

Component Description

The Discipline Component is used to report all discipline data. Any incidents resulting in an expulsion are required to be submitted for all students (general education and special education). For students with an active IEP, report all incidents resulting in the student's removal from his/her usual education setting for one half of the school day or longer must be reported. Multiple incidents should be reported using multiple instances of this component.

Document Contents

Schema	Contains the component characteristic names, descriptions, and specifications (Excel Sheet 2)
List of Values	Contains the list of allowed values for all characteristics of a "List of Values" datatype (Excel Sheet 3)
Staging Area Business Rule Validations	Contains the list of business rule validations, grouped by characteristic, that apply to this component (Excel Sheet 4)
Version History	Contains a history of updates made to the business rule validations in this school year (Excel Sheet 5)
User Guide	Contains references and support for using this document (Excel Sheet 6)

Collection Matrix

Collection Name	Component Status
CEPI Internal Request for UIC	Not Allowed
Early Childhood EOP	Not Allowed
Early Childhood Fall	Not Allowed
Early Childhood Spring	Not Allowed
Early Roster	Not Allowed
Early Roster 2015-2016	Not Allowed
EOY 2018 General Collection	Optional
Fall 2017 General Collection	Optional
IHE Request for UIC	Not Allowed
Request for UIC	Not Allowed
Spring 2018 General Collection	Optional
Student Record Maintenance	Optional
Teacher Student Data Link	Not Allowed

Schema

Characteristic Name	Characteristic Description	Data Type	Min Length	Max Length	Min Value	Max Value	Decimal Positions	Is Multi Valued?	Required?
IncidentID	ID assigned to the incident by the local district. Used to track both incidents and student consequences. Each incident must have a unique IncidentID within the Operating District and School Facility Number, for the date and type of incident.	Text (free form)	1	10				False	True
DateOfIncident	This is the date that the incident resulting in disciplinary action occurred (not the date the consequence was assigned).	Date (only)			1/1/1753			False	True
IncidentType	The nature of the event or behavioral incident that precipitated the reported disciplinary action.	List of Values (choose from list)						True	True
SeriousBodilyInjury	Indicate if when the Incident Type involved physical violence with injury and the injury inflicted meets the definition of Serious Bodily Injury per the United States Code paragraph (3) of subsection (h) of section 1365 of title 18: "(3) the term "serious bodily injury" means bodily injury which involves— (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty;"	Yes / No (or True False, or Boolean)						False	False
SexualAssault	Indicate if an incident of the Incident Type involved physical violence involved oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.	Yes / No (or True False, or Boolean)						False	False
Initial Consequence Type	The type of discipline that was assigned to the student as a result of the event/behavioral incident reported.	List of Values (choose from list)						False	True
Initial Days	The number of days assigned for the Initial Consequence.	Decimal Number			0.5	888	1	False	True
Initial Start Date	This is the first day the student began serving the Initial Consequence (not the date the consequence was assigned).	Date (only)			1/1/1753			False	True
SecondaryConsequenceType	The type of discipline that was assigned to the student as a result of the event/behavioral incident reported.	List of Values (choose from list)						False	False
SecondaryDays	Enter the number of days assigned for the consequence in half-day increments.	Decimal Number			0.5	888	1	False	False

Discipline

Last Updated: 2/16/2018

SecondaryStartDate	Enter the date on which the student began serving the secondary consequence. NOTE: This is not the date the consequence was assigned but the first day the student began serving the consequence.	Date (only)			1/1/1753			False	False
OtherConsequenceType	The type of discipline that was assigned to the student as a result of the event/behavioral incident reported.	List of Values (choose from list)						False	False
OtherDays	Enter the number of days assigned for the consequence in half-day increments.	Decimal Number			0.5	888	1	False	False
OtherStartDate	Enter the date on which the student began serving the other consequence. NOTE: This is not the date the consequence was assigned but the first day the student began serving the consequence.	Date (only)			1/1/1753			False	False
FollowUp	The follow-up and/or educational services provided to the student after the start of the disciplinary action(s) being reported.	List of Values (choose from list)						True	False

List of Values

IncidentType	
<i>Code</i>	<i>Description</i>
20	Firearm Possession - Handgun
21	Firearm Possession - Rifle or Shotgun
22	Firearm Possession - other than Handgun, Rifle or Shotgun
23	Other Weapon Possession
30	Illicit Drug
31	Alcohol
44	Bomb or Similar Threat
55	Arson
56	Other
60	Physical Violence with injury
61	Physical Violence without injury
62	Tobacco

Initial Consequence Type	
<i>Code</i>	<i>Description</i>
1	In-School Suspension
2	Out-Of-School Suspension
3	Removal By Hearing Office(Special Ed Participant Only)
4	Unilateral Removal(Special Ed Participant Only)
5	Expulsion

Discipline

Last Updated: 2/16/2018

SecondaryConsequenceType	
<i>Code</i>	<i>Description</i>
1	In-School Suspension
2	Out-Of-School Suspension
3	Removal By Hearing Office (Special Ed Participant Only)
4	Unilateral Removal(Special Ed Participant Only)
5	Expulsion

OtherConsequenceType	
<i>Code</i>	<i>Description</i>
1	In-School Suspension
2	Out-Of-School Suspension
3	Removal By Hearing Office (Special Ed Participant Only)
4	Unilateral Removal(Special Ed Participant Only)
5	Expulsion

FollowUp	
<i>Code</i>	<i>Description</i>
20	Placed in an alternative education school
21	Instructional services at home
22	Instructional services in community/non-school location
23	Education provided by another district or agency (DHS, CMH, DCH)
24	Placed in a strict discipline academy [MCL 380.1311(3)]
25	No education services provided
26	Other Educational Service Referral

Staging Area Business Rule Validations

Characteristic Name	Rule Number	Data Validation	Severity	Error/Warning Message
DateOfIncident	230.319.1	[DateOfIncident] must >= the {Enrollment}.[EnrollmentDate] and <= the {Enrollment}.[ExitDate]	1	The date reported for this incident must fall within the student's period of enrollment with the Operating District.
	230.319.2	[IncidentDate] must be <= the AsOfDate	1	The Incident Date must be on or before the general collection count date or SRM As of Date.
FollowUp	230.305.1	If {SpecialEducation}.[PrimaryDisability] has a value AND [InitialDays] + [SecondaryDays] + [OtherDays] > 10 [FollowUp] is required	1	Students identified as special education participants who are removed from their regular education setting for more than 10 days must have at least one code.
	230.305.2	If [InitialConsequenceType], [SecondaryConsequenceType], or [OtherConsequenceType] = "5" [FollowUp] is required	1	Students who are expelled must have at least one code reported in Follow Up
	230.305.4	Each [FollowUp] value may only be submitted once per incident	1	Follow Up codes may not be reported more than once per incident.
IncidentID	230.280.1	If more than one {Discipline} components are reported in a student record, each component must have a unique [IncidentID]	1	The same Incident ID has been reported in more than one Discipline component for this record. Use a unique identification code for each incident in which a student is involved.
InitialConsequenceType	230.470.1	If [InitialConsequenceType] = "3" or "4" {SpecialEducation}.[PrimaryDisability] is required	1	Code "3" (Removal By Hearing Officer) and code "4" (Unilateral Removal) may only be reported when the student is reported with a valid Primary Disability code in the Special Education component.
InitialDays	230.471.1	If [InitialConsequenceType] <> "5" [InitialDays] must be >= 0.5 and <= 185	1	Length of action must be at least 0.5 but not more than 185 days
	230.471.2	If [InitialConsequenceType] = "5" [InitialDays] must be <= 185 or 888	1	The length of action when reporting consequence type "5" (Expulsion) must be 185 days or less, except when the student is permanently expelled. For permanently expelled students report "888" as the length of action.
	230.471.3	If [InitialConsequenceType] = "3" Or "4" [InitialDays] must be <= 45	1	The length of action may not be greater than 45 days when the consequence type is "3" or "4"

Discipline

Last Updated: 2/16/2018

InitialStartDate	230.472.1	If {SpecialEducation}.[SpecEdExitDate] is reported AND [InitialConsequenceType] = "3" or "4" [InitialStartDate] must be < {SpecialEducation}.[SpecEdExitDate]	1	The start date of the initial consequence must be prior to the student's Special Education Exit Date when the consequence type is "3" or "4".
	230.472.2	[InitialStartDate] >= {Enrollment}.[EnrollmentDate]	1	The start date of the initial consequence must be on or after the student's date of enrollment within the district.
	230.472.3	[InitialStartDate] <= {Enrollment}.[DistrictExitDate]	1	The start date of the initial consequence must be before the date the student exited the district.
	230.472.4	[InitialStartDate] must be >= [DateOfIncident]	1	The start date of the initial consequence must be the same as or after the date the incident occurred
	230.472.5	[InitialStartDate] must be <= current system date	1	Initial Start Date must be on or prior to the current date; future dates are not allowed.
OtherConsequenceType	230.476.1	If [SecondaryConsequenceType] does not have a value [OtherConsequenceType] cannot have a value	1	A secondary consequence must be included in the record when submitting a value in Other Consequence Type
	230.476.2	If [OtherConsequenceType] = "3" or "4" {SpecialEducation}.[PrimaryDisability] is required	1	Code "3" (Removal By Hearing Officer) and code "4" (Unilateral Removal) may only be reported when the student is reported with a valid Primary Disability code in the Special Education component.
OtherDays	230.477.1	If [OtherConsequenceType] contains a value [OtherDays] is required	1	When an other consequence is reported the number of other days must also be reported
	230.477.2	If [OtherConsequenceType] does not have a value [OtherDays] must be blank	1	When an other consequence is not reported, other days must not be reported.
	230.477.3	If [OtherConsequenceType] <> "5" [OtherDays], if submitted, must be >= 0.5 and <= 185	1	Length of action must be at least 0.5 but not more than 185 days.
	230.477.4	If [OtherConsequenceType] = "5" [OtherDays], if submitted, must be <= 185 or 888	1	The length of action when reporting consequence type "5" (Expulsion) must be 185 days or less, except when the student is permanently expelled. For permanently expelled students report "888" as the length of action.
	230.477.5	If [OtherConsequenceType] = "3" Or "4" [OtherDays], if submitted, must be <= 45	1	The length of action may not be greater than 45 days when the consequence type is "3" or "4"

OtherStartDate	230.478.1	If [OtherConsequenceType] contains a value [OtherStartDate] is required	1	When an other consequence is reported the other start date must also be reported
	230.478.2	If [OtherConsequenceType] does not have a value [OtherStartDate] must be blank	1	When an other consequence is not reported, the other start date must not be reported.
	230.478.3	If {SpecialEducation}.[SpecEdExitDate] is reported AND [OtherConsequenceType] = "3" or "4" [OtherStartDate] must be < {SpecialEducation}.[SpecEdExitDate]	1	The start date of the other consequence must be prior to the student's Special Education Exit Date when the consequence type is "3" or "4"
	230.478.4	[OtherStartDate], if submitted, must be >= {Enrollment}.[EnrollmentDate] (or latest enrollment date in certified data if enrollment date is not submitted)	1	The start date of the other consequence must be on or after the student's date of enrollment within the district.
	230.478.5	[OtherStartDate], if submitted, must be <= {Enrollment}.[DistrictExitDate] (or latest exit date in certified data if exit date is not submitted)	1	The start date of the other consequence must be on or before the date the student exited the district.
	230.478.6	[OtherStartDate], if submitted, must be >= [DateOfIncident]	1	The start date of the other consequence must be the same as or after the date the incident occurred
	230.478.7	If OtherStartDate contains a value OtherStartDate must be > InitialStartDate or SecondaryStartDate	1	When an other consequence is reported, the other start date must be after the primary consequence start date and the secondary consequence start date.
	230.478.8	[OtherStartDate] must be <= current system date	1	Other Start Date must be on or prior to the current date; future dates are not allowed.
SecondaryConsequenceType	230.473.1	If [SecondaryConsequenceType] = "3" or "4" {SpecialEducation}.[PrimaryDisability] is required	1	Code "3" (Removal By Hearing Officer) and code "4" (Unilateral Removal) may only be reported when the student is reported with a valid Primary Disability code in the Special Education component.
SecondaryDays	230.474.1	If [SecondaryConsequenceType] contains a value [SecondaryDays] is required	1	When a secondary consequence is reported the number of days must also be reported
	230.474.2	If [SecondaryConsequenceType] does not have a value [SecondaryDays] must be blank	1	When a secondary consequences is not reported, secondary days must not be reported.
	230.474.3	If [SecondaryConsequenceType] <> "5" [SecondaryDays], if submitted, must be >= 0.5 and <= 185	1	Length of action must be at least 0.5 but not more than 185 days.

Discipline

Last Updated: 2/16/2018

SecondaryDays	230.474.4	If [SecondaryConsequenceType] = "5" [SecondaryDays], if submitted, must be <= 185 or 888	1	The length of action when reporting consequence type "5" (Expulsion) must be 185 days or less, except when the student is permanently expelled. For permanently expelled students report "888" as the length of action.
	230.474.5	If [SecondaryConsequenceType] = "3" Or "4" [SecondaryDays], if submitted, must be <= 45	1	The length of action may not be greater than 45 days when the consequence type is "3" or "4"
SecondaryStartDate	230.475.1	If [SecondaryConsequenceType] contains a value [SecondaryStartDate] is required	1	When a secondary consequence is reported the start date must also be reported
	230.475.2	If [SecondaryConsequenceType] does not have a value [SecondaryStartDate] must be blank	1	When a secondary consequence is not reported, the secondary start date must not be reported.
	230.475.3	If {SpecialEducation}.[SpecEdExitDate] is reported AND [SecondaryConsequenceType] = "3" or "4" [SecondaryStartDate] must be < {SpecialEducation}.[SpecEdExitDate]	1	The start date of the secondary consequence must be prior to the student's Special Education Exit Date when the consequence type is "3" or "4"
	230.475.4	[SecondaryStartDate], if submitted, must be >= {Enrollment}. [EnrollmentDate] (or latest enrollment date in certified data if enrollment date is not submitted)	1	The start date of the secondary consequence must be on or after the student's date of enrollment within the district.
	230.475.5	[SecondaryStartDate], if submitted, must be <= {Enrollment}. [DistrictExitDate] (or latest exit date in certified data if exit date is not submitted)	1	The start date of the secondary consequence must be before the date the student exited the district.
	230.475.6	[SecondaryStartDate], if submitted, must be >= [DateOfIncident]	1	The start date of the secondary consequence must be the same as or after the date the incident occurred
	230.475.7	If SecondaryStartDate contains a value SecondaryStartDate must be > InitialStartDate	1	When a secondary consequence is reported, the secondary start date must be after the start date of the primary consequence start date.
	230.475.8	[SecondaryStartDate] must be <= current system date	1	Secondary Start Date must be on or prior to the current date; future dates are not allowed.
SeriousBodilyInjury	230.468.1	If [IncidentType] <> "60" [SeriousBodilyInjury] must be blank	1	Serious Bodily Injury may only be reported when the Incident Type is "60" (Physical Violence with injury).

Discipline

Last Updated: 2/16/2018

SexualAssault	230.469.1	If [IncidentType] <> "60" or "61" [SexualAssault] must be blank	1	Sexual Assault may only be reported when the Incident Type is "60" (Physical Violence with injury) or "61" (Physical Violence without injury).
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Version History

Date	Description	Rule Affected	TFS Number	Updated By
5/13/2013	Incident Type changed to allow multiple values for a single submission.			schalkt

User Guide

Collection Matrix

Component Status

Defines which collections the component may be submitted. The possible values are:

<u>Name</u>	<u>Description</u>
Required	This component must be submitted in this collection. If omitted in an upload, the file will be rejected upon upload.
Optional	This component is optional in this collection, but may be conditionally required due to validation rules.
Not Allowed	This component cannot be submitted in this collection. If included in an upload file, the file will be rejected upon upload.

Schema

Characteristic Name

The name of the characteristic. This matches the name in the schema.

Characteristic Description

A description of the characteristic and why the data is needed.

Data Type

The system data type. The possible values are:

<u>Name</u>	<u>Classification</u>
Addresses (numbers, letters, #)	string
Date (only)	date
Date (year and month only) (YYYYMM)	string
Decimal Number	decimal
List of Values (choose from list)	string
Names (letters, apostrophe, commas, hyphens, periods)	string
Numeric Text (0-6) (can have leading zeros)	string
Numeric Text (can have leading zeros)	string
Text (free form)	string
Text (numbers and letters)	string

Discipline

Last Updated: 2/16/2018

Whole Number (integer)	int
Yes / No (or True False, or Boolean)	boolean

Min Length

For characteristics of a "text" data type classification, this specifies the minimum character length

Max Length

For characteristics of a "text" data type classification, this specifies the maximum character length

Min Value

For characteristics of a "number" data type classification, this specifies the minimum character length

Max Value

For characteristics of a "number" data type classification, this specifies the maximum character length

Decimal Positions

For characteristics of a "number" data type, this specifies the number of digits allowed to the right of a decimal point.

Is Multi Valued?

TRUE indicates that this characteristic may be submitted multiple times in the same component; FALSE indicates that only one instance is allowed.

Required?

Y indicates this characteristic is required to be submitted as part of the schema; N indicates that is either optional at the schema level (but may be conditionally required due to validation rules)

Validation Rules

Definitions & Guidance

- Text surrounded by {} indicates that this is a component
- Text surrounded by [] indicates that this is a characteristic
- A Severity of "1" indicates that the validation is an error; a "2" indicates that it is a warning
- *CollectionName* refers to the value of the "CollectionName" attribute in the collection schema
- *AsOfDate* refers to one of two values:
 - For single-certified collections, it is the State-defined certification as of date for the collection
 - For ongoing certified collections, it is the value of the [AsOfDate] characteristic in the {StudentRecordMaintenance} component

Version History

Notes

- TFS Number is used internally by CEPI for tracking purposes
- Each update to a validation or a wording change to the error/warning message will be noted here

Appendix A

Certain entity-related validations in MSDS are dependent on which collection is being submitted. The table below defines the dates or date ranges that are used in these validations. Validations that are dependent on this table are noted in the specific data validation; they will contain a reference to this appendix.

Collection	Type	Start Date	End Date
General collections	date	Certification As of Date	
Early Childhood collections	date range	Collection Open Date	Collection Close Date
Student Record Maintenance	date	As of Date (SRM component)	
Teacher Student Data Link *	date range	7/1/{AcademicYear start}	8/31/{School Year End}
	date range	7/1/{School Year Start}	8/31/{School Year End}
Early Roster	date range	7/1/{School Year Start}	6/30/{School Year End}
all other collections	date	Today's Date	

* The TSDL collection will use the school year value submitted in the Academic Year characteristic, if it was submitted. If no value is found, the current school year values are used.