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

Comprehensive Management Information System
Automated Student Reporting Format

1999-2000 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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1999-2000 STUDENT DISCIPLINE/REFERRAL ACTION

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
		Date: April 1999
A = Alphabetic only	9 Track (odd Parity)	
A/N = Alphanumeric	1600 or 6250 BPI, EBCDIC	Effective Date: July 1999
N = Numeric only	Label Information_____	
Z = Zoned Numeric	Record size _____	Format No.: 6326
P = Packed decimal	Block size _____	
R = Right justified		Record Type: 1 of 1
leading zeros		
L = Left justified		Activity No.: DB9 19C

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				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</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.
				<u>Number</u> <u>Definition</u>
				0001-9899 District school sites assigned a unique number in the state Master School ID File.
3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult postsecondary vocational students, adult basic skills students and adult secondary education students.
				<u>If the student has a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u>
				nnnnnnnnnX Example: 123456789X
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				If a student <u>does not</u> have a social security number, the school district should assign a number using the common method statewide. <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. <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. See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for more information.
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**
				A code representing the type of disciplinary action and the school number at which the disciplinary action occurred. <u>Code</u> <u>Definition</u> <u>First Character</u> A code representing the type of action taken. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Code **Definition**
				A Alternative Placement — Student went through the expulsion process, but was offered alternative placement instead of expulsion.
				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.)
				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.)
				Code **Definition**
				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.)
				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.
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Code Definition
				(Maintained for students in grades PK-12 and adult.) NOTE: For state reporting purposes, only grades PK-12 students showing W21 sometime during the year school should be sent to the state.
				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.)
				<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.
				Examples:
				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.
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<table><tr><td>Code</td><td>Definition</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>J7531</td><td>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>E5678</td><td>Denotes that the student was expelled during the school year from school 5678.</td></tr></table>
7	**27-27**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. Code Definition A Add Record C Update Record D Delete Record
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). (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				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. Code Definition Y Yes N No
12	**48-48**	**1**	**A**	**Student, Involved in Hate Crime**
				A code indicating whether or not the incident was hate-crime related. Code Definition 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. Code Definition 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

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Item Number	From-To	Size	Field Char.	Field Description
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**

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