



Discipline Data Collection Frequently Asked Questions for LEA Data Managers (SY2022-23)

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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 2021-22 school year, OSSE changed the collection process to allow LEAs to 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. This year, OSSE is using that same collection process to **require** the submission and certification of discipline data three times. **Information about collection windows, OSSE Support Tool (OST) ticket deadlines and certification dates can be found in the [2022-23 Data Validation Deadline Policy](#).**

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. 18, 2023 for extended year LEAs. LEAs are to ensure data is 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 (and Attendance) Data Collection Dates & Timeline

Collection	Collection Window	Validation Window	OST Deadline	Certification Date
1	Jul. 1 – Nov. 23, 2022	Nov. 28, 2022 – Jan. 11, 2023	Jan. 11, 2023	Jan. 20, 2023
2	Nov. 28, 2022 – March 3, 2023	March 6 – 17, 2023	March 17, 2023	March 24, 2023
3	March 6 – June 23, 2023	June 26 – 30, 2023	June 30, 2023	July 7, 2023


Information regarding changes to the discipline data collection can be found in this [2022-23 Discipline Data Collection Guidance](#). The 2022-2023 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. 11, 2023
- March 17, 2023
- June 30, 2023

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?	LEAs can indicate that they have no incidents by using the Integrated Data Submission (IDS) tool, rather than emailing an OSSE contact or submitting a form.
What should we do if we don't have any discipline records to report?	A new 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?
When are the Discipline Data Collection deadlines? Do we have to submit data monthly?	No, you are not required to submit data monthly. You can find the collection windows, OST deadlines and certification dates on page 3 of the 2022-23 Data Validation Deadline Policy .
How often do we have to submit discipline data?	You can submit data at any time and at any frequency. 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.
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 school year, until the day you submit data should be included for each submission .
When an LEA submits the data via the IDST, will that upload overwrite the previously uploaded 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.
How do I submit restorative justice data?	OSSE is starting to collect three new data elements on the use of Restorative Justice Practices (RJP) via the Discipline Data Collection Template and the IDS tool. LEAs can now: <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

FAQs about IDS tool

Question	Answer
<p>Where is the IDS tool?</p>	<p>ids.osse.dc.gov/ You can also find it in SLED under the “related sites” tab:</p> 
<p>How do I log in to the IDS tool?</p>	<p>You log in using your Statewide Longitudinal Education Data (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 into the IDS tool with your SLED credentials.</p>
<p>Where do I submit a request for log-in information for SLED?</p>	<p>Please send log-in requests to Sled.info@dc.gov.</p>
<p>What eSchoolPLUS roles are required to get access to the tool?</p>	<p>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.</p>
<p>Do we have to resubmit all our LEA's disciplinary incident records each time we upload a file?</p>	<p>Yes, the tool makes resubmission easy by keeping a record of all 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.</p>
<p>Will duplicate records be flagged as errors?</p>	<p>Yes, OSSE will flag duplicates as errors.</p>
<p>What do I do if I receive an error that says the file format or file extension is not valid?</p>	<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</p>

	<p>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:</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>
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 if 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.