Number, Current Enrollment</b>								
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.								
				<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Number</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>01-9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> <tr> <td>N998</td> <td>DPS/MIS reporting number for home education setting.</td> </tr> <tr> <td>N999</td> <td>DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.</td> </tr> </tbody> </table>	<u>Number</u>	<u>Definition</u>	01-9899	District school sites assigned a unique number in the state Master School ID File.	N998	DPS/MIS reporting number for home education setting.	N999	DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.
<u>Number</u>	<u>Definition</u>											
01-9899	District school sites assigned a unique number in the state Master School ID File.											
N998	DPS/MIS reporting number for home education setting.											
N999	DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.											
<b>3</b>	<b>7-16</b>	<b>10</b>	<b>A/N</b>	<b>Student Number Identifier, Florida</b>								
				<p>A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and post secondary vocational students.</p> <p><u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u></p> <p>nnnnnnnnnX    Example: 123456789X</p> <p>If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide.</p>								

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Item Number	From-To	Size	Field Char.	Field Description				
				<p><u>First 2 Digits</u> NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.</p> <p><u>Last 8 Digits</u> NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.</p> <p>See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for more information.</p>				
<b>4</b>	<b>17-17</b>	<b>1</b>	<b>A/N</b>	<b>Survey Period Code - Always '5'</b>				
<b>5</b>	<b>18-21</b>	<b>4</b>	<b>N</b>	<b>School Year</b>				
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is: YYYY Example: 8788				
<b>6</b>	<b>22-26</b>	<b>5</b>	<b>A/N</b>	<b>Disciplinary/Referral Action Code</b>				
				<p>A code representing the type of disciplinary action and the school number at which the disciplinary action occurred.</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <u>First Character</u> A Alternative Placement </td> <td style="vertical-align: top;"> Student went through the expulsion process, but was offered and placed in alternative placement instead of expulsion, as evidenced by withdrawal code W2A. </td> </tr> </tbody> </table> <p style="text-align: center;">  </p> <p>(CONTINUED ON NEXT PAGE)</p>	<u>Code</u>	<u>Definition</u>	<u>First Character</u> A Alternative Placement	Student went through the expulsion process, but was offered and placed in alternative placement instead of expulsion, as evidenced by withdrawal code W2A.
<u>Code</u>	<u>Definition</u>							
<u>First Character</u> A Alternative Placement	Student went through the expulsion process, but was offered and placed in alternative placement instead of expulsion, as evidenced by withdrawal code W2A.							

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Item Number	From-To	Size	Field Char.	Field Description
				<p style="text-align: center;"><u>Code</u>                      <u>Definition</u></p> <p>C Corporal Punishment Corporal punishment is defined as the moderate use of physical force or physical contact by a teacher or principal to maintain discipline or to enforce school rule. (Maintained for students in grades PK-12 only.)</p> <p>I Suspension, In-School In-School suspension is defined as the temporary removal of a student from the school program not exceeding 10 days. (Maintained for students in grades PK-12 only.)</p> <p>O Suspension, Out-of-School Out-of school suspension is defined as temporary removal of a student from a school and the school program for a period not exceeding 10 days. (Maintained for students in grades PK-12 only.)</p> <p>E Expelled from School Expelled from school is defined as a student who has been expelled from school one or more times during the school year as evidenced by Withdrawal Code W21 or W42. (Maintained for students in grades PK-12 and adult.)</p> <p>(CONTINUED ON NEXT PAGE)</p>



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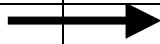
**2002-2003 STUDENT DISCIPLINE/REFERRAL ACTION**

Item Number	From-To	Size	Field Char.	Field Description										
				<p><u>Characters 2 through 5</u> Enter the four-digit school number for each school in which the student was disciplined one or more times during the school year. The school number will be associated with the discipline code in the first byte of the field.</p> <p>Examples:</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>C1234</td> <td>Denotes that the student received corporal punishment one or more times during the school year at school number 1234.</td> </tr> <tr> <td>I2356</td> <td>Denotes that the student received one or more in-school suspensions during the school year at school 2356.</td> </tr> <tr> <td>O2289</td> <td>Denotes that the student received one or more out-of-school suspensions during the school year at school number 2289.</td> </tr> <tr> <td>E5678</td> <td>Denotes that the student was expelled during the school year from school 5678.</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	C1234	Denotes that the student received corporal punishment one or more times during the school year at school number 1234.	I2356	Denotes that the student received one or more in-school suspensions during the school year at school 2356.	O2289	Denotes that the student received one or more out-of-school suspensions during the school year at school number 2289.	E5678	Denotes that the student was expelled during the school year from school 5678.
<u>Code</u>	<u>Definition</u>													
C1234	Denotes that the student received corporal punishment one or more times during the school year at school number 1234.													
I2356	Denotes that the student received one or more in-school suspensions during the school year at school 2356.													
O2289	Denotes that the student received one or more out-of-school suspensions during the school year at school number 2289.													
E5678	Denotes that the student was expelled during the school year from school 5678.													



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<b>7</b>	<b>27-27</b>	<b>1</b>	<b>A</b>	<b>Transaction Code</b> A code indicating the appropriate action to be taken with respect to the district's data base reporting records.  <u>Code</u> <u>Definition</u> A        Add Record C        Update Record D        Delete Record
<b>8</b>	<b>28-35</b>	<b>8</b>	<b>A/N</b>	<b>Incident, Identifier</b> A unique eight position field, locally assigned within a district to identify a specific incident or occurrence. If the incident is reported on the SESIR format, an identical number must be reported for each discipline/referral (if applicable) on the Student Discipline/Referral Action format.
<b>9</b>	<b>36-43</b>	<b>8</b>	<b>A/N</b>	<b>Incident, Date</b>  The date the infraction or SESIR incident occurred. MMDDYYYY - Example: 12011995=December 1, 1995
<b>10</b>	<b>44-46</b>	<b>3</b>	<b>N</b>	<b>Duration, Disciplinary Action</b> A three-digit number locally assigned within a district to indicate the duration for the following disciplinary actions: in-school suspension, out-of-school suspension, expulsion or alternative placement (result of expulsion process). Example: 008    Students served in-school suspension lasting eight school days. 010    Students served out-of-school suspension lasting ten school days. 000    Not applicable (student was not suspended, expelled or given alternative placement after expulsion process). Note: The field must not contain blanks.

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<b>11</b>	<b>47-47</b>	<b>1</b>	<b>A</b>	<b>Student, Involved in Gang</b>						
				A code indicating whether or not the student was involved in a gang.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
<u>Code</u>	<u>Definition</u>									
Y	Yes									
N	No									
<b>12</b>	<b>48-48</b>	<b>1</b>	<b>A</b>	<b>Student, Involved in Hate Crime</b>						
				A code indicating whether or not the incident was hate-crime related.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
<u>Code</u>	<u>Definition</u>									
Y	Yes									
N	No									
<b>13</b>	<b>49-49</b>	<b>1</b>	<b>A</b>	<b>Student, Use of Alcohol</b>						
				A code indicating whether or not the student was involved in the use of alcohol.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
<u>Code</u>	<u>Definition</u>									
Y	Yes									
N	No									
<b>14</b>	<b>50-50</b>	<b>1</b>	<b>A</b>	<b>Student, Use of Drugs</b>						
				A code indicating whether or not the student was involved in the use of drugs.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Code</td> <td style="text-align: center;">Definition</td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	Code	Definition	Y	Yes	N	No
Code	Definition									
Y	Yes									
N	No									
<b>15</b>	<b>51-51</b>	<b>1</b>	<b>A</b>	<b>Student, Weapon Use</b>						
				A code indicating whether or not the student used any type of weapon.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
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Y	Yes									
N	No									
<b>16</b>	<b>52-80</b>	<b>29</b>	<b>A/N</b>	<b>Filler</b>						