



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

Discipline Data Collection Frequently Asked Questions for LEA Data Managers (2025-26 School Year)

Last updated: Jan. 31, 2026

The Office of the State Superintendent of Education (OSSE) is committed to supporting equitable discipline policies and practices in the District by assisting students, educators, and caregivers 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).



New this year: LEAs are required to submit and certify discipline data once at the end of the school year via the Discipline Data Collection Template in the Integrated Data Submission (IDS) tool. LEAs are encouraged to submit discipline data throughout the year to check for errors prior to the end of year certification process.

Information about the collection window, OSSE Support Tool (OST) ticket deadlines and certification dates can be found in the [2025-26 Data Validation Deadline Policy](#).

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

LEAs are to ensure data are finalized by the certification date, meaning that all disciplinary incidents are submitted and Unified Data Errors (UDEs) have been addressed. At the end of the 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.

Timeline

Collection Window	Validation Window	OST Deadline	Certification Date	Appeal Deadline
July 1, 2025 – June 30, 2026	Dec. 2, 2025 – July 1, 2026	June 25, 2026	July 2, 2026	July 9, 2026

Information regarding changes to the discipline data collection from the prior school year can be found in the [LEA Discipline Data Collection Guidance, 2025-26 School Year](#). This document provides answers to a multitude of frequently asked questions (FAQs) pertaining to discipline data that go beyond what is listed below. For questions related to discipline policy, please reach out to OSSE's discipline point of contact, Jenni Russell Ziarnik at OSSE.data@dc.gov.

FAQs from previous years can be found on the [Student Discipline Data Collection Guidance](#) website.

Common Errors in Discipline Submissions

- Not including all incidents from the current school year in each submission
- Incorrect LEA Student ID
- Changing the format of the template before submitting
 - Highlighting, adding color to cells, or adding rows will all generate errors
 - Dates are required to be in MM/DD/YYYY format
 - Submissions must exactly match the drop-down options (for example, the field “Did the student willfully cause, attempt to cause, or threaten to cause bodily injury to another person?” cannot enter, “Yes” when the answer option is, “Yes, willfully caused bodily injury.”

FAQs

Question	Answer
How can I get more support with the Discipline Data Collection?	<p>Set up a time to meet with a member of OSSE’s Discipline Collection team – click here to schedule</p> <p>Email questions to OSSE.data@dc.gov</p> <p>Submit an OST ticket or contact your OSSE Data Liaison for support using the IDS tool.</p>
Where is the IDS tool?	ids.osse.dc.gov/login
Where can I get a copy of the Discipline Data Collection Template?	<p>Download a copy of the template formatted for your LEA from the IDS tool: ids.osse.dc.gov/login</p> <p>Templates from prior school years or from OSSE’s public website will generate errors if uploaded to IDS. Public copies of the template are provided for reference and planning purposes only.</p>
When can I submit discipline data?	You may submit discipline data any time before the certification date for the current collection. Submit all disciplinary incidents from the beginning of the school year to the current date for each submission.
What if my LEA did not have any disciplinary actions during the school year?	<p>LEAs must indicate that they have no incidents by using the IDS tool.</p> <p>A sheet in the Discipline Data Collection Template, called “No Incident” 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?</p>
How do I create a disciplinary incident ID?	The incident ID may be any combination of letters and numbers that make sense to your LEA. You may start with 1 and continue consecutively, or another method that is already used by your LEA. The same disciplinary incident ID should be used if multiple students

	are involved in the same incident on the same date, but the same incident ID should not be used across multiple incident dates.
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 if multiple students are involved in the same disciplinary incident?	Create a row for each student involved in the incident. Use the SAME disciplinary incident ID for each student involved in the incident. For example, if two students are suspended for fighting with each other, both should have the same disciplinary incident ID. If one or both of the students are suspended for a different fighting incident later in the year, use a new disciplinary incident ID.
Why am I getting an enrollment error when this student was enrolled at the time of the disciplinary incident?	Common causes of enrollment errors include incorrect LEA Student ID or incorrect formatting of template fields (for example, reversing the order of the student's first and last names.) Many LEAs have also found that their student information system (SIS) generates record IDs that are different from the LEA Student ID. If the record ID is uploaded instead of the student ID, errors will be generated.
What if a student unenrolls prior to the end of a disciplinary action?	Update the end date of disciplinary action to the last day the student was enrolled in your LEA.
There is a UDE that says the disciplinary incident date is invalid, but this is the correct date.	The majority of disciplinary incidents happen on school grounds on a school day. OSSE's system is set up to flag incident dates that do not match the instructional calendar submitted by each LEA. There are times when a disciplinary incident may happen at a school event that is not on a school day (for example, during a Saturday sports competition). In this case, the incident date is correct, and the LEA may ignore the UDE.
Do I have to submit discipline data for students who are enrolled in a nonpublic placement?	Yes. Disciplinary incidents for students in nonpublic placements can be submitted using the discipline template and selecting the nonpublic school ID for the relevant student. Please reach out to us directly if you need support submitting this information.
Do we have to resubmit all of our LEA's disciplinary incident records each time we upload a file?	Yes. If you resubmit during the current school year, you must submit all records from the beginning of the collection window. If you have submitted previously, you can download the earlier submission and add the new incidents you are submitting to that one so that you don't risk creating any errors in the already-checked records.
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 .