## 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 |
| EOY 2019 General Collection | Optional |
| Fall 2018 General Collection | Optional |
| General Teacher Student Data Link | Not Allowed |
| IHE Request for UIC | Not Allowed |
| Migrant Teacher Student Data Link | Not Allowed |
| Request for UIC | Not Allowed |
| Request for UIC | Not Allowed |
| Spring 2019 General Collection | Optional |

| Student Record Maintenance | Optional |
|---|---|

## 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 paragragh (3) of subsection (h) of section 1365 of title 18:<br><br>"(3) the term "serious bodily injury" means bodily injury which involves—<br>    (A) a substantial risk of death;<br>    (B) extreme physical pain;<br>    (C) protracted and obvious disfigurement; or<br>    (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 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 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 | |
|---|---|
| *Code* | *Description* |
| 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 | |
|---|---|
| *Code* | *Description* |
| 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 |

### SecondaryConsequenceType

| Code | Description |
| --- | --- |
| 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

| Code | Description |
| --- | --- |
| 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

| Code | Description |
| --- | --- |
| 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 conquence type is "3" or "4" |

| | | | | |
|---|---|---|---|---|
| InitialStartDate | 230.472.1 | If {SpecialEducation}.[SpecEdExitDate] is reported AND [InitialConsequenceType] = "3" or "4"<br>   [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 conquence 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<br>   [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"<br>   {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<br>   [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<br>   [OtherDays] must be blank | 1 | When an other consequence is not reported, other days must not be reported. |
| | 230.477.3 | If [OtherConsequenceType] <> "5"<br>   [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"<br>   [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"<br>   [OtherDays], if submitted, must be <= 45 | 1 | The length of action may not be greater than 45 days when the conquence type is "3" or "4" |

| OtherStartDate | 230.478.1 | If [OtherConsequenceType] contains a value<br>    [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<br>    [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<br>[OtherConsequenceType] = "3" or "4"<br>    [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 conquence type is "3" or "4" |
| | 230.478.4 | [OtherStartDate], if submitted, must be >= {Enrollment}.[EnrollmentDate]<br>(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]<br>(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<br>    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"<br>    {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<br>    [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<br>    [SecondaryDays] must be blank | 1 | When a secondary consequences is not reported, secondary days must not be reported. |
| | 230.474.3 | If [SecondaryConsequenceType] <> "5"<br>    [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. |

| SecondaryDays | 230.474.4 | If [SecondaryConsequenceType] = "5"<br>    [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"<br>    [SecondaryDays], if submitted, must be <= 45 | 1 | The length of action may not be greater than 45 days when the conquence type is "3" or "4" |
| SecondaryStartDate | 230.475.1 | If [SecondaryConsequenceType] contains a value<br>    [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<br>    [SecondaryStartDate] must be blank | 1 | When a secodary 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"<br>    [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 conquence 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<br>    SecondaryStartDate must be > InitialStartDate | 1 | When a secondary consequence is reported, the secondary start datemust 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"<br>    [SeriousBodilyInjury] must be blank | 1 | Serious Bodily Injury may only be reported when the Incident Type is "60" (Physical Violence with injury). |

| SexualAssault | 230.469.1 | If [IncidentType] <> "60" or "61"<br>[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). |
|---|---|---|---|---|

## 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:

| Name | Description |
|------|-------------|
| 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 condtionally 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:

| Name | Classification |
|------|----------------|
| 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 |

| 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 decmial 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.