

Suspension and Expulsion Reporting Data Elements		
Status	Column	Element Name
Required	A	<b>District ID</b> Provide valid District ID
Required	B	<b>School Number</b> Provide valid school number
Required	C	<b>Incident Date</b> The date (mm/dd/yyyy) of the discipline incident. Must be within this reporting year.
Required	D	<b>School Year</b> The current school year (xxxx-xxxx)
Required	E	<b>AKSID</b> The student's unique Alaska Student Identification Number The student's ID number, name, and date of birth must match the AKSID.
Required	F	<b>Birth Date</b> The student's date of birth. MM/DD/YYYY format
Required	G	<b>Last Name</b> The student's last name. Do not include a suffix such as Jr., Sr., II, III, etc. or commas.
Required	H	<b>First Name</b> The student's first name.
Required	I	<b>Gender</b> M = Male F = Female
Required	J	<b>Record Number</b> This number is created by the school to link incidents with multiple infractions. Must be a whole number.
Required	K	<b>Grade</b> The student's grade level at the time of the incident. PK = Pre-Kindergarten KG = Kindergarten 1-12 = Grades 1 through 12; Specify grade
Required	L	<b>Ethnicity Code</b> The ethnicity of the student, based upon the following codes: 1 = White 2 = Black 3 = Hispanic 4 = Asian 5 = American Indian 6 = Alaska Native 7 = Multi-Ethnic 8 = Native Hawaiian or Pacific Islander
Required	M	<b>Disability Code</b> Indicates if the student is identified as receiving special education services based upon the following codes: 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

		<p>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</p>
Required	N	<p><b>Limited English Proficient</b>  Indicates whether the student has been identified as a student with Limited English Proficiency (LEP)  Y = Yes  N = No</p>
Weapon ID column or Non-Weapon ID column must be populated (or both if incident warrants)	O	<p><b>Weapon ID</b>  Indicates whether a weapon was involved in the incident resulting in an expulsion, in-school suspension, or out-of-school suspension based upon the following codes:  3 = BB Gun/ Pellet Gun (Weapon)  4 = Bomb (Firearm)  5 = Club/Stick (Deadly Weapon)  7 = Knife with blade 2½ 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 the following column, Other Weapons Description)  26 = Other Deadly Weapon (must specify a description in the following column, Other Weapons Description)  27 = Knife LESS than 2½ inches (Weapon)</p>
Required <i>if</i> a Weapon ID is 24 (Other Firearm) or 26 (Other Deadly Weapon)	P	<p><b>Other Weapon Description</b>  Must provide description only <i>if</i> the preceding column is populated with the codes 24 or 26.  No commas allowed in description.</p>
Weapon ID column or Non-Weapon ID column must be populated (or both if incident warrants)	Q	<p><b>Non-Weapon ID</b>  If a weapon was not used but the incident resulted in an expulsion, in-school suspension, or out-of-school suspension based upon the following codes:  1 = Assault  2 = Alcohol  9 = Fighting  10 = Bullying, Harassment, Intimidation  12 = Other/Type Not Listed (must specify a description in the following column, Other Non-Weapons Description)  16 = Tobacco  20 = Illicit Drugs</p>
Required <i>if</i> a Non-Weapon	R	<p><b>Other Non-Weapons Description</b>  Must provide description only <i>if</i> the preceding column is populated with</p>

ID is 12 (Other/Type Not Listed)		the code 12. No commas allowed in description.
Required	S	<b>Original Action</b> Indicates the disciplinary action given to the student. E = Expulsion ISS = In-school suspension S = Out-of-school suspension If an incident involves a firearm (codes: 4,15,16,17,22,23,24) the student <i>MUST</i> receive an expulsion of 365 days. This may be modified in the Discipline Modified field. If an incident involves a deadly weapon (codes: 5, 7, 8, 26) the student <i>MUST</i> receive a minimum 30-day suspension.
Required	T	<b>Original Length</b> Indicates the length of time the student was removed from the classroom for the disciplinary action. Use numbers in .5 increments If a student is expelled, the original length must be 365 days. The original action and original length may be modified in the Modified Action and Actual Length fields. Incidents with a firearm ID (4,15,16,17,22,23,24) <i>MUST</i> receive a 365-day expulsion. Incidents with deadly weapon IDs (5, 7, 8, 26) <i>MUST</i> receive a minimum 30-day suspension.
Required	U	<b>Discipline Modified</b> Indicates if the expulsion or suspension, with or without services, was altered from the initial disciplinary action. If a Y is entered, the following Modified Action and Actual Length fields must be completed. Y = Yes N = No
Required <i>if</i> a Y is entered in the Discipline Modified field	V	<b>Modified Action</b> E = Expulsion ISS = In-school suspension S = Out-of-school suspension
Required <i>if</i> the Discipline Modified and Modified Action columns are populated	W	<b>Actual Length</b> Indicates the actual length of time the student was removed from the classroom for the modified disciplinary action. Must be in number form, in 0.5 increments.
Required	X	<b>Victim Number</b> Indicates the number of STUDENT victims who were injured or harmed as a direct result of the incident. Must be a whole number. If no STUDENT victims were injured, populate with 0.
Required	Y	<b>Transfer Request</b> Indicates the number of STUDENT victims who requested to be transferred to a new educational setting in direct result of the incident. Must be a whole number. If no STUDENT victims requested a transfer, populate with 0.
Required	Z	<b>Transfer Requests Completed</b> Indicates the number of student victims that were transferred to a new

		educational setting in direct result of the transfer request. Must be a whole number. If no student victims were transferred, populate with 0.
Required	AA	<b>Medical Personnel</b> Indicates if the student victim was referred to off-site medical personnel (not school nurses). Y = Yes N = No
Required	AB	<b>Law Enforcement</b> Indicates if the incident was referred to off-site Law Enforcement personnel. Y = Yes N = No
Required	AC	<b>Serious Bodily Injury</b> Indicates if the student inflicted serious bodily injury to self or another student. Y = Yes N = No
Required	AD	<b>Educational Services</b> Indicates if the student was referred educational services during the expulsion. Y = Yes N = No
Required	AE	<b>Hearing Officer Removal</b> Indicates if a student with a disability was removed from his/her current education placement to an appropriate alternative educational setting for not more than 45 school days by an impartial Special Education Due Process Hearing Officer. Y = Yes N = No
Required	AF	<b>Unilateral Removal</b> Indicates if a student with a disability was removed from his/her current educational placement to an appropriate interim alternative educational setting for not more than 45 school days by school personnel (not by a hearing officer or the IEP team). Y = Yes N = No
Required	AG	<b>Alternate Program</b> Indicates if the student with a disability was referred to an alternative school or program not more than 45 days by the IEP team. An Alternative Program is defined as an appropriate setting determined by the student's IEP team. Y = Yes N = No
Required	AH	<b>Alternate Program Name</b> Indicates the name of the alternate education program the student was referred. If the student did not attend an alternate program, populate with <i>None</i> .