



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

## Pre-K Enhancement and Expansion Program (PKEEP) Discipline Collection Quick Guide

### Collection Timeline

- July 1 – June 30: submit any disciplinary actions using the PKEEP Discipline Incidents form as soon as possible after the incident occurrence, along with the Unusual Incident Report, to the Office of the State Superintendent of Education (OSSE) Division of Early Learning (DEL).
- Aug. 15: Community-based organizations (CBOs) that did not submit any disciplinary actions during the reporting year will use the PKEEP Discipline Incidents form to verify there were no reportable incidents.

### Disciplinary Actions to Submit

- In-School Suspension
- Out-of-School Suspension
- Expulsion
- Modified Expulsion
- Involuntary Transfer
- Involuntary Dismissal
- School-Based Intervention\*
- Restorative Justice\*

\*Submit these actions only when they are used in conjunction with a Tier 3 incident that would otherwise have resulted in one of the other disciplinary actions above.

### What information does the collection include?

- Student demographic information – Unique Student Identifier (USI), Name, Date of Birth
- Disciplinary incident information – Incident date, primary incident behavior, did the student willfully cause, attempt to cause, or threaten to cause bodily injury or emotional distress, injury type, weapon type
- Disciplinary action information – action type, start date, end date

### Where do I submit?

Submit all discipline documentation via the PKEEP Discipline Incidents Form – updated yearly and found on the OSSE Student Discipline Data Collection Guidance website:

[osse.dc.gov/publication/student-discipline-data-collection-guidance](https://osse.dc.gov/publication/student-discipline-data-collection-guidance)

### Where can I get more information?

- Detailed Collection Information – [osse.dc.gov/publication/student-discipline-data-collection-guidance](https://osse.dc.gov/publication/student-discipline-data-collection-guidance)
- One-on-One Support – contact Jenni Russell Ziarnik, OSSE Discipline Point of Contact
  - [OSSE.data@dc.gov](mailto:OSSE.data@dc.gov)
  - [Click here to schedule a meeting with Microsoft Bookings](#)