Discipline Data Collection Frequently Asked Questions for LEA Data Managers (SY2021-22)

The Office of the State Superintendent of Education (OSSE) is committed to supporting equitable discipline policies and practices in the District by assisting students, administrators, teachers, and parents in ensuring a positive and safe school environment to promote learning and limit missed instructional days due to exclusionary discipline practices.

OSSE provides the public with the available data on school discipline and seeks to continuously improve the data collection process for local education agencies (LEAs). OSSE recently upgraded the collection process so that LEAs submit data directly via the Discipline Data Collection Template and a new Integrated Data Submission (IDS) tool on a rolling basis throughout the school year.

OSSE recommends that LEAs submit **at least three times** throughout the school year to ensure you have time to address any data errors or anomalies in a timely manner. All data is due by the end of each LEA's school year, with the final deadline being July 25, 2022 for extended year LEAs. Waiting to submit data until the end of the school year will require LEAs to address all errors and anomalies all at once. Please see the below table for the data collection checkpoint dates:

Discipline Data Check Point	Data Submission Due Dates	OSSE Checkpoint Period
1	Dec. 6, 2021	Dec. 7-10, 2021
2	March 7, 2022	March 8-11, 2022
3	June 13, 2022	June 14-17, 2022
4 (Extended Year LEAs only)	July 25, 2022	July 26-29, 2022

OSSE invited LEA data managers and heads of school to attend two Discipline Data Collection trainings in 2021. Recordings of these trainings are available here (viewers will need to provide contact information to access):
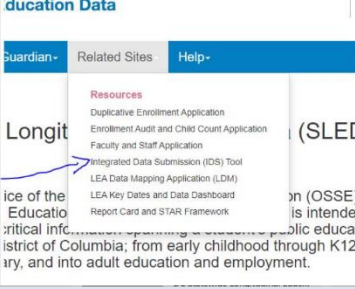- Nov. 18, 2021 Training
- Dec. 2, 2021 Training

During and after these trainings, attendees have asked clarifying questions regarding the new IDS tool and other changes to the 2021-22 Discipline Data Collection Guidance. This document provides answers to these frequently asked questions (FAQs) for Data . **Representatives from LEAs who still have questions about the IDS tool should submit an OSSE Support Tool (OST) ticket.**

FAQs about Discipline Data Collection Guidance

Question	Answer
Where can I find a file with all the disciplinary action type codes?	[Student Discipline Data Collection Guidance | osse (dc.gov)](#) (Appendix B)
Will LEAs need to sign off on zero incidents at any point? **What should we do if we don't have any discipline records to report?**	LEAs are no longer required to certify that they have zero incidents with the Discipline Data Certification Form. If OSSE sees that an LEA is not submitting data during the check point periods, a staff member will reach out to you to confirm that the LEA has zero disciplinary incident records. Prior to these data being publicly reported, LEAs will certify during the OSSE Data Validation process, whether they have zero values or not.
When are the Discipline Data Collection checkpoints? Do we have to submit data monthly?	No, you are not required to submit data monthly. You can find the checkpoint dates on page 6 of the [2021-22 Discipline Data Collection Guidance.](#)
Can we submit data at any time? Or just on the checkpoint due date?	You can submit data at any time and at any frequency. OSSE requests that at the minimum, LEAs submit at the four checkpoint periods to be able to address errors and anomalies as soon as possible. The IDS tool will remain open between data checkpoints, so that LEAs can make corrections and (re)submit their data as appropriate.
For the deadlines, should all incidents through that deadline be captured in the submission, or is there an earlier date by which the incident must have occurred? **When an LEA submits the data via the IDST, will that upload overwrite the previously uploaded submission?**	Yes, all disciplinary incidents from the beginning of the school year up and until the day you submit data should be included **for each submission.** You can append your new disciplinary incident records to the last file you submitted by downloading the results file from your last submission from the IDS tool.
Is the data now due on a specific day?	OSSE is using four checkpoint periods as opportunities for LEAs to submit data and address their errors and anomalies sooner. Data is due prior to certification in Data Validation. LEAs can submit data as frequently as desired.

FAQs about IDS tool

Question	Answer
Where is the IDS tool?	https://ids.osse.dc.gov/ You can also find it in SLED under the "related sites" tab:
How do I log in to the IDS tool?	You log in using your SLED credentials. You need to have SLED credentials and your LEA data manager needs to assign you the role of Head of School, LEA Data Manager, or School Discipline Manager in eSchoolPLUS. If you have not taken SLED training and or gotten SLED credentials, you must do that first. Next is the role assignment, and last is to log into the IDS tool with your SLED creds.
Where do I submit a request for log-in information for SLED?	Please send log-in requests to Sled.info@dc.gov.
What eSchoolPLUS roles are required to get access to the tool?	You need to be assigned to the role of either the Head of School, LEA Data Manager or School Discipline Manager in eSchoolPLUS to access the tool.
Do we have to resubmit all our LEA's disciplinary incident records each time we upload a file?	Yes, the tool makes resubmission easy by keeping a record of all of your submission files. Once you have submitted a file successfully, you can download that one and append the new incidents you are submitting to that one so that you don't risk creating any errors in the already checked records.
Will duplicate records be flagged as errors?	Yes, OSSE will flag duplicates as errors.
What do I do if I receive an error that says the file format or file extension is not valid?	The most common reason for an error is if you added a row to the template. If you did, delete that row and re-upload the file to the IDS tool. Once the file gets processed, you should be able to download results file. If you are still having issues, please submit an OST ticket.
How do I fix the errors and anomalies the IDS tool flags in my data?	First, you should make sure that all of the records in the file you are trying to submit meet all the criteria in the "Data Elements Description" tab in the

[Discipline Data Collection Template](). The IDS tool identifies errors based on the requirements in this list.

For example, if a student with a disability was suspended for more than 10 days, a manifestation determination review is legally required. To indicate this in the template, you must select either "Yes" or "No" from the drop-down menu in the template. If you do not do this for a student who has a disability and who was suspended for more than 10 days, you will receive the following error:

Did the student have a manifestation determination review?: Missing Manifestation Determination

To fix this error, check three things:
1. Ensure that you entered an appropriate value (Yes/No).
2. If the student did not receive a suspension for more than 10 days, ensure that your Disciplinary End/Start Date fields reflect that.
3. If the student did not receive a suspension, ensure that the Disciplinary Action Type field reflects that.

By triaging the data elements in that way, you will be able to fix the error. Use a similar approach with other errors.

If you still have concerns or questions about the errors or anomalies the tool is flagging after ensuring that all required fields are filled in appropriately, please submit an OST ticket.

Does the data file need to be submitted in a comma separated values (".csv") format?	No, it should be submitted as an Excel (".xlsx") spreadsheet.
Can OSSE lock the fields that they do not want to be edited?	The option fields are locked. If you use a template that is structurally different in any way, you will receive an error.
LEAs have been told to not change the template, what does this mean?	You can copy and paste information into the template or enter the data manually. If you add rows or fields, or use options not listed in the drop-down menus, you will get errors.
Is the expectation that the fields are manually selected? Or can we use the permitted values and program the values using our data system?	You do not have to select manually as long as you are inserting permitted values in the exact way that they are written (i.e., "Yes" instead of "yes").

I uploaded my LEA's discipline data, downloaded the results spreadsheet from the IDS tool, but I do not see what the errors are. What do I do?	If you have this issue, please submit an OST ticket.