

The Alaska Department of Education & Early Development has enhanced the online reporting process for suspensions and expulsions. In the past, all suspensions, expulsions, and full-day unexcused absences were reported on a department-approved template and uploaded into our Suspension, Expulsion, and Truancy (SET) online reporting system. In an effort to make the reporting process smoother and more efficient for school districts throughout the state, all suspensions and expulsions will be reported in the State Report Manager (SRM) beginning in 2015-2016. This is the same system districts use to upload OASIS and staffing files throughout the year.

One key change is the suspension/expulsion data collection will no longer be open throughout the entire year. Districts will instead submit data at the end of the reporting year between May 16, 2016, and June 30, 2016. Like other SRM data collections, districts will not be able to amend files once they have been certified. The SRM test environment will be available well in advance of May 16 to allow time for districts to become familiar with the required data elements and validation rules.

The department will publish the Suspensions & Expulsions Data Handbook in early 2016. This handbook will include instructions for reporting, changes from previous SET data collections, definitions, data elements (included with this e-mail), and frequently asked questions. We will then schedule multiple conference calls to review the handbook in depth.

Please note that full-day unexcused absences will not be entered into the SRM and will continue to be reported using an excel template and uploaded into the current online reporting system. Like suspensions and expulsions, though, full-day unexcused absences will not be reported until the end of the school year. The template will be released in early 2016 along with the handbook.

Moving the collection of suspension/expulsion data to the familiar SRM will have a positive impact on data quality and the overall submission process. We are making you aware of this change now as schools prepare to open because shifting to the SRM and a year-end collection is a big change. Although districts will not upload files until the end of the 2015-2016 school year, please be sure to implement processes now that will ensure accurate data collection and tracking throughout the school year, leading to a successful, comprehensive file upload next spring. We will continue to keep districts informed as the 2015-2016 school year progresses.

For questions about **the reporting of specific incidents**, please contact:

Samantha Wilson
Education Associate III
samantha.wilson@alaska.gov
(907) 465-2304

For questions about **the SRM**, please contact:

Brian Laurent
Data Management Supervisor
Brian.laurent@alaska.gov
(907) 465-8418