



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Discipline Data Collection Frequently Asked Questions for LEA Data Managers (2023–24 School Year)

Last updated: Jan. 16, 2024

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). In the 2022–23 school year, OSSE changed the collection process to **require** LEAs to submit and certify discipline data three times per year via the Discipline Data Collection Template in the Integrated Data Submission (IDS) tool. In the 2023–24 school year, this process remains the same, with LEAs certifying discipline, attendance and enrollment data at the same time. **Information about collection windows, OSSE Support Tool (OST) ticket deadlines and certification dates can be found in the [2023-24 Data Validation Deadline Policy](#).**

If you experience difficulties with your IDS submission, please submit at request using the [OST Quick Base application](#).

All data for the relevant collection window is due by the end of each certification deadline, as noted in the chart below. The final deadline is Aug. 9, 2024 for extended year LEAs. LEAs are to ensure data are finalized by the certification date, meaning that all Unified Data Errors (UDEs) have been addressed. At the end of each data certification window, any request for a data change must be made within the appeal window as outlined in the data validation policy. Please see the table below for relevant dates.

Discipline, Attendance, and Enrollment Data Collection Dates & Timeline

Collection	Collection Window	Validation Window	OST Deadline	Certification Date
1	July 10 – Nov. 24 2023	Nov. 28, 2023– Jan. 12, 2024	Jan. 12, 2024	Jan. 19, 2024
2	Nov. 27, 2023–March 1, 2024	March 4 – 19, 2024	March 19, 2024	March 26, 2024
3	March 4 – June 21, 2024	June 24 – July 2, 2024	July 2, 2024	July 9, 2024

Information regarding changes to the discipline data collection can be found in this [2023–24 Discipline Data Collection Guidance](#). The 2023–24 Discipline Data Collection Guidance provides answers to a multitude of frequently asked questions (FAQs) pertaining to discipline data that go beyond what is

listed below. Representatives from LEAs who still have questions about the IDS tool should submit an OSSE Support Tool (OST) ticket by the required OST ticket deadlines on:

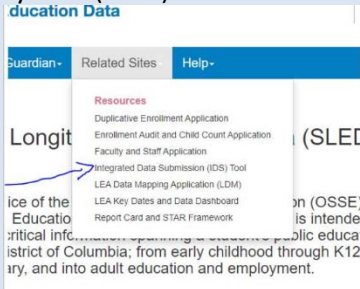
- Jan. 12, 2024
- March 19, 2024
- July 2, 2024

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)
What if my LEA did not have any disciplinary actions during the collection window?	LEAs must indicate that they have no incidents by using the Integrated Data Submission (IDS) tool. A sheet in the Discipline Data Collection Template, called “No Incidents” is where LEAs will indicate they have no incidents to report. LEAs will choose their LEA ID from an option set menu, then choose “No” from the drop-down menu to answer the question: Did your LEA have any disciplinary incidents during this submission period?
What if a student has multiple disciplinary actions for the same incident? (For example, what if a student was suspended, and then expelled?)	LEAs should complete one row in the template for each disciplinary action. There may be multiple rows with the same Unique Student Identifier (USI), disciplinary incident ID, and incident date if a student has multiple disciplinary actions resulting from a single incident. If a student is suspended before they are expelled, the start date of the expulsion should be after the end date of the suspension.
What should the end date of the expulsion be?	The end date of an expulsion should be the last day of the LEA school year unless the expulsion is longer due to LEA policies. There are no validations on the discipline end date field, so the date can be outside the collection window.
How often do we have to submit discipline data?	You can submit data at any time and at any frequency within each collection window . OSSE requires a minimum of three submissions utilizing the guidance of the collection windows, OST deadlines and certification dates. The IDS tool will remain open between the appropriate collection windows prior to their deadlines to ensure LEAs can make corrections and (re)submit their data as appropriate. Data may only be submitted during the validation window for each collection, and data outside of the collection period may not be submitted.
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?	Yes, all disciplinary incidents from the beginning of the collection window, until the day you submit data should be included for each submission . You may not submit incidents that occurred outside of the collection window for each validation period.

<p>Am I required to report incidents of Restorative Justice in my discipline upload?</p>	<p>Restorative Justice actions are recommended to be reported if they are being used in place of a suspension or expulsion.</p> <p>OSSE collects information on the use of Restorative Justice Practices (RJP) to plan professional development, highlight positive discipline practices in the District and for research purposes. Please submit as much information about how your LEA uses RJP as you are able.</p> <p>OSSE allows LEAs to:</p> <ul style="list-style-type: none"> • Use “Restorative Justice” as a disciplinary action type • Indicate what <i>type</i> of RJP is being used either with the Restorative Justice disciplinary action type or with other traditional disciplinary action types • Provide written context for the use of the RJP
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FAQs about IDS tool

Question	Answer
Where is the IDS tool?	<p>ids.osse.dc.gov/login</p> <p>You can also find it in the Statewide Longitudinal Education Data system (SLED) under the “related sites” tab:</p> 
How do I log in to the IDS tool?	<p>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.</p> <p>If you have not taken SLED training or gotten SLED credentials, you must do that first. After your role is assigned, you will be able to log in to the IDS tool with your SLED credentials.</p>
Where do I submit a request for log-in information for SLED?	<p>Please send log-in requests to Sled.info@dc.gov.</p>
What roles are required to get access to the tool?	<p>You need to be assigned to the role of either the Head of School, LEA Data Manager or School Discipline Manager in the All Staff collection to access the tool.</p>
Do we have to resubmit all our LEA's disciplinary incident records each time we upload a file?	<p>Yes. If you resubmit during the current collection period, you must submit all records from the beginning of the collection window. If you have submitted previously, you can download the earlier submission 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.</p> <p>You may not submit incidents that happened outside of the current collection window.</p>
When an LEA submits the data via the IDS tool, will that upload overwrite the previously uploaded submission?	<p>Yes. 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.</p>
What do I do if I receive an error that says the file format or file extension is not valid?	<p>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 is processed, you should be able to download the results file.</p> <p>If you are still having issues, please submit an OST ticket.</p>

<p>How do I fix the errors and anomalies the IDS tool flags in my data?</p>	<p>First, you should make sure that all 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.</p> <p>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,” “No,” or “No: pattern of behavior not exhibited” 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:</p> <p>Did the student have a manifestation determination review? Missing Manifestation Determination</p> <p>To fix this error, check three things:</p> <ol style="list-style-type: none"> 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. <p>By triaging the data elements in that way, you will be able to fix the error. Use a similar approach with other errors.</p> <p>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.</p>
<p>Does the data file need to be submitted in a comma separated values (”.csv”) format?</p>	<p>No, it should be submitted as an Excel (”.xlsx”) spreadsheet.</p>
<p>Can OSSE lock the fields that they do not want to be edited?</p>	<p>The option fields are locked. If you use a template that is structurally different in any way, you will receive an error.</p>
<p>LEAs have been told to not change the template, what does this mean?</p>	<p>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.</p>
<p>Is the expectation that the fields are manually selected? Or can we use the permitted values and program the values using our data system?</p>	<p>You do not have to select manually if you are inserting permitted values in the exact way that they are written (i.e., “Yes” instead of “yes”).</p>
<p>I uploaded my LEA’s discipline data, downloaded the results</p>	<p>If you have this issue, please submit an OST ticket.</p>

spreadsheet from the IDS tool, but I do not see what the errors are. What do I do?	
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