

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

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

**2001-2002 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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**2001-2002 STUDENT DISCIPLINE/REFERRAL ACTION**

<b>FIELD CHARACTERISTICS:</b>  A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	<b>TAPE CHARACTERISTICS:</b>  9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: April 2001  Effective Date: July 2001  Format No.: 6326  Record Type: 1 of 1  Activity No.: DB9 19B
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Item Number	From-To	Size	Field Char.	Field Description
<b>1</b>	<b>1-2</b>	<b>2</b>	<b>N/R</b>	<p><b>District Number, Current Enrollment</b></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>
<b>2</b>	<b>3-6</b>	<b>4</b>	<b>A/N/R</b>	<p><b>School Number, Current Enrollment</b></p> <p>The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.</p> <p style="text-align: center;"><u>Number</u>            <u>Definition</u></p> <p style="text-align: center;">0001-9899          District school sites assigned a unique number in the state Master School ID File.</p>
<b>3</b>	<b>7-16</b>	<b>10</b>	<b>A/N</b>	<p><b>Student Number Identifier, Florida</b></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>				
<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-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Code</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">A <u>First Character</u> A Alternative Placement</td> <td style="border-bottom: 1px solid black;">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; margin-top: 10px;">  </p> <p>(CONTINUED ON NEXT PAGE)</p>	<u>Code</u>	<u>Definition</u>	A <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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				<p style="text-align: center;"><u>Code</u>                      <u>Definition</u></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 style="text-align: center;">→ <b>D Other District Defined</b>      Other District defined is all other types of discipline which may be administered by a school district that cannot be reported using any other code in this element. (This code is for local use only. It is not to be reported to the state.)</p> <p style="text-align: center;"><b>U Change in Placement</b>      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 style="width: 100%; border-collapse: collapse;"> <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>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.
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<b>7</b>	<b>27-27</b>	<b>1</b>	<b>A</b>	<p><b>Transaction Code</b></p> <p>A code indicating the appropriate action to be taken with respect to the district's data base reporting records.</p> <table style="width: 100%; border-collapse: collapse;"> <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>A</td> <td>Add Record</td> </tr> <tr> <td>C</td> <td>Update Record</td> </tr> <tr> <td>D</td> <td>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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<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 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).
<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.  <u>Code</u> <u>Definition</u> Y        Yes N        No

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<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.  <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.  <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.  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.  <u>Code</u> <u>Definition</u> Y        Yes N        No
<b>16</b>	<b>52-80</b>	<b>29</b>	<b>A/N</b>	<b>Filler</b>