

## Data Elements

Complete all fields (columns) that are identified as **Required** in the status field below. Fields identified as **Conditional** must be completed if the record meets the requirements explained in the Element Description. Fields identified as **Optional** can be reported, but are not necessary.

Status	Element Number	Element Description
<b>REQUIRED</b>	<b>1</b>	<p><b>Alaska Student Identification Number</b>            Student's unique Alaska Student Identification Number.            No student data will be accepted without a valid ID number.</p> <p><u>Example</u>      <u>Description</u>            999999      Leading zeros are not required but are acceptable.</p> <p>4 AAC 07.060(a)(7) states that the Alaska Student Identification Number (AKSID) must appear in each electronic record containing student-level information that is reported to the department.</p> <p><i>See Appendix B to view the specific regulation.</i></p>
<b>OPTIONAL</b>	<b>2</b>	<p><b>District Student Identification Number</b>            Unique student identifier the school district uses internally to identify individual students.</p> <p><b>Note:</b> This number is not to be confused with the Alaska Student Identification Number.</p>
<b>REQUIRED</b>	<b>3</b>	<p><b>Student Name – Last</b>            Student's last name</p>
<b>REQUIRED</b>	<b>4</b>	<p><b>Student Name – First</b>            Student's first name</p>
<b>OPTIONAL</b>	<b>5</b>	<p><b>Student Name – Middle (or Middle Initial)</b>            Student's middle name or initial</p> <p><b>Note:</b> Do not include Jr., Sr., II, III, etc. or commas in the Last, First or Middle Name fields. If you do, the Student ID System will not match and will result in an error message being generated in Edit Report.</p>
<b>Required if student has a middle name</b>		
<b>OPTIONAL</b>	<b>6</b>	<p><b>Name Suffix</b>            An appendage, if any, used to denote a student's generation in his family (e.g., Jr., Sr., II, III). Periods are acceptable.</p>
<b>REQUIRED</b>	<b>7</b>	<p><b>Birth Date</b>            Student's date of birth.            Format: MM/DD/YY or MM/DD/YYYY</p>

Status	Element Number	Element Description																											
REQUIRED	8	<p><b>Gender</b> Code indicating the gender of the student.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>F</td> <td>Female</td> </tr> <tr> <td>M</td> <td>Male</td> </tr> </tbody> </table>	Code	Description	F	Female	M	Male																					
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REQUIRED	9	<p><b>Race or Ethnicity</b> Code indicating the racial or ethnic background of the student.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Additional Directions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>White (Caucasian)</td> <td></td> </tr> <tr> <td>2</td> <td>African American</td> <td></td> </tr> <tr> <td>3</td> <td>Hispanic</td> <td><u>All</u> Students of Hispanic/Latino ethnicity must be reported as Hispanic, regardless of their race.</td> </tr> <tr> <td>4</td> <td>Asian</td> <td></td> </tr> <tr> <td>5</td> <td>American Indian</td> <td></td> </tr> <tr> <td>6</td> <td>Alaska Native</td> <td></td> </tr> <tr> <td>7</td> <td>Two or More Races</td> <td>Do <u>not</u> include individuals that have identified themselves as Hispanic/Latino.</td> </tr> <tr> <td>8</td> <td>Native Hawaiian or Pacific Islander</td> <td></td> </tr> </tbody> </table> <p><i>See Appendix C for Race/Ethnicity Code clarifications.</i></p>	Code	Description	Additional Directions	1	White (Caucasian)		2	African American		3	Hispanic	<u>All</u> Students of Hispanic/Latino ethnicity must be reported as Hispanic, regardless of their race.	4	Asian		5	American Indian		6	Alaska Native		7	Two or More Races	Do <u>not</u> include individuals that have identified themselves as Hispanic/Latino.	8	Native Hawaiian or Pacific Islander	
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REQUIRED	10	<p><b>School Identification Number</b> School code as assigned by EED.</p> <p>The first two digits represent the district number, while the last four digits represent the school number.</p> <p>Leading zeros are not required but are acceptable.</p> <p>Please go to <a href="http://education.alaska.gov/Alaskan_Schools/Public/">http://education.alaska.gov/Alaskan_Schools/Public/</a> And click on <u>2015-16 District and School IDs</u>, under <u>Quick References for school numbers</u>.</p>																											

Status	Element Number	Element Description
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**REQUIRED**

**11**

**Student Grade Level**

This is a code identifying the grade level of the student **at the time of the disciplinary incident**.

A leading zero is not required, but is acceptable for Codes 1-9.

<u>Code</u>	<u>Description</u>
PK	Pre-Kindergarten
KG	Kindergarten
01	First grade
02	Second grade
03	Third grade
04	Fourth grade
05	Fifth grade
06	Sixth grade
07	Seventh grade
08	Eighth grade
09	Ninth grade
10	Tenth grade
11	Eleventh grade
12	Twelfth grade

**REQUIRED**

**12**

**Disability**

This code is used to identify children with disabilities receiving special education and related services according to an individualized education program (IEP). This field should report the student's disability code **at the time of the disciplinary incident**.

<u>Code</u>	<u>Description</u>
0	Not receiving special education services
2	Cognitive Impairment
3	Hearing Impaired – Includes Deaf
4	Speech or Language Impairments
5	Visual Impairments
6	Emotional Disturbance
7	Orthopedic Impairments
8	Other Health Impairments
9	Specific Learning Disabilities
10	Deaf-Blindness
11	Multiple Disabilities
12	Autism
13	Traumatic Brain Injury
14	Developmentally Delayed

*See Appendix D for Disability Code clarifications.*

Status	Element Number	Element Description						
REQUIRED	13	<p><b>LEP Status</b> Indicate whether or not the student was identified as Limited English Proficient (LEP) <b>at the time of the disciplinary incident.</b></p> <p>Students identified as L1, LT or LP for OASIS reporting should be reported as Y in this collection. Students identified as M1, M2 or X for OASIS reporting should be reported as N in this collection.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Student was identified as LEP at the time of the incident.</td> </tr> <tr> <td>N</td> <td>Student was not identified as LEP at the time of the incident.</td> </tr> </tbody> </table> <p><i>See Appendix E for LEP definition.</i></p>	Code	Description	Y	Student was identified as LEP at the time of the incident.	N	Student was not identified as LEP at the time of the incident.
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Y	Student was identified as LEP at the time of the incident.							
N	Student was not identified as LEP at the time of the incident.							
REQUIRED	14	<p><b>Incident Date</b> Report the date (mm/dd/yyyy) of the discipline incident. The date must be within the current reporting year.</p>						
REQUIRED	15	<p><b>Incident Number</b> The school will create a unique number for each incident or event. The Incident Number allows multiple infractions to be reported for the same student during the same event. It is a sequential number that increases each time a new event is entered. If a student has multiple infractions in the same event (e.g., fighting, drug use, etc.), multiple records may be entered to capture all infractions involved. The Incident Number must be the same for all records from one event indicating that they are all part of the same event.</p> <p>All fields except the Weapon ID, Other Weapon Description, Non-Weapon ID or Other Non-Weapon Description must be the same for each record capturing the event. <b>This includes the Original Action, Original Length, Discipline Modified, Modified Action and Actual Length since the consequence should reflect the whole event.</b></p> <p>FAQ 1 contains more detailed information about how to use the Incident Number field. FAQs are located at the end of the handbook.</p>						

**REQUIRED****16****Weapon ID**

Indicate what, if any, weapon was involved in the incident. **Enter code 29 if the incident did not involve a Weapon** and report the Non-Weapon in the Non-Weapon ID field.

See FAQ 2 for more information on how to report if multiple weapons were used in the same incident.

<u>Code</u>	<u>Description</u>
3	BB gun/Pellet gun (Weapon)
4	Bomb (Firearm)
5	Club/Stick (Deadly Weapon)
7	Knife with blade 2 ½ inches or longer (Deadly Weapon)
8	Martial Arts Weapon (Deadly Weapon)
9	Paintball Gun (Weapon)
15	Grenade (Firearm)
16	Mine (Firearm)
17	Rocket/Missile (Firearm)
18	Firecrackers (Weapon)
22	Handgun - automatic/semi-automatic/revolver (Firearm)
23	Rifle/Shotgun (Firearm)
24	Other Firearm - must specify a description in Other Weapons Description field (element number 17)
26	Other Deadly Weapon - must specify a description in Other Weapons Description field (element number 17)
27	Knife <b>less</b> than 2½ inches (Weapon)
28	Other Weapon – (not a firearm or deadly weapon) must specify a description in Other Weapons Description field (element number 17)
29	None – no weapons were involved in this incident

**Notes:**

When entering the Weapon ID and original length of disciplinary action, keep in mind the distinctions made between a firearm and deadly weapon (noted in parenthesis in each weapon description above). By law, students caught possessing a firearm must be expelled for no less than one calendar year. Students caught possessing a deadly weapon must be suspended for a minimum of 30 calendar days.

Knives/blades are coded under two different categories, one for blades 2 1/2 inches and longer (code 7) and one for knives/blades less than 2 1/2 inches (code 27). Any knife/blade coded as a 7 is considered a deadly weapon and must result in a mandatory 30-day suspension.

The administrative officer of a school may, on a case-by-case basis, reduce or otherwise modify the expulsion or suspension of any student.

**If you have a Firearm incident, but there was no expulsion because the student was removed for other reasons such as death, withdrawal or incarceration,** please contact Samantha Wilson at [samantha.wilson@alaska.gov](mailto:samantha.wilson@alaska.gov) or (907) 465-2304 to report this incident. We do not believe that this scenario is happening often if at all, but want to give you an avenue for reporting this type of incident should it happen. The current data collection is not currently set up to allow a record like this. We

Status	Element Number	Element Description																												
		will make modifications to the data collection in future years if through your reporting we learn that this is more common than we anticipate.																												
CONDITIONAL	17	<b>Other Weapon Description</b> If codes 24, 26 or 28 were reported in the Weapons ID field (element number 16) you must provide a brief weapon description in this field. <b>Do not use commas in your description.</b>																												
REQUIRED	18	<b>Non-Weapon ID</b> Indicate the reason for the disciplinary action if a weapon was not involved or if incident included items below in addition to a weapon. <b>Enter code 27 if the incident did not involve a non-weapon infraction</b> and report the Weapon in the Weapon ID field.  See FAQ 2 if multiple non-weapons were involved.																												
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CONDITIONAL	19	<b>Other Non-Weapons Description</b> If code 12 was reported in the Non-Weapons ID field (element number 18) you must provide a brief description of the incident in this field. <b>Do not use commas in your description.</b>																												

Status	Element Number	Element Description
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REQUIRED

20

**Original Action**

Indicate the disciplinary action given to the student for this incident.

<u>Code</u>	<u>Description</u>
E	Expulsion
ISS	In-school suspension
S	Out-of-school suspension

An Expulsion is defined as an action taken by the local educational agency removing a child from his/her regular educational environment for disciplinary **purposes for the remainder of the school year or longer** in accordance with local educational agency policy.

An incident coded as an Expulsion must have an Original Length lasting through the end of the school year.

**Notes:**

If an incident involved a firearm (Weapon ID 4, 15, 16, 17, 22, 23, 24) the student **MUST** receive an expulsion of 365 days.

Incidents with a **deadly weapon** (Weapon ID 5, 7, 8 or 26) **MUST** receive a minimum 30-day suspension from school.

The administrative officer of a school may on a case-by-case basis reduce or otherwise modify the expulsion or suspension of a student. Report any modifications to this action in the Discipline Modified field (element number 22 and Modified Action field (element number 23).

REQUIRED

21

**Original Length**

Indicate the number of days the student was removed from their regular education setting for the disciplinary action. **Report in 0.5 increments** with 0.5 equaling ½ day, 1.0 equaling a full day and so on.

**Notes:**

If a student is expelled, the original length must reflect at least the number of school days missed from the time of the incident to the end of the school year.

Incidents with a **firearm** (Weapon ID 4, 15, 16, 17, 22, 23 or 24) **MUST** receive a 365-day expulsion from school. Modifications to a full calendar year expulsion are allowable but must be issued in writing by the chief administering officer.

Incidents with a **deadly weapon** (Weapon ID 5, 7, 8 or 26) **MUST** receive a minimum 30-day suspension from school.

The administrative officer of a school may on a case-by-case basis reduce or otherwise modify the expulsion or suspension of a student. Report any modifications to this action in the Discipline Modified field (element number 22) and Actual Length field (element number 24).

Status	Element Number	Element Description								
REQUIRED	22	<p><b>Discipline Modified</b> Indicate if the expulsion or suspension, with or without services, was altered from the initial disciplinary action. If a Y is entered, the Modified Action (element number 23) and Actual Length (element number 24) fields must be completed.</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Original action was modified</td> </tr> <tr> <td>N</td> <td>Original action was not modified</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	Y	Original action was modified	N	Original action was not modified		
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Y	Original action was modified									
N	Original action was not modified									
CONDITIONAL	23	<p><b>Modified Action</b> Indicate the final actual action if the Original Action (element number 20) was modified.</p> <p><b>Note:</b> Leave this field blank unless you reported Y the Discipline Modified field.</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>E</td> <td>Expulsion</td> </tr> <tr> <td>ISS</td> <td>In-school suspension</td> </tr> <tr> <td>S</td> <td>Out-of-school suspension</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	E	Expulsion	ISS	In-school suspension	S	Out-of-school suspension
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E	Expulsion									
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CONDITIONAL	24	<p><b>Actual Length</b> Indicate the final actual length of time the student was removed from their regular educational setting if you reported Y in the Discipline Modified field (element number 22).</p> <p><b>Note:</b> Leave this field blank unless you reported Y in the Discipline Modified field.</p> <p><b>Report in 0.5 increments</b> with 0.5 equaling ½ day, 1.0 equaling a full day and so on.</p>								
REQUIRED	25	<p><b>Number of Victims</b> Indicate the number of <b>STUDENT</b> victims who were injured or harmed as a direct result of the incident.</p> <p>If no <b>STUDENT</b> victims were injured enter 0.</p>								
REQUIRED	26	<p><b>Transfer Request</b> Indicate the number of <b>student</b> victims who requested to be transferred to a new educational setting in direct result of the incident.</p> <p>If no <b>student</b> victims requested a transfer, enter 0.</p>								
REQUIRED	27	<p><b>Transfer Request Completed</b> Indicate the number of <b>student</b> victims who were transferred to a new educational setting in direct result of the transfer request.</p> <p>If no <b>student</b> victims were transferred, enter 0.</p>								

Status	Element Number	Element Description						
REQUIRED	28	<p><b>Law Enforcement</b> Indicate if the incident was referred to off-site Law Enforcement personnel.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Incident was referred to off-site law enforcement personnel.</td> </tr> <tr> <td>N</td> <td>Incident was not referred to off-site law enforcement personnel.</td> </tr> </tbody> </table>	Code	Description	Y	Incident was referred to off-site law enforcement personnel.	N	Incident was not referred to off-site law enforcement personnel.
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REQUIRED	29	<p><b>Physical Injury</b> Indicate if one or more <b>students, school personnel, or other persons on school grounds require professional medical attention</b>. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches. Includes any injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty. (18 USC Section 1365(h)(3)).</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Student inflicted physical injury to another person.</td> </tr> <tr> <td>N</td> <td>Student did not inflict physical injury to another person.</td> </tr> </tbody> </table>	Code	Description	Y	Student inflicted physical injury to another person.	N	Student did not inflict physical injury to another person.
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CONDITIONAL	30	<p><b>Educational Services</b> If the student was expelled as a result of the disciplinary action, did they receive educational services during the expulsion?</p> <p><b>Note:</b> Children with disabilities (IDEA) <b>must</b> receive educational services during any removal of more than 10 school days.</p> <p>This element must be reported for any expelled student regardless of disability status and should be left blank for non-expelled students.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Student receive educational services during the expulsion.</td> </tr> <tr> <td>N</td> <td>Student did not receive educational services during the expulsion.</td> </tr> </tbody> </table>	Code	Description	Y	Student receive educational services during the expulsion.	N	Student did not receive educational services during the expulsion.
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CONDITIONAL	31	<p><b>Hearing Officer Removal</b> Indicate if a student with a disability was removed from his/her current education placement to an appropriate alternative educational setting <b>for not more than 45 school days</b> by an impartial <b>Special Education Due Process Hearing Officer</b>.</p> <p><b>Note:</b> Leave this field blank unless this record is for a student with a disability.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Student was removed by an impartial Special Education Due Process Hearing Office.</td> </tr> <tr> <td>N</td> <td>Student was not removed by an impartial Special Education Due Process Hearing Office.</td> </tr> </tbody> </table>	Code	Description	Y	Student was removed by an impartial Special Education Due Process Hearing Office.	N	Student was not removed by an impartial Special Education Due Process Hearing Office.
Code	Description							
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N	Student was not removed by an impartial Special Education Due Process Hearing Office.							

Status	Element Number	Element Description						
CONDITIONAL	32	<p><b>Unilateral Removal</b> Indicate if a student with a disability was removed from his/her current educational placement to an appropriate interim alternative educational setting <b>for not more than 45 school days</b> by <b>school personnel</b> (not by a hearing officer or the IEP team).</p> <p><b>Note:</b> Leave this field blank unless this record is for a student with a disability.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Student was removed by school personnel.</td> </tr> <tr> <td>N</td> <td>Student was not removed by school personnel.</td> </tr> </tbody> </table>	Code	Description	Y	Student was removed by school personnel.	N	Student was not removed by school personnel.
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CONDITIONAL	33	<p><b>Interim Alternative Educational Setting Name (changed name from Alternate Program Name)</b></p> <p>If either <b>Hearing Officer Removal</b> (element number 31) or <b>Unilateral Removal</b> (element number 32) says Y, enter the name of the Interim Alternative Educational Setting that the student was removed to by the IEP team or the hearing officer as a result of this incident. <b>Do not include commas in this field.</b></p>						
OPTIONAL	34	<p><b>Notes Field</b></p> <p>Districts may use this optional field to make notes about data entered in the record to explain any special circumstances that should receive consideration.</p> <p><b>Do not include commas in this field</b></p>						