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Discipline Data Collection
The Exceptional Student Services (ESS) Discipline Data Collection (DDC) is an initiative to improve the collection, use, and reporting of disciplinary incident data for use in Individuals with Disabilities Education Act (IDEA) data reporting. Discipline data is extracted to pre-populate data within the ESS Special Education Data Dashboard (SEDD) application (coming soon), for public education agency (PEA) validation prior to submission to the U.S. Department of Education/Office of Special Education (USDOE/OSEP).

As outlined in IDEA Section 618, the information submitted by PEAs within DDC is used for reporting the number of disciplinary removals by different categorizations for students with disabilities. The information is also used in testing significant disproportionality and discrepancy, which considers the rate of removal for students with disabilities by race/ethnicity vs all other race/ethnicities to determine if a PEA needs to complete required actions with its IDEA Entitlement grant.

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Terminology

Individualized Education Program (IEP) (A.R.S. § 15-761(11))
A written statement, as defined in 20 U.S. Code sections 1401 and 1412, for providing special education and related services to a child with a disability.

Public Education Agency (PEA) (A.R.S. § 15-761(26))
A school district, a charter school, an accommodation school, a state-supported institution, or any other political subdivision of this state that is responsible for providing education to children with disabilities.

Incident
An incident is an event that occurs on school grounds or at a school-sponsored event that disrupts the orderly functioning of a school or classroom.

Violation
A violation is a crime or infringement of the law or of the policy, right, or expectation of the PEA.

Action
An action can be taken in response to an incident for infringing upon the standards established by the PEA.

Arizona Education Data Standards (AzEDS)
Acts as the student accountability system for the Department of Education and the state of Arizona for all student-level data. Discipline data is currently not allowed to be submitted into AzEDS directly under ARS § 15-1042(J).

District of Residence (DOR)
The PEA where a student resides, regardless of where he/she attends to receive educational and/or special education services. This includes students attending sites within PEA/LEA, tuitioned-out students, and students attending sites outside of PEA/LEA.
DDC Application

- Accessed through the ESS Portal under ADEConnect
- Your PEA Entity Administrator for ADEConnect can assign the permission for what is needed
  - **ESS Discipline Data: Read**
    - This is a read only role for data within the DDC application for your PEA
  - **ESS Discipline Data: Edit**
    - This is a data entry role for a user to enter incidents but not certify the data
  - **ESS Discipline Data: LEA Signer**
    - This role should be assigned only to a Superintendent, SPED Director or equivalent that has permissions to certify the incident data for the fiscal year. This role also is also able to perform all actions of an Edit role

- These permissions also grant access to archived information in Legacy AzSAFE linked within the application
- Permissions can be assigned at the school level or district/parent level within a PEA

Figure 1
ESS Discipline Data Collection Application Home Screen

Figure 2

ESS Discipline Data Collection Application Home Screen

ESS Discipline Data Collection Application Home Screen

Application Menu

Figure 3

Application Menu

- Home—Takes user to the home page
- Incident—Allows users to search incidents to edit or to submit a new incident manually or through a file upload
- Year End Data Certification—Signature page to certify all entered incidents are accurate and all sites the PEA is identified as the DOR have accurate counts of incidents
- Legacy AzSAFE—Allows users to look up old incidents submitted into AzSAFE archives from prior fiscal years
- Help—Guides users to ADEConnect assistance webpages
- Welcome (username)—Allows users to go back to ADEConnect, ESS Portal, or to sign out
Submitting Incidents
Incident submissions require the following information:

- State Student ID (SSID)
- The location of the incident (which school)
  - Users can select multiple schools if the child attends multiple campuses.
- The date of the incident
- Who referred the incident and when the referral was provided
- Some data fields will prepopulate to provide existing information from AzEDS, such as the student's name and basic enrollment information about the student
- Violation applicable to the student
- Action taken against the student as a response to the violation
  - Indicates the type of removal, date range of the removal, and the number of hours the student was removed
- User can submit an incident and any error displayed will inform the user to adjust information as needed

Figure 4
Incident Number/Date Information

```
Incident Number: 820
Incident Date: 10/30/2019
```

- Incident Number—arbitrarily assigned ID number for incident, only used for troubleshooting technical errors
- Incident Date—the date the incident/violation occurred

Figure 5
Offender Information

```
Offender State Student ID: 12345678
Search
```

- Offender State Student ID—SSID should be entered here, then click search
- Information in yellow box will automatically pre-populate if the student has a SPED program in AzEDS over the incident date
Figure 6
Referral Information

- Referral Date—the date the referral was made to the administrative office
- Referred By—the person who referred the incident to the administrative office
  - First Name
  - Last Name
  - Phone Number

Figure 7
Violation Information

- Violation—Drop-down list of what the student did that led to his or her removal from the educational environment
- Violation Comments – Notes for PEA use

Figure 8
Action Taken Information

- Action Taken—The result of a violation committed by a student; can select from a drop down
- Start Date & End Date—Date range of the action taken
- Total Hours Removed—The total hours the student was removed from his or her normal educational environment through the action taken
- Special Education Services Declined by Parent/Legal Guardian—this box should be checked if special education services were declined during the removal
- Action Taken Comments—Comments for PEA use
After all the required items with asterisks are provided, the user can click the submit button and the system will process the incident. If there are any errors, the user will have to revise information as needed and resubmit the information.

### Submitting Incidents—XML File

- Student Information Systems (SIS) can utilize an XML template to upload information in bulk into the ESS Discipline Data Collection application.
- Users coordinate with vendors to have them implement extracts into a format for the DDC tool to use.
- Uploads all the data at one or multiple schools and puts new data into the system.
- If a user has a PEA user permission, he or she can upload information at one site or multiple sites at a time.
  - **CAUTION:** every site listed in the upload will remove all the current data at that site and upload only what is in the XML file.
  - Example: if a PEA has three schools, but only two site IDs are provided in the XML, it will only delete the incidents currently in the application for the two sites on the list.
  - The remaining site will keep any data already submitted into the application intact.

#### Figure 9
Upload Incidents

- Users should log in and select Upload Incidents under the Incident menu.

#### Figure 10
Upload XML File

- Screen will provide a disclaimer message as cautioned earlier regarding the overwriting of data at a school site.
- The XML schema is provided at the top right for vendors to know how the data should be formatted for upload.
The XML Schema is also available on our website, and sent via our ESS DM Listserv if there are any updates.

- Select the file you want to import (remember it should be a file with an XML extension exported from your SIS)
- Check the box to indicate your understanding of the disclaimer
- Click upload button

Figure 11
Upload Status

- The system will begin processing your file
- Results of the upload will populate in a spreadsheet format once it has finished processing
- The file name should not matter if it has an XML extension

Figure 12
Results of File Upload

- Once the XML is done processing, the system will provide feedback in a spreadsheet. Figure 12 represents an XML file with errors.
- If there are errors, the system will provide the errors in a column to the right and warn that invalid data was provided
- You can work through these errors as necessary or work with your vendor if it is a SIS translation issue
- No data will process until all the errors on the sheet are resolved to avoid inappropriately deleted data at sites

Figure 13
Example Error Message
• Errors may be conceptual or logical errors you can resolve
• Some errors may be technical, and you may have to work with your vendor on the values that were exported from your system
• Contact ESS Data Management, and we can try to work through them with you if you are stuck; we may have to investigate as in the example above

Figure 14
Successful Upload Example

Users may download the XML success or error report into an Excel spreadsheet:
• If the file submissions processed correctly, each incident will show green text indicating a successful save
• Users can search incidents and do manual modifications in the DDC application, as necessary, after a file upload
• Incidents show up on reports with the values successfully processed
• If a user does another XML upload with School IDs on the file, it will delete what has already been submitted for those schools and refresh only with what is on the file
  o Note: any manual revisions done after one file upload will be completely erased when a new file upload for a specific school is provided
Year End Data Certification
Upon completion of all incident entry, all PEAs will have to certify the reported data, including sites with zero (0) incident counts where the PEA is identified as the DOR. It is understood the certification for tuition out sites is for students under the DOR only.

Only users with the role ESS Discipline Data Collection: Signer assigned at the District or Charter District level may complete this page.

Review Incident counts for all School sites listed to ensure accuracy, including sites with zero (0) counts.

Users will need to provide the following information on the certification page:

- Their Title (Select equivalent title from dropdown)
- Comments (not required)
- Select checkbox certifying the following:
  
  1. Confirmed the accuracy of the Discipline data as submitted.
  
  2. Resolved any significant or unusual findings.

Figure 15
Year End Data Certification

Clicking Submit completes the ESS DDC requirements for the fiscal year. User Submit button is disabled until certification checkbox is selected.
Upon completion of Year End Data Certification, the submission screen will update within 5 seconds to a page indicating the process is complete.

Figure 16
Undo

**Year End Certification of Data**

> Year End Certification of data can only be submitted by District or Charter District level users.

Data Certification is complete.
If you need to retract any information, please click on the Undo button. Doing this will reset your year end certification and allow you to make changes.
Please note: You may not make changes after the data certification period has ended.

Undo

Selecting ‘Undo’ on this page will allow further incident entry as long as the DDC application is open for the fiscal year.

Only a user with the role *ESS Discipline Data: LEA Signer* can select the ‘Undo’ button.

Once additional incidents are entered, the Year End Data Certification will need to be completed again by the LEA Signer.

**Reports**

Allows users to search incidents and filter the results that filters the following columns:

- Student Name
- State Student ID (SSID)
- Violation
- Sub-Category Violation
- Removal

A user will need to type keywords in the search box for this feature to work.
Users can pull the results by fiscal year, DOR Name, and school name.
DOR Name will only populate from the parent entity that the user is logged into within ADEConnect.

Users can extract the results in PDF and/or Excel.
Users can search to filter results from most of the columns.
Category List of Violations
Below is a master list of all the categorized violations and their sub-categories for reference:

- **Drugs**
  - Alcohol
  - Tobacco
  - Other

- **Weapons**
  - Pocket knife blade less than 2.5 inches
  - Other

- **Serious Bodily Injury**
  - Serious Bodily Injury

- **Other**
  - Other