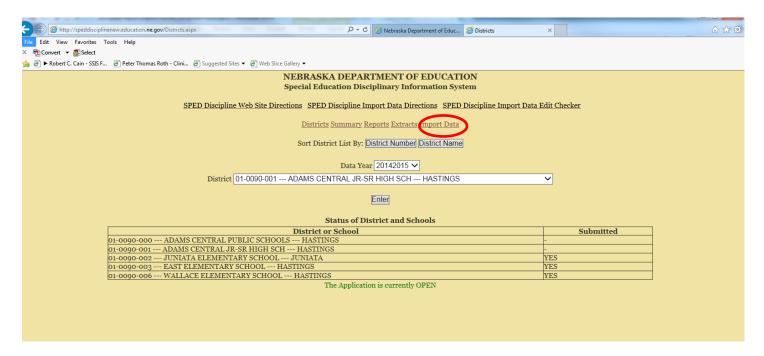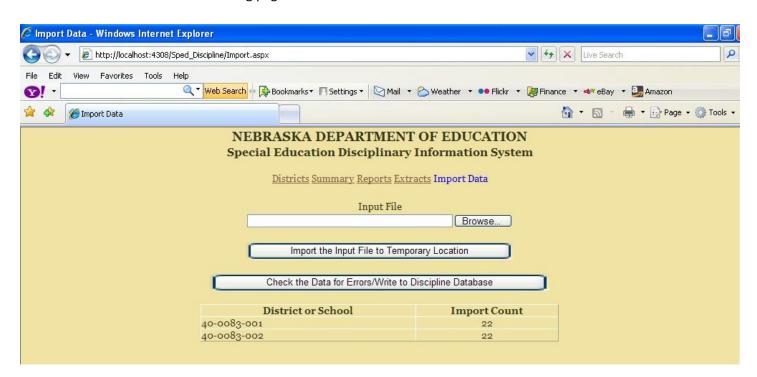# Special Education Discipline Report Import Process

A new feature has been added to the Disciplinary Information System. A School/User is now able to import their Schools Disciplinary Information from a CSV file. This file will need to be created according to the specifications found in the Import File Documentation section below.

To use this new import process, follow the directions below:

From the Districts page, click on the link 'Import Data' in the upper right area of the page.

You will be transferred to the following page:

Special Education Discipline Report Import Process

Importing the data is a 3 part process.

1.   The first part is to enter the name of the input file that contains the data to import. You can also click on the 'Browse' button to navigate to the location of your import/input file.

2.   After the file name has been set, click on the 'Import the Input File to Temporary Location' button. This will cause your input file to be copied to a Disciplinary Application temporary table.

3.   The third part of the process is to click on the 'Check the Data for Errors/Write to Discipline Database' button. This will cause the Application to check the data to make sure that it passes all edits/validations and then writes the data to the Discipline Applications permanent tables.

The grid/box below the 'Check the Data….' Button displays any schools that have been imported into the Temporary Location. These values will remain until a new file is imported. These values reflect the last import performed by the current user. A user can import a file (2nd part) and then not perform the Check the Data …. (3rd part) until some future time as the data is kept in the temporary table.

Note1 – all edits/validations must be successfully passed by all imported records before any records are written to the permanent table.

Note2 – any records for any school in the permanent table will be deleted if records for that same school are successfully imported.

Special Education Discipline Report Import Process

Import File Documentation

An example of the original template:

Disability	1.Unilateral Removals to an Interim Alternative Educational Setting by School Personnel (for not more than 45 days – does NOT include placement changes made by IEP team)				2.Removals to an Interim Alternative Educational Setting Based on a Hearing Officer Determination Regarding Likely Injury (Hearing officer appointed by NDE pursuant to Rule 55)	3.Out-of-School Suspensions or Expulsions		4. In-School Suspensions		5. Disciplinary Removals			
	A. Number of Children (Unduplicated Count)	B. Number of Removals for Drugs (Duplicated Count)	C. Number of Removals for Weapons (Duplicated Count)	D. Number of Removals for Serious Bodily Injury (Duplicated	Number of Children (Unduplicated Count)	A. Number of Children with Out-of-School Suspension/Expulsions Totaling 10 Days or Less (Unduplicated Count)	B. Number of Children with Out-of-School Suspension/Expulsions Totaling >10Days (Unduplicated Count)	A. Number of Children with In-School Suspensions Totaling 10 Days or Less (Unduplicated Count)	B. Number of Children with In-School Suspensions Totaling >10 Days (Unduplicated	A. Total Disciplinary Removals (Unduplicated count of disciplinary actions)	B. Number of Children with Disciplinary Removals Totaling 1 Day (Unduplicated Count)	C. Number of Children with Disciplinary Removals Totaling 2-10 Days (Unduplicated Count)	D. Number of Children with Disciplinary Removals Totaling >10 Days (Unduplicated Count)
1. Intellectual disability													
2. Hearing Impairment													
3. Speech or Language Impairment													
4. Visual Impairment													
5. Emotional Disturbance													
6. Orthopedic Impairment													
7. Other Health Impairment													
8. Specific Learning Disability													
9. Deaf-Blindness													
10. Multiple Disability													
11. Autism													
12. Traumatic Brain Injury													
13. Developmental Delay													
Total													

Race/Ethnicity	1.Unilateral Removals to an Interim Alternative Educational Setting by School Personnel (for not more than 45 days – does NOT include placement changes made by IEP team)				2.Removals to an Interim Alternative Educational Setting Based on a Hearing Officer Determination Regarding Likely Injury (Hearing officer appointed by NDE pursuant to Rule 55)	3.Out-of-School Suspensions or Expulsions		4. In-School Suspensions		5. Disciplinary Removals			
	A. Number of Children (Unduplicated Count)	B. Number of Removals for Drugs (Duplicated Count)	C. Number of Removals for Weapons (Duplicated Count)	D. Number of Removals for Serious Bodily Injury (Duplicated Count)	Number of Children (Unduplicated Count)	A. Number of Children with Out-of-School Suspension /Expulsions Totaling 10 Days or Less (Unduplicated Count)	B. Number of Children with Out-of-School Suspension/Expulsions Totaling >10Days (Unduplicated Count)	A. Number of Children with In-School Suspensions Totaling 10 Days or Less (Unduplicated Count)	B. Number of Children with In-School Suspensions Totaling >10 Days (Unduplicated Count)	A. Total Disciplinary Removals (Unduplicated count of disciplinary actions)	B. Number of Children with Disciplinary Removals Totaling 1 Day (Unduplicated Count)	C. Number of Children with Disciplinary Removals Totaling 2-10 Days (Unduplicated Count)	D. Number of Children with Disciplinary Removals Totaling >10 Days (Unduplicated Count)
1. American Indian/Alaska Native													
2. Asian or Pacific Islander													
3. Black or African American													
4. Hispanic													
5. White													
6. Asian													
7. Native Hawaiian or Other Pacific Islander													
8. Two or More Races													
Total													

Special Education Discipline Report Import Process

Gender	1.Unilateral Removals to an Interim Alternative Educational Setting by School Personnel (for not more than 45 days – does NOT include placement changes made by IEP team)				2.Removals to an Interim Alternative Educational Setting Based on a Hearing Officer Determination Regarding Likely Injury (Hearing officer appointed by NDE pursuant to Rule 55)	3.Out-of-School Suspensions or Expulsions		4. In-School Suspensions		5. Disciplinary Removals			
	A. Number of Children (Unduplicated Count)	B. Number of Removals for Drugs (Duplicated Count)	C. Number of Removals for Weapons (Duplicated Count)	D. Number of Removals for Serious Bodily Injury (Duplicated Count)	Number of Children (Unduplicated Count)	A. Number of Children with Out-of-School Suspension/Expulsions Totaling 10 Days or Less (Unduplicat...	B. Number of Children with Out-of-School Suspension/Expulsions Totaling >10Days (Unduplicated Count)	A. Number of Children with In-School Suspensions Totaling 10 Days or Less (Unduplicated Count)	B. Number of Children with In-School Suspensions Totaling >10 Days (Unduplicated Count)	A. Total Disciplinary Removals (Unduplicated count of disciplinary actions)	B. Number of Children with Disciplinary Removals Totaling 1 Day (Unduplicated Count)	C. Number of Children with Disciplinary Removals Totaling 2-10 Days (Unduplicated Count)	D. Number of Children with Disciplinary Removals Totaling >10 Days (Unduplicated Count)
1. Male													
2. Female													
Total													

Limited English Proficiency Status	1.Unilateral Removals to an Interim Alternative Educational Setting by School Personnel (for not more than 45 days – does NOT include placement changes made by IEP team)				2.Removals to an Interim Alternative Educational Setting Based on a Hearing Officer Determination Regarding Likely Injury (Hearing officer appointed by NDE pursuant to Rule 55)	3.Out-of-School Suspensions or Expulsions		4. In-School Suspensions		5. Disciplinary Removals			
	A. Number of Children (Unduplicated Count)	B. Number of Removals for Drugs (Duplicated Count)	C. Number of Removals for Weapons (Duplicated Count)	D. Number of Removals for Serious Bodily Injury (Duplicated Count)	Number of Children (Unduplicated Count)	A. Number of Children with Out-of-School Suspension/Expulsions Totaling 10 Days or Less (Unduplicat...	B. Number of Children with Out-of-School Suspension/Expulsions Totaling >10Days (Unduplicated Count)	A. Number of Children with In-School Suspensions Totaling 10 Days or Less (Unduplicated Count)	B. Number of Children with In-School Suspensions Totaling >10 Days (Unduplicated Count)	A. Total Disciplinary Removals (Unduplicated count of disciplinary actions)	B. Number of Children with Disciplinary Removals Totaling 1 Day (Unduplicated Count)	C. Number of Children with Disciplinary Removals Totaling 2-10 Days (Unduplicated Count)	D. Number of Children with Disciplinary Removals Totaling >10 Days (Unduplicated Count)
1. Yes													
2. No													
Total													

Special Education Discipline Report Import Process

Screen example of a valid school CSV input file:

School (A)	Line # (B)	# Students (C)	# Removal for Drugs (D)	# Removals for Weapons (E)	# Removal for Serious Bodily Injury (F)	# Students (G)	# Students Totaling 10 Days or Less (H)	# Students Totaling > 10 Days (I)	# Students Totaling 10 Days or Less (J)	# Students Totaling > 10 Days (K)	# Disciplinary Removals (Unduplicated) (L)	# of Students Totaling 1 Day (M)	# of Students Totaling 2-10 Days (N)	# of Students Totaling > 10 Days (O)
40-0083-001	1	1	1	0	0	1	2	0	11	0	1	1	1	1
40-0083-001	2	2	1	0	1	0	0	1	8	0	1	0	0	0
40-0083-001	3	1	0	0	0	0	1	0	12	1	0	0	0	1
40-0083-001	4	1	1	0	0	1	2	0	11	0	1	1	1	1
40-0083-001	5	2	1	0	1	0	0	1	8	0	1	0	0	0
40-0083-001	6	1	0	0	0	0	1	0	12	1	0	0	0	1
40-0083-001	7	1	1	0	0	1	2	0	11	0	1	1	1	1
40-0083-001	8	2	1	0	1	0	0	1	8	0	1	0	0	0
40-0083-001	9	1	0	0	0	0	1	0	12	1	0	0	0	1
40-0083-001	10	1	1	0	0	1	2	0	11	0	1	1	1	1
40-0083-001	11	2	1	0	1	0	0	1	8	0	1	0	0	0
40-0083-001	12	1	0	0	0	0	1	0	12	1	0	0	0	1
40-0083-001	13	1	1	0	0	1	2	0	11	0	1	1	1	1
40-0083-001	14	2	1	0	1	0	0	1	8	0	1	0	0	0
40-0083-001	15	0	0	0	0	0	1	0	12	1	0	0	0	1
40-0083-001	16	1	1	0	0	1	2	0	11	0	1	1	1	1
40 0083 001	17	2	1	0	1	0	0	1	8	0	1	0	0	0
40-0083-001	18	1	0	0	0	0	1	0	12	1	0	0	0	1
40-0083-001	19	1	1	0	0	1	2	0	11	0	1	1	1	1
40-0083-001	20	2	1	0	1	0	0	1	8	0	1	0	0	0
40-0083-001	21	1	0	0	0	0	1	0	12	1	0	0	0	1
40-0083-001	22	2	1	0	1	0	0	1	8	0	1	0	0	0
40-0083-001	23	1	1	0	0	1	2	0	11	0	1	1	1	1
40-0083-001	24	2	1	0	1	0	0	1	8	0	1	0	0	0
40-0083-001	25	1	0	0	0	0	1	0	12	1	0	0	0	1

(Left-margin groupings: Disability = rows 1–13; Race/Ethnicity = rows 14–21; Gender = rows 22–23; LEP = rows 24–25.)

The above screen shows how the Excel/CSV file looks when it's ready to be imported into the Disciplinary Information System.

The Headings and Total rows were removed leaving only 13 columns and 25 rows of data.

There were three rows added to account for the new race/ethnicity categories. Row 19 now should be "Asian", 20 should be "Pacific Islander" and 21 is "2 or more Races". Row 15 should be all zeroes.

Column A should contain the School ID in XX-XXXX-XXX format.

Column B should contain the sequential line number from the template. (1-13 are Disability in the order on the original template, followed by race (14-21), gender (22-23) and LEP (24-25) status in their respective orders on the original template.)

Examples:

Line 1 in the CSV file would be in the Disability section of the template and would be for Mental Handicap. Line 23 in the

CSV file would be in the Gender section of the template and would be for Female

The file is saved with the file extension of CSV (Comma Separated Variable) to give the data the proper layout for importing. Cells that don't have data should be set to a value of zero (0). One or more schools can be in the CSV file.

Special Education Discipline Report Import Process

Editing/Validation Each Row:

The School value entered must be valid, using the following the format (40-0083-

001). The Line Number entered must be a numeric value between 1 and 25.

The Values in Columns C thru O must be a numeric value between 0 and 999999999.

The value in Column C must be less than or equal to the total of Column D + Column E + Column F

The value in Column L must be greater than or equal to the total of Column M + Column N + Column O

If any of the rows fails to pass these validations, the errors will be displayed and the import will stop validating.

Notice the headings in the first Row. They translate Col1 and Column C to Number 1A. The rules are written with comparisons of 1A, 1B, 1C, 1D, 2, 3A, 3B, 4A, 4B, 5A, 5B, 5C, and 5D.

Every child reported in 5B and 5C and 5D should be reported by removal reason in 3A or 3B or 4A or 4B. Every child reported in 3A and 3B and 4A and 4B should be counted only once in 5B and 5C and 5D.
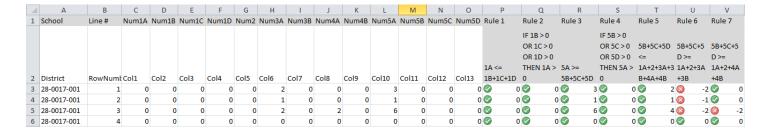
We have now made available an "SPED Discipline Import Data Edit Checker" (available on the main Sped Discipline page) by row for the import files. Simply paste in the rows and columns from your import file (District, RowNumber, Col1 through Col13) into the Excel edit checker. Line 1 and Columns P-V are locked. They contain the edit checks. Do not try to over-write these cells.

If your data does not have an error, you will see a green checkmark. If your data breaks a certain rule, you will see a red X.

Please refer to the Business Rules for Special Education Data. They are at the back of this document in Appendix A.

In the example below, RowNumbers 1, 2, and 3 have an error. The columns 1A, 2, 3A, 3B, 4A, 4B, 5B, 5C, and 5D are being compared. The red checkmark will disappear once these columns are adjusted.

Once all of your rows and columns have green checkmarks, your data is ready for import. Copy Columns A-O (without Row 1 and 2) into a blank excel spreadsheet, and save as CSV, as described in the previous section. The Special Education online system will continue to run error checks, as described in the next section.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	School	Line #	Num1A	Num1B	Num1C	Num1D	Num2	Num3A	Num3B	Num4A	Num4B	Num5A	Num5B	Num5C	Num5D	Rule 1	Rule 2	Rule 3	Rule 4	Rule 5	Rule 6	Rule 7
																	IF 1B > 0		IF 5B > 0			
																	OR 1C > 0		OR 5C > 0	5B+5C+5D	5B+5C+5	5B+5C+5
																	OR 1D > 0		OR 5D > 0	<=	D >=	D >=
																1A <=	THEN 1A >	5A >=	THEN 5A >	1A+2+3A+3	1A+2+3A	1A+2+4A
2	District	RowNumb	Col1	Col2	Col3	Col4	Col5	Col6	Col7	Col8	Col9	Col10	Col11	Col12	Col13	1B+1C+1D	0	5B+5C+5D	0	B+4A+4B	+3B	+4B
3	28-0017-001	1	0	0	0	0	2	0	0	0	3	0	0	0 ✅	0 ✅	0 ✅	3 ✅	0 ✅	2 ❌	-2 ✅	0
4	28-0017-001	2	0	0	0	0	1	0	0	0	1	0	0	0 ✅	0 ✅	0 ✅	1 ✅	0 ✅	1 ❌	-1 ✅	0
5	28-0017-001	3	0	0	0	0	2	0	2	0	6	0	0	0 ✅	0 ✅	0 ✅	6 ✅	0 ✅	4 ❌	-2 ❌	-2
6	28-0017-001	4	0	0	0	0	0	0	0	0	0	0	0	0 ✅	0 ✅	0 ✅	0 ✅	0 ✅	0 ✅	0 ✅	0

Special Education Discipline Report Import Process

Editing/Validation Summary Information for Each School:

The Totals for each of the 4 sections (Disability, Race/Ethnicity, Gender, Limited English Proficiency Status) must satisfy the following formula:

Total Column M + Total Column N + Total Column O must be less than or equal to

Total Column C + Total Column G + Total Column H + Total Column I + Total Column J + Total Column K

The Totals for each of the 4 sections (Disability, Race/Ethnicity, Gender, Limited English Proficiency Status) must satisfy the following formula:

Disability Column C total must equal Race/Ethnicity Column C total and Gender Column C total and LEP Column C total.

Disability Column D total must equal Race/Ethnicity Column D total and Gender Column D total and LEP Column D total.

Columns E thru O must follow the same validation.

If a school fails to pass these validations, the errors will be displayed and the import will stop validating.

If all records in the import/input file pass the edits/validations, the data will be written to the permanent Discipline Table and the School data will be automatically submitted.

When all the school buildings in a district have been successfully imported, the district will also show as being submitted. The import file can contain as few as one school building or it can contain all buildings in the district.

Special Education Discipline Report Import Process

Appendix A

- Sections A - D (Removals by Disability, Race/Ethnicity, Gender, LEP Status)

Rule 1:

For each <u>row</u> (disability category), the unduplicated count of children unilaterally removed for drugs, weapons, and serious bodily injuries (1A) must be less than or equal to the sum of the number of unilateral removals for drugs (1B), the number of unilateral removals for weapons (1C), and number of removals for serious bodily injury (1D). If, for any row, the unduplicated count is greater than the sum, then there is an error in the data.

Rule: 1A <= 1B+1C+1D
Error: 1A > 1B+1C+1D

Rule 2:

If a non-zero is reported in 1B, 1C, or 1D, a non-zero number must be reported in 1A. If, for any row, the unduplicated count in 1A is zero and 1B, 1C, or 1D has a non-zero number, then there is an error in the data.

Rule: IF 1B > 0 OR 1C > 0 OR 1D > 0 THEN 1A > 0
Error: 1A = 0 AND (1B > 0 OR 1C > 0 OR 1D > 0)

Rule 3:

For each <u>row</u> (disability category), the total number of disciplinary removals (5A) must be greater than or equal to the sum of the number of children with disciplinary removals totaling one day (5B), number of children with disciplinary removals totaling two to ten days (5C), and the number of children with disciplinary removals totaling greater than 10 days (5D). If, for any row, the total disciplinary removals in 5A is less than the sum of number of children with disciplinary removals in 5B, 5C, and 5D, then there is an error in the data.

Rule: 5A >= 5B+5C+5D
Error: 5A < 5B+5C+5D

Rule 4:

If a non-zero is reported in 5B, 5C, or 5D, a non-zero number must be reported in 5A. If, for any row, the unduplicated count in 5A is zero and 5B, 5C, or 5D has a non-zero number, then there is an error in the data.

Rule: IF 5B > 0 OR 5C > 0 OR 5D > 0 THEN 5A > 0
Error: 5A = 0 AND (5B > 0 OR 5C > 0 OR 5D > 0)

Special Education Discipline Report Import Process

Rule 5:

For each <u>row</u> (disability category), the sum of number of children with disciplinary removals totaling one day (5B), number of children with disciplinary removals totaling two to ten days (5C), and number of children with disciplinary removals totaling greater than 10 days (5D) should be less than or equal to the sum of columns for number of children (1A), removals to an interim alternative educational setting based on a hearing officer determination regarding likely injury (2), number of children with out of school suspension/expulsion totaling 10 days or less (3A), number of children with out of school suspension/expulsions totaling greater than 10 days (3B), number of children with in school suspensions/expulsions 10 days or less (4A), and number of children with in school suspensions/expulsions totaling greater than 10 days (4B). If sum of columns 5B, 5C, and 5D is greater than the sum of columns 1A, 2, 3A, 3B, 4A, and 4B then, then there is an error in the data.

Rule: 5B+5C+5D <= 1A+2+3A+3B+4A+4B
Error: 5B+5C+5D > 1A+2+3A+3B+4A+4B

Rule 6:

For each <u>row</u> (disability category), the sum of number of children with disciplinary removals totaling one day (5B), number of children with disciplinary removals totaling two to ten days (5C), and number of children with disciplinary removals totaling greater than 10 days (5D) should be greater than or equal to the sum of columns for number of children (1A), removals to an interim alternative educational setting based on a hearing officer determination regarding likely injury (2), number of children with out of school suspension/expulsion totaling 10 days or less (3A), and number of children with out of school suspension/expulsions totaling greater than 10 days (3B). If sum of columns 5B, 5C, and 5D is less than the sum of columns 1A, 2, 3A, and 3B, then there is an error in the data.

Rule: 5B+5C+5D >= 1A+2+3A+3B
Error: 5B+5C+5D < 1A+2+3A+3B

Rule 7:

For each <u>row</u> (disability category), the sum of number of children with disciplinary removals totaling one day (5B), number of children with disciplinary removals totaling two to ten days (5C), and number of children with disciplinary removals totaling greater than 10 days (5D) should be greater than or equal to the sum of columns for number of children (1A), removals to an interim alternative educational setting based on a hearing officer determination regarding likely injury (2), number of children with in school suspensions/expulsions 10 days or less (4A), and number of children with in school suspensions/expulsions totaling greater than 10 days (4B). If sum of columns 5B, 5C, and 5D is less than the sum of columns 1A, 2, 4A, and 4B then there is an error in the data.

Rule: 5B+5C+5D >= 1A+2+4A+4B
Error: 5B+5C+5D < 1A+2+4A+4B