

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

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


2000-2001 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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2000-2001 STUDENT DISCIPLINE/REFERRAL ACTION

FIELD CHARACTERISTICS: A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	TAPE CHARACTERISTICS: 9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: April 2000 Effective Date: July 12000 Format No.: 6326 Record Type: 1 of 1 Activity No.: DB9 19A
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Item Number	From-To	Size	Field Char.	Field Description				
1	1-2	2	N/R	<p>District Number, Current Enrollment</p> <p>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.</p>				
2	3-6	4	A/N/R	<p>The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.</p> <p align="center">  <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Number</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">0001-9899</td> <td style="text-align: center;">District school sites assigned a unique number in the state Master School ID File.</td> </tr> </table> </p>	<u>Number</u>	<u>Definition</u>	0001-9899	District school sites assigned a unique number in the state Master School ID File.
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3	7-16	10	A/N	<p>Student Number Identifier, Florida</p> <p>A code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students.</p> <p><u>If the student has a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u></p> <p>nnnnnnnnX Example: 123456789X</p> <p>(CONTINUED ON NEXT PAGE)</p>				

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				<p>If a student <u>does not</u> have a social security number, the school district should assign a number using the common method statewide.</p> <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>				
4	17-17	1	A/N	Survey Period Code - Always '5'				
5	18-21	4	N	School Year				
				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				
6	22-26	5	A/N	Disciplinary/Referral Action Code				
				<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;"> <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;"><u>First Character</u></td> <td style="text-align: center;"></td> </tr> </table> <p>A Alternative Placement Student went through the</p> <p>(CONTINUED ON NEXT PAGE)</p>	<u>Code</u>	<u>Definition</u>	<u>First Character</u>	
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				<p style="text-align: center;"><u>Code</u> <u>Definition</u></p> <p style="text-align: center;">(Maintained for students in grades PK-12 and adult.)</p> <p>NOTE: For state reporting purposes, only grades PK-12 students showing W21 sometime during the year school should be sent to the state.</p> <p>J Court or Juvenile Referral Court or Juvenile Referral is defined as the referral of a student through some type of action for any reason either to the courts or juvenile authorities. (Maintained for students in grades PK-12 only.)</p> <p>U Change in Placement Change in placement (not to exceed 45 days) due to a unilateral decision by school personnel following a drug or weapon offense. (This code is for students with disabilities <u>only</u>.)</p> <p>NOTE: Use Code "U" only for those students with disabilities involved in drug or weapon offenses who were unilaterally removed to an interim alternative education setting by school personnel other than the IEP team, in lieu of suspension/expulsion.</p> <p style="text-align: center;">(CONTINUED ON NEXT PAGE)</p>



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				<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 data-bbox="678 821 760 852"><u>Code</u></th> <th data-bbox="1016 821 1154 852"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="678 873 776 905">C1234</td> <td data-bbox="829 873 1433 1016">Denotes that the student received corporal punishment one or more times during the school year at school number 1234.</td> </tr> <tr> <td data-bbox="678 1037 764 1068">I2356</td> <td data-bbox="829 1037 1433 1142">Denotes that the student received one or more in-school suspensions during the school year at school 2356.</td> </tr> <tr> <td data-bbox="678 1163 781 1194">O2289</td> <td data-bbox="829 1163 1433 1268">Denotes that the student received one or more out-of-school suspensions during the school year at school number 2289.</td> </tr> <tr> <td data-bbox="678 1289 769 1320">J7531</td> <td data-bbox="829 1289 1433 1436">Denotes that the student was referred to the courts or juvenile authorities by official action of school 7531 during the school year.</td> </tr> <tr> <td data-bbox="678 1457 776 1488">E5678</td> <td data-bbox="829 1457 1433 1535">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.	J7531	Denotes that the student was referred to the courts or juvenile authorities by official action of school 7531 during the school year.	E5678	Denotes that the student was expelled during the school year from school 5678.
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7	27-27	1	A	Transaction Code												
				<p>A code indicating the appropriate action to be taken with respect to the district's data base reporting records.</p> <table border="0"> <thead> <tr> <th data-bbox="678 1696 760 1728"><u>Code</u></th> <th data-bbox="792 1696 930 1728"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="678 1749 695 1780">A</td> <td data-bbox="792 1749 963 1780">Add Record</td> </tr> <tr> <td data-bbox="678 1791 695 1822">C</td> <td data-bbox="792 1791 1011 1822">Update Record</td> </tr> <tr> <td data-bbox="678 1833 695 1864">D</td> <td data-bbox="792 1833 1003 1864">Delete Record</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	A	Add Record	C	Update Record	D	Delete Record				
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8	28-35	8	A/N	Incident, Identifier
				A unique identifier assigned within a district to identify a specific incident or occurrence.
9	36-43	8	A/N	Incident, Date
				The date the incident occurred. MMDDYYYY - Example: 12011995=December 1, 1995
10	44-46	3	N	Duration, Disciplinary Action
				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).
11	47-47	1	A	Student, Involved in Gang
				A code indicating whether or not the student was involved in a gang. <u>Code</u> <u>Definition</u> Y Yes N No

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12	48-48	1	A	Student, Involved in Hate Crime
				A code indicating whether or not the incident was hate-crime related. <u>Code</u> <u>Definition</u> Y Yes N No
13	49-49	1	A	Student, Use of Alcohol
				A code indicating whether or not the student was involved in the use of alcohol. <u>Code</u> <u>Definition</u> Y Yes N No
14	50-50	1	A	Student, Use of Drugs
				A code indicating whether or not the student was involved in the use of drugs. Code Definition Y Yes N No
15	51-51	1	A	Student, Weapon Use
				A code indicating whether or not the student used any type of weapon. <u>Code</u> <u>Definition</u> Y Yes N No
16	52-80	29	A/N	Filler