

# SUSPENSIONS AND EXPULSIONS DATA HANDBOOK

2023-2024 School Year

Due: June 30, 2024

***Failure to report by the June 30 deadline may result in withholding the district reimbursement of federal funds.***

Last Update: February 6, 2024



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# 2023-24 Suspension and Expulsions handbook updates

*(All changes to the handbook will be italicized and highlighted in blue font)*

## **New Data Elements**

- None

## **Changes to Existing Data Elements**

- None

## **New Validation Rules**

- None

## **Changes to Existing Validation Rules**

- None

## **New Definitions**

- None

## **Record Layout**

- None

## General Instructions

- Districts are required by law to report all suspensions and expulsions to the Alaska Department of Education & Early Development by June 30 of each year. *Failure to report by the June 30 deadline may result in withholding district reimbursement of federal funds.* The state collects this data in order to fulfill both state and federal reporting mandates as well as measure statewide school safety. These reporting requirements are found in the Alaska statutes, the Safe and Drug-Free Schools and Communities Act (Title IV, Part A) of ESEA, the School Improvement Grant (SIG) program (section 1003(g) of the Elementary and Secondary Education Act (ESEA)) and Individuals with Disabilities Education Act (IDEA) (Section 618). More details about these reporting requirements can be found on the Department of Education and Early Development (DEED) [Suspension, Expulsion, and Truancy Reporting](#) webpage ([education.alaska.gov/safeschools/suspexptruancy](http://education.alaska.gov/safeschools/suspexptruancy)).**
- Suspension/Expulsion data is reported through the State Resource Manager (SRM) portal. The truancy data is reported in the Summer OASIS data collection in the SRM. ***If you need a login for SRM or need to reset your login information, email [deed.srm@alaska.gov](mailto:deed.srm@alaska.gov) with your request.***
- A district cannot submit their Suspension/Expulsion data until **all** non-correspondence schools within the district have passed the last student day on the school calendar that was submitted to the state for this school year.
- The definitions section should be reviewed carefully.
- There are edit checks built into the SRM system that will identify errors in your data. A complete list of errors and warnings are included in [Appendix A](#).
- If your district has no suspensions or expulsion to report in this school year, you will still need to upload a file into SRM. This file will contain the header row followed by one record with the number 0 entered into the Alaska Student Identification Number field (element 1) in the first row following the header. Uploading this simple file will notify the State that your district had no suspensions or expulsions in any school during this reporting year.**
- If you have a record that receives a modified Action or Length after you submitted your file, contact Samantha Wilson at [samantha.wilson@alaska.gov](mailto:samantha.wilson@alaska.gov) or (907) 465-2304 to notify the state of the modification.
- 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 for a record like this. We will make modifications to the data collection in future years if through your reporting it is learned that this is more common than anticipated.
- The State Report Manager (SRM) system submission process can be found on the Department's website under Data Center. Select the [State Report Manager \(SRM\) User Guide](#) ([education.alaska.gov/Stats/Guides/SRM\\_Guide.pdf](http://education.alaska.gov/Stats/Guides/SRM_Guide.pdf)) for complete directions for the SRM data submission portal.

## SRM File Submission Instructions

1. Districts must submit a complete set of data elements as defined in this data handbook for each student who received a disciplinary action of **expulsion, in-school suspension or out-of-school suspension** at any point during the current school year. This data will be submitted through the online [State Report Manager \(SRM\)](https://srm.eed.state.ak.us/srm) (<https://srm.eed.state.ak.us/srm>).
  - The State Report Manager (SRM) is an online automated data collection process where the district will upload its data file and receive immediate data validation.
  - To accommodate the different computer systems in Alaska and to facilitate data reporting, districts have two file format options for reporting data:
    - Tab-delimited (.TXT) or zipped tab-delimited
    - Comma-separated (.CSV) or zipped CSV

For further instructions on submitting through SRM, please ***select the [SRM Guide](https://education.alaska.gov/Stats/Guides/SRM_Guide.pdf)*** ([https://education.alaska.gov/Stats/Guides/SRM\\_Guide.pdf](https://education.alaska.gov/Stats/Guides/SRM_Guide.pdf)).

- Additionally, DEED provides a test environment for SRM at [SRM Test Site](https://srmtest.eed.state.ak.us/srm) (<https://srmtest.eed.state.ak.us/srm>). ***If you need a login for SRM or need to reset your login information, email [deed.srm@alaska.gov](mailto:deed.srm@alaska.gov) with your request.*** Please note the Test Site and Live Site have different logins and are not connected to each other. If your district is unable to submit the file using SRM, contact Aiko Zaguirre at [aiko.zaguirre@alaska.gov](mailto:aiko.zaguirre@alaska.gov) or (907) 465-8435 for assistance. If you have questions about how to report a specific incident, contact Samantha Wilson at [samantha.wilson@alaska.gov](mailto:samantha.wilson@alaska.gov) or (907) 465-2304.
  - **Note:** Successful submission requires utilization of exact field names in the header. A list of the field names is located in [Appendix F](#). In addition, an Excel file containing the header field names may be downloaded from the [DEED Forms webpage](https://education.alaska.gov/forms) ([education.alaska.gov/forms](https://education.alaska.gov/forms)) under the Suspension & Expulsions Data Collection.
2. After the completed data file is submitted, you will immediately receive a validation summary report that lists errors that need to be corrected and warnings where verification is needed.
  3. Make corrections in the original file. See [Appendix A](#) for a list of validation rules and error message details.
  4. Re-submit corrections through SRM. Repeat steps 1-3 until data are free of errors.
  5. Certify/verify data are accurate through SRM.

**Note:** When a file is created using the Comma Separated Values format (CSV) and data fields contain commas, the integrity of the exchange file will be compromised.

A program uploading a CSV file interprets each comma as a field delimiter within each record and expects each record to contain the same number of commas. When a data field contains a comma, as in “Smith, JR.” the import program considers the comma between “Smith” and “Jr.” as the demarcation of a new field. The solution is to strip-out all commas at the same time the file is created. An alternative is to use tabs instead of commas as field delimiters.

## Definitions

Term	Definition
Alcohol Offense	The use or possession of alcohol on the school grounds. This includes incidents where the student was under the influence of alcohol on the school grounds.
Assault	Assault: A person commits the crime of assault if: 1) A person recklessly causes serious physical injury or places another in fear of imminent serious physical injury by means of a dangerous instrument; 2) with intent to cause serious physical injury to another, the person causes serious physical injury to any person; 3) the person knowingly engages in conduct that results in serious physical injury to another; 4) a person recklessly causes serious physical injury to another by repeated assaults with or without the use of a dangerous instrument, even if each assault individually does not cause serious physical injury; 5) while being 18 years of age or older, knowingly causes physical injury to a child under 16 years of age and the injury reasonably requires medical treatment; 6) with the intent to place another in fear of death or serious physical injury to the person or the person's family member makes repeated threats to cause death or serious physical injury to another person.
Deadly Weapon	A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does NOT include a pocket knife with a blade of less than 2 1/2 inches in length. (18 USC Section 930(g)(2))
Disciplinary Removal	Any instance in which a child is removed from his/her educational placement for disciplinary purposes, including in-school suspension, out-of-school suspension, expulsion, removal by school personnel to an interim alternative educational setting for drug or weapon offenses or serious bodily injury, and removal by hearing officer for likely injury to self or others.
Drug Offense	The use (or being under the influence), possession, sale, or solicitation of drugs as identified in 21 U.S.C. Section 812(c). This will include marijuana, hashish, or other cannabinoids, steroids, all prescription drugs for which the student does not have a prescription and inappropriate use of nonprescription drugs and other substances). These offenses do <u>not</u> include the use, possession, sale, or solicitation of alcohol or tobacco.
Expulsion	An action taken by the local educational agency (LEA) removing a child from his/her regular school for disciplinary purposes <b>for the remainder of the school year</b> or longer in accordance with LEA policy. <b>This includes removals resulting from violations of the Gun-Free Schools Act that are modified to less than 365 days.</b>
Expulsion Related to a Firearm	Expulsion shall be for a period of not less than one calendar year.
Fighting	Mutual participation in an incident involving physical violence where there is no major injury.
Firearm	Any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing serious physical injury or death. (Title 18 USC §921)
Harassment, Intimidation, or Bullying	Intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and physically harms the student or damages the student's property; has the effect of substantially interfering with the student's education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. (comes from AK statutes)

Term	Definition
Hearing officer	<p><b>A Special Education Due Process Hearing Officer is one who meets the definition in 4 AAC 52.560.</b></p> <p><b>Impartial hearing officer (4 AAC 52.560)</b></p> <p>(a) A hearing officer</p> <p>(1) may not have a personal or professional interest that an independent third party could reasonably expect would conflict with the officer's objectivity in a hearing;</p> <p>(2) may not, during the course of the 12 months immediately preceding appointment, have been employed by</p> <p>(A) a district that is involved in the education or care of children with disabilities;</p> <p>(B) a parent of a child as a representative or consultant in a due process hearing under this section or a complaint process under 4 AAC 52.500;</p> <p>(3) must have participated in a training program for hearing officers developed by the department and conducted by the department or the district;</p> <p>(4) must be at least 21 years of age;</p> <p>(5) must possess knowledge of, and the ability to understand</p> <p>(A) AS 14.30.180 - 14.30.350, this chapter, 20 U.S.C. 1400 - 1482 (Individuals with Disabilities Education Act), or a regulation adopted under 20 U.S.C. 1400 - 1482; and</p> <p>(B) legal decisions and interpretations of special education laws;</p> <p>(6) must be able to conduct hearings in accordance with appropriate standard legal practice; and</p> <p>(7) must possess the knowledge and ability to issue and write decisions in accordance with appropriate standard legal practice.</p>
In-School Suspension	Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.
Interim Alternative Educational Setting	An appropriate setting determined by the child's IEP team or a hearing officer in which the child is placed for <b>no more than 45 school days</b> . This setting enables the child to continue to receive educational services and participate in the general education curriculum (although in another setting) and to progress toward meeting the goals set out in the IEP. As appropriate, the setting includes a functional behavioral assessment and behavioral intervention services and modifications to address the behavior violation so that it does not recur.
Out-of-School Suspension	Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center). For students with disabilities, this includes both removals in which no IEP services are provided because the removal is 10 days or less as well as removals in which the child continues to receive services according to his/her IEP.
Physical Injury	<p>Incidents with injury include those in which one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.</p> <p>Also defined as a bodily 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>

Term	Definition
Removal by a Hearing Officer	Instances in which an impartial hearing officer orders the removal of children with disabilities (IDEA) from their current educational placement to an appropriate alternative educational setting for <b>not more than 45 school days</b> based on the hearing officer's determination that maintaining the child's current placement is substantially likely to result in injury to the child or others. The IEP team is responsible for determining the interim alternative educational setting.
Unilateral Removal	Instances in which school personnel (not the IEP team) order the removal of children with disabilities (IDEA) from their current educational placement to an appropriate interim alternative educational setting for <b>not more than 45 school days</b> . The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do not include decisions by the IEP team to change a student's placement.
Weapons Offense	Possession of one of the following items: handgun, shotgun or rifle, other type of firearm (e.g., devices designed to expel a projectile, grenade, explosive), knife, other sharp object (e.g., razor blade, ice pick, Chinese star), other object (chain, brass knuckle, billy club, stun gun), or a substance used as a weapon (mace, tear gas).



## 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>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>See <a href="#">Appendix B</a> to view the specific regulation.</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>Required if student has a middle name</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>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>
<b>REQUIRED</b>	<b>8</b>	<p><b>Gender</b>            Code indicating the gender of the student.</p> <p>F = Female            M = Male</p>

Status	Element Number	Element Description
REQUIRED	9	<p><b>Race or Ethnicity</b> Code indicating the racial or ethnic background of the student.</p> <p><u>Reporting Codes, Description and Additional Directions</u></p> <p>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</p> <p>See <a href="#">Appendix C</a> for Race/Ethnicity Code clarifications.</p>
REQUIRED	10	<p><b>School Identification Number</b> School code as assigned by DEED.</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>To locate a school number, go to <a href="http://education.alaska.gov/Alaskan_Schools/Public">DEED District and School Information</a> (education.alaska.gov/Alaskan_Schools/Public) and select the 2023-24 District and School IDs link under the Quick References – District Information</p>
REQUIRED	11	<p><b>Student Grade Level</b> This is a code identifying the grade level of the student <b>at the time of the disciplinary incident.</b></p> <p>A leading zero is not required, but is acceptable for Codes 1-9.</p> <p><u>Reporting Code and Description</u></p> <p><b>PK</b> Pre-Kindergarten <b>KG</b> Kindergarten <b>1</b> First grade <b>2</b> Second grade <b>3</b> Third grade <b>4</b> Fourth grade <b>5</b> Fifth grade <b>6</b> Sixth grade <b>7</b> Seventh grade <b>8</b> Eighth grade <b>9</b> Ninth grade <b>10</b> Tenth grade <b>11</b> Eleventh grade <b>12</b> Twelfth grade</p>

Status	Element Number	Element Description
REQUIRED	12	<p><b>Disability</b> 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 <b>at the time of the disciplinary incident.</b></p> <p><u>Reporting Code and Description</u></p> <ul style="list-style-type: none"> <li>0 Not receiving special education services</li> <li>2 Cognitive Impairment</li> <li>3 Hearing Impaired – Includes Deaf</li> <li>4 Speech or Language Impairments</li> <li>5 Visual Impairments</li> <li>6 Emotional Disturbance</li> <li>7 Orthopedic Impairments</li> <li>8 Other Health Impairments</li> <li>9 Specific Learning Disabilities</li> <li>10 Deaf-Blindness</li> <li>11 Multiple Disabilities</li> <li>12 Autism</li> <li>13 Traumatic Brain Injury</li> <li>14 Developmentally Delayed</li> </ul> <p>See <a href="#">Appendix D</a> for Disability Code clarifications.</p>
REQUIRED	13	<p><b>EL (English Learners) Status</b> Indicate whether or not the student was identified as an English Learner (EL) <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, M3, M4 or X for OASIS reporting should be reported as N in this collection.</p> <p><u>Reporting Code and Description</u></p> <ul style="list-style-type: none"> <li>Y Student was identified as EL at the time of the incident.</li> <li>N Student was not identified as EL at the time of the incident.</li> </ul> <p>See <a href="#">Appendix E</a> for EL definition.</p>
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, 2023-2024.</p>

Status	Element Number	Element Description
<b>REQUIRED</b>	<b>15</b>	<p><b>Incident Number</b></p> <p>The school will create a unique number for <b>each incident or event</b>. The Incident Number allows multiple infractions or multiple disciplinary actions 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. Similarly, if a single incident result in multiple discipline actions (ISS, S or E) you may need to use multiple records to capture that data. <b>The Incident Number must be the same for all records from one event indicating that they are all part of the same event.</b></p> <p>All fields except the Weapon ID, Other Weapon Description, Non-Weapon ID, Other Non-Weapon Description, Original action and Original Length and Notes must be the same for each record capturing the event. <b>This includes the Discipline Modified, Modified Action and Actual Length since the consequence should reflect the whole event.</b></p> <p>If you have an incident that you are having difficulty reporting as a single incident due to multiple infractions and/or multiple disciplinary actions (ISS, S, E), contact Samantha Wilson at <a href="mailto:samantha.wilson@alaska.gov">samantha.wilson@alaska.gov</a> or (907) 465-2304 for additional guidance.</p> <p>FAQ 4 contains more detailed information about how to use the Incident Number field. <a href="#">FAQs</a> are located at the end of the handbook.</p>

<p><b>REQUIRED</b></p>	<p><b>16</b></p>	<p><b>Weapon ID</b>  Indicate what, if any, weapon was involved in the incident. <b>Enter code 29 if the incident did not involve a Weapon</b> and report the Non-Weapon in the Non-Weapon ID field. Use the “Other” categories only if the weapon cannot be reported in one of the identified categories below. For example a bat or baton could easily be reported under the Club/Stick category. “Other” is a category of last resort <b>and requires further description in the following field.</b></p> <p>See <a href="#">FAQ 5</a> for more information on how to report if multiple weapons were used in the same incident.</p> <p><u>Reporting Code and Description</u></p> <p><b>3</b> BB gun/Pellet gun (Weapon)  <b>4</b> Bomb (Firearm)  <b>5</b> Club/Stick (Deadly Weapon)  <b>7</b> Knife with blade 2 ½ inches or longer (Deadly Weapon)  <b>8</b> Martial Arts Weapon (Deadly Weapon)  <b>9</b> Paintball Gun (Weapon)  <b>15</b> Grenade (Firearm)  <b>16</b> Mine (Firearm)  <b>17</b> Rocket/Missile (Firearm)  <b>18</b> Firecrackers (Weapon)  <b>22</b> Handgun - automatic/semi-automatic/revolver (Firearm)  <b>23</b> Rifle/Shotgun (Firearm)  <b>24</b> Other Firearm - must specify a description in Other Weapons Description field (element number 17)  <b>26</b> Other Deadly Weapon - must specify a description in Other Weapons Description field (element number 17)  <b>27</b> Knife <b>less</b> than 2½ inches (Weapon)  <b>28</b> Other Weapon – (not a firearm or deadly weapon) must specify a description in Other Weapons Description field (element number 17). <i>(Only use this code as a last resort; includes tasers and toy guns)</i>  <b>29</b> None – no weapons were involved in this incident</p> <p>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.</p> <p>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.</p> <p><b>Examples of Other Weapon (code 28) include toy guns and Tasers.</b></p> <p>The administrative officer of a school may, on a case-by-case basis, reduce or otherwise modify the expulsion or suspension of any student.  <b>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,</b> please contact Samantha Wilson at <a href="mailto:samantha.wilson@alaska.gov">samantha.wilson@alaska.gov</a> 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</p>
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Status	Element Number	Element Description
		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 will make modifications to the data collection in future years if through your reporting we learn that this is more common than we anticipate.
<b>CONDITIONAL</b>	<b>17</b>	<p><b>Other Weapon Description</b> If codes 24, 26 or 28 were reported in the Weapons ID field (element number 16) you <b>MUST</b> provide a brief weapon description in this field. <b><u>Do not use commas in your description or the term “Other Weapon”.</u></b></p>
<b>REQUIRED</b>	<b>18</b>	<p><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. Use the “Other” category <b>only</b> if the non-weapon incident cannot be reported in one of the categories identified below. For example, ‘aggression’ could easily be reported under assault or fighting or bullying, harassment, intimidation depending on the nature of the aggression. “Other” is a category of last resort <b>and requires further description in the following field.</b></p> <p>See <a href="#">FAQ 5</a> if multiple non-weapons were involved.</p> <p><u>Reporting Code and Description</u></p> <p><b>1</b> Assault  <b>2</b> Alcohol  <b>9</b> Fighting  <b>10</b> Bullying, Harassment, Intimidation, and Cyberbullying (includes threats)  <b>12</b> Other/Type Not Listed - must specify a description in Other Non-Weapons Description field (element number 19).  <i>(Only use this code as a last resort.)</i>  <b>16</b> Tobacco/e-Cigarettes/Vapor cigarettes  <b>20</b> Illicit Drugs  <b>21</b> Disruptive Behavior  <b>22</b> Insubordination/Willful Disobedience  <b>24</b> Obscenity/Profanity  <b>25</b> Theft  <b>27</b> None – no non-weapons infractions were involved in this incident  <b>28</b> Attendance related (Tardy, Truancy, Skipping Class)  <b>29</b> Vandalism  <b>30</b> Dangerous Actions/Unsafe Behaviors not otherwise listed</p>
<b>CONDITIONAL</b>	<b>19</b>	<p><b>Other Non-Weapons Description</b> If code 12 was reported in the Non-Weapons ID field (element number 18) you <b>MUST</b> provide a brief description of the incident in this field. <b><u>Do not use commas in your description or the term “other non-weapon” or “Other – Not Listed (Please Describe)”.</u></b></p>

Status	Element Number	Element Description
REQUIRED	20	<p><b>Original Action</b>  <b>Indicate the disciplinary action given to the student for this incident.</b></p> <p><u>Reporting Code and Description</u>  <b>E</b> Expulsion  <b>ISS</b> In-school suspension  <b>S</b> Out-of-school suspension</p> <p>An Expulsion is defined as an action taken by the local educational agency removing a child from his/her regular educational environment for disciplinary <b>purposes for the remainder of the school year or longer</b> in accordance with local educational agency policy.</p> <p>An incident coded as an Expulsion must have an Original Length lasting through the end of the school year.</p> <p>If multiple actions are dispensed for a single incident, you can use multiple records to capture that data. Make sure that all records related to the same incident have the same Incident Number. If you are having difficulty reporting a single incident with multiple infractions and/or multiple disciplinary actions (ISS, S, E), contact Samantha Wilson at <a href="mailto:samantha.wilson@alaska.gov">samantha.wilson@alaska.gov</a> or (907) 465-2304 for additional guidance.</p> <p><b>Notes:</b>  If an incident involved a firearm (Weapon ID 4, 15, 16, 17, 22, 23, 24) the student <b>MUST</b> receive an expulsion of 365 days. <b>See data element 21 for more information.</b></p> <p>Incidents with a <b>deadly weapon</b> (Weapon ID 5, 7, 8 or 26) <b>MUST</b> receive a minimum 30-day suspension from school. <b>See data element 21 for more information.</b></p> <p>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).</p>

Status	Element Number	Element Description
REQUIRED	21	<p><b>Original Length</b> Indicate the number of <b>school</b> days the student was removed from their regular education setting for the disciplinary action. <b>Report in 0.5 increments</b> with 0.5 equaling ½ day, 1.0 equaling a full day and so on. The minimum allowable value is 0.5. Zero is not a valid entry.</p> <p><b>Notes:</b> If a student is expelled, the original length must reflect at least the number of <b>school</b> days missed from the time of the incident to the end of the school year.</p> <p>Reminder: <b>Per Alaska state law</b>, incidents with a <b>firearm</b> (Weapon ID 4, 15, 16, 17, 22, 23 or 24) <b>MUST</b> receive a 365-day expulsion from school. <b>Because this would carry over the next school year, this is the one incident in which you can report calendar days, not school days.</b> Modifications to a full calendar year expulsion are allowable but must be issued in writing by the chief administering officer <b>and must be reported in school days in the Actual Length field.</b></p> <p><b>Per Alaska state law</b>, incidents with a <b>deadly weapon</b> (Weapon ID 5, 7, 8 or 26) <b>MUST</b> receive a minimum 30 calendar day suspension from school, <b>however the <u>Original and Actual Lengths must be reported in school days missed.</u></b></p> <p>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).</p>
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> <p><u>Reporting Code and Description</u></p> <p><b>Y</b> Original action was modified <b>N</b> Original action was not modified</p>
CONDITIONAL	23	<p><b>Modified Action</b> Indicate the final actual action if the Original Action (element number 20) was modified.</p> <p>An incident coded as an Expulsion in Modified Action must have an Actual Length lasting through the end of the school year. If the number of days of an expulsion is reduce below this point, the Modified Action must be ISS or S.</p> <p><b>Note:</b> Leave this field blank unless you reported Y the Discipline Modified field.</p> <p><u>Reporting Code and Description</u></p> <p><b>E</b> Expulsion <b>ISS</b> In-school suspension <b>S</b> Out-of-school suspension</p>



Status	Element Number	Element Description
CONDITIONAL	24	<p><b>Actual Length</b> Indicate the final actual length of time <i>in school days</i> 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. <b>The incident does not need to result in physical harm to have a victim.</b></p> <p>If no <b>STUDENT</b> victims were injured or harmed 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. 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>
REQUIRED	28	<p><b>Law Enforcement</b> Indicate if the incident was referred to off-site Law Enforcement personnel.</p> <p><u>Reporting Code and Description</u></p> <p><b>Y</b> Incident was referred to off-site law enforcement personnel. <b>N</b> Incident was not referred to off-site law enforcement personnel.</p>
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> <p><u>Reporting Code and Description</u></p> <p><b>Y</b> Student inflicted physical injury to another person. <b>N</b> Student did not inflict physical injury to another person.</p>

Status	Element Number	Element Description
<b>CONDITIONAL</b>	<b>30</b>	<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> <p><u>Reporting Code and Description</u></p> <p><b>Y</b> Student receive educational services during the expulsion. <b>N</b> Student did not receive educational services during the expulsion.</p>
<b>CONDITIONAL</b>	<b>31</b>	<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> based on the hearing officer's determination that maintaining the child's current placement is substantially likely to result in injury to the child or others. The IEP team is responsible for determining the interim alternative educational setting.</p> <p><b>Note:</b> Leave this field blank unless this record is for a student with a disability.</p> <p><u>Reporting Code and Description</u></p> <p><b>Y</b> Student was removed by an impartial Special Education Due Process Hearing Office. <b>N</b> Student was not removed by an impartial Special Education Due Process Hearing Office.</p>
<b>CONDITIONAL</b>	<b>32</b>	<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). The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do not include decisions by the IEP team to change a student's placement.</p> <p><b>Note:</b> Leave this field blank unless this record is for a student with a disability.</p> <p><u>Reporting Code and Description</u></p> <p><b>Y</b> Student was removed by school personnel. <b>N</b> Student was not removed by school personnel.</p>

Status	Element Number	Element Description
<b>CONDITIONAL</b>	<b>33</b>	<p><b>Interim Alternative Educational Setting Name (changed name from Alternate Program Name)</b>            If either <b>Hearing Officer Removal</b> (element number 31) or <b>Unilateral Removal</b> (element number 32) says Y, enter <b>the name</b> 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. "Y" or "Yes" or "N" or "No" or "none" are not acceptable entries. <b>Do not include commas in this field.</b></p>
<b>OPTIONAL</b>	<b>34</b>	<p><b>Notes Field</b>            Districts may use this optional field to make notes about data entered in the record to explain any special circumstances that should receive consideration. <b>Do not include commas in this field.</b></p>

## Appendix A: State Report Manager (SRM) System Validation Rules

Rule ID	Severity	Rule	Detail Message
85000	Error	One or more required fields are null or blank.	The record is missing required field(s).
85001	Error	Field exceeds its maximum length	The field exceeds its maximum allowable length.
85010	Error	Missing data in Other Weapons Description field	If codes 24, 26 or 28 are reported in the Weapon ID field, a weapon description must be included in the Other Weapon Description field.
85011	Error	Missing data in Other Non-Weapons Description field	If codes 12 is reported in the Non-Weapons ID field, a non-weapon description must be included in the Other Non-Weapon Description field.
85012	Error	Hearing Officer Removal or Unilateral Removal missing data.	If the record relates to a student with disabilities, Hearing Officer Removal and Unilateral Removal fields must report Y or N.
85014	Error	Name of Interim Alternative Educational Setting is missing data.	If the Hearing Officer Removal or Unilateral Removal say Y, you must enter the name of the Interim Alternative Educational Setting in this field.
85015	Error	Educational Services field should be null if student was not expelled	Educational Services field should be null (blank) if student did not have an expulsion (E) reported in the Original Action or Modified Action if there was a modification.
85016	Error	Modified Action ID and/or Actual Length are missing.	If the Discipline Modified field reports a Y, Modified Action ID and Actual Length must report the actual, final length of the disciplinary action.
85017	Error	Modified Action ID and/or Actual Length are invalid.	If Discipline Modified equals N, Modified Action ID and Actual Length must be null.
85020	Error	If student was expelled, Educational Services must be reported.	If student was expelled, Educational Services must be reported with a Y or N.
85100	Error	Reported Alaska Student ID number is invalid	The reported Alaska student ID number could not be found in the ASIS ID system. No student has that ID.
85101	Error	Gender and/or birth date do not match ASIS	The gender and/or birth date of the student does not match the student ID system.
85102	Warning	Student name does not match ASIS	The first name and/or last name of the student does not match the student ID system.
85201	Warning	Age is outside Expected Range for Grade	The age of the student falls outside the expected bounds.
85202	Error	Age is outside allowable range for Grade	Age is outside of the allowable range for grade level. Age is as of Sept. 1.
85203	Error	Weapon ID Invalid	The Weapon ID code must be one of the options in the Weapon ID code list.
85204	Error	Non-Weapon ID Invalid	The Non-Weapon ID code must be one of the options in the Non-Weapon ID code list.
85205	Error	Original Action Invalid	The Original Action must be E, ISS or S.
85206	Error	Discipline Modified invalid.	Discipline Modified field must report Y or N.
85207	Error	Educational Services invalid	The only valid codes for Educational Services are Y or N or null.
85208	Error	Race/Ethnicity code is invalid	The race/ethnicity code must come from the Race/Ethnicity code set.
85209	Error	Grade Level code is invalid	The Grade Level code is not in the Grade Level option set.
85210	Error	Hearing Officer Removal invalid	The only valid codes for the Hearing Officer Removal field are Y or N or null.

Rule ID	Severity	Rule	Detail Message
85211	Error	Unilateral Removal invalid	The only valid codes for the Unilateral Removal field are Y or N or null.
85212	Error	Disability is invalid	The Disability must be one of the options in the Disability code set.
85213	Error	Modified Action is invalid.	If the Discipline Modified field reports a Y, Modified Action must report E, ISS or S.
85215	Error	EL Status is invalid	The EL Status code must be Y or N.
85216	Error	Gender is invalid	Gender must be M or F.
85217	Error	Law Enforcement is invalid	The only valid codes for Law Enforcement are Y or N.
85218	Error	School ID is invalid	The school ID cannot be found in the list of currently open and operating schools.
85219	Error	Physical Injury is invalid	The only valid codes for Physical Injury are Y or N.
85224	Error	Developmentally Delayed Student age 9 or older	Developmentally Delayed student is age 9 or older as of the date of the incident. DD can only be used as a disability category through the age of 8.
85225	Error	Reported Original Action for an expulsion for a firearm incident is invalid.	All firearm incidents must report E in Original Action.
85226	Error	Reported Original Action for a deadly weapon incident is invalid.	All deadly weapon incidents must report E or S in Original Action.
85227	Error	Discipline Modified says Y, but neither Modified Action nor Actual Length changed from the Original Action and Original Length.	Discipline Modified says Y, but neither Modified Action nor Actual Length changed from the Original Action and Original Length.
85228	Error	Value reported in Transfer Request is invalid.	Value reported in Transfer Requested must be less than or equal to Number of Victims.
85229	Error	Value reported in Transfer Request Completed is invalid.	Value reported in Transfer Request Completed must be less than or equal to value reported in Transfer Request.
85230	Warning	Children with disabilities must receive education services during any removal of more than 10 school days.	If the record is for a student with a disability who was expelled and the Original Length or Actual Length if modified is greater than 10, IDEA requires they receive education services during the removal.
85231	Error	Other Weapon Description, Other Non-Weapon Description, Interim Alternative Educational Setting Name and/or Notes Field contain a comma.	The Other Weapon Description, Other Non-Weapon Description, Interim Alternative Educational Setting Name fields and/or Notes Field may not contain commas.
85232	Error	Must report description of Other Weapon	If codes 24, 26 or 28 are reported in the Weapon ID field, the Other Weapon Description field cannot report "Other Deadly Weapon", "Other Firearm", "Other Weapon", "24", "26", "28", "NA", "N/A", "N A", "None", "provide a brief description" or any weapon already included in the Weapon ID list. You must describe the actual weapon.
85233	Error	WeaponID and Non-WeaponID cannot both report "None".	WeaponID and Non-WeaponID cannot both report "None."
85234	Error	Must report description of Other Non-Weapon	If code 12 was reported in the Non-Weapon ID field, the Other Non-Weapon Description field cannot report "Other" or "Other - Specify" or "Other Non-Weapon" or "Other/Type Not Listed", "N/A", "NA", "N A", "None", "12", "Provide a brief description" or any item already included in the Non-Weapon ID list. You must describe the specific offense.

Rule ID	Severity	Rule	Detail Message
85237	Warning	Original Length for an expulsion must reflect at least the number of school days missed from the time of the incident to the end of the school year.	When E is reported in the Original Action field, the original length must reflect the number of school days missed from the time of the incident to the end of the school year.
85238	Warning	Actual Length for an expulsion must reflect at least the number of school days missed from the time of the incident to the end of the school year.	When E is reported in the Modified Action field, the actual length must reflect the number of school days missed from the time of the incident to the end of the school year.
85301	Error	Grade not served by school	The grade level of the student must be within the grades served by the school if the student is not special ed.
85303	Error	User Not Authorized for this School/district	The logged in User is not authorized to submit data for this school/district.
85400	Warning	Invalid Name	The name contains one or more characters other than alphabetic characters, period, apostrophe, space, or hyphen.
85401	Warning	Incident date falls before the first day of school or after the last day of school for this school year	The Incident Date falls before the first day of school or after the last day of school for this school year.
85402	Error	Birth date format is invalid	The format for birth date field must be MM/DD/YYYY or MM/DD/YY.
85403	Error	Incident date format is invalid	The format for Incident Date field must be MM/DD/YYYY or MM/DD/YY.
85404	Error	Incident Date invalid	Incident Date must be within the current school year.
85405	Error	Local Student ID contains invalid Characters	Local student ID can only contain the digits 0-9.
85406	Error	Original Length is invalid	Original Length must be reported in 0.5 increments with 0.5 equaling ½ day, 1.0 equaling a full day and so on. Original Length must be in the range (0.5 to 365) days.
85407	Error	Number of Victims has incorrect format	The Victim Number must be a whole number.
85408	Error	Transfer Request and/or Transfer Request Completed has incorrect format	The Transfer Request and/or Transfer Request Completed must be a whole number
85409	Error	Actual Length is invalid	Actual Length must be reported in 0.5 increments with 0.5 equaling ½ day, 1.0 equaling a full day and so on. Actual Length must be in the range (0 to 365) days.
85501	Warning	No students were reported for this school.	No students were reported from this school in your district.
85502	Error	District cannot submit report until all non-correspondence school in the district have reached their last student day as reported on the school calendars.	District cannot submit report until all non-correspondence school in the district have reached their last student day as reported on the school calendars.
85503	Error	No students were reported for the district	No students were reported for the district – only the header row was uploaded.
85504	Error	Incident Number already in use for another student in this school	This Incident Number is already in use in this school for another AKSID.
85505	Error	Unmatched fields in records linked by Incident Number	All records from a school having the same Incident Number must have the same information in all the fields except the Weapon ID, Other Weapon Description, Non-Weapon ID or Other Non-Weapon



Rule ID	Severity	Rule	Detail Message
			Description, Original Action, Original Length and Notes fields.
85506	Error	Two or more records may need the same Incident ID	Two or more records are identical except for the Incident Number and the Weapon ID and/or Non-Weapon ID, Original Action, Original Length and Notes. If they are from the same incident, these records must have the same Incident ID. If one record is an accidental duplicate record, delete the duplicate from your file.
85701	Error	Interim Alternative Educational Setting must enter actual name of new setting.	If Hearing Officer Removal or Unilateral Removal field report Y the AltEduSettingName field must contain the program name and cannot report "Y" or "Yes" or "N" or "No" or "None".
85800	Error	There may not be two identical records.	All fields in this record including the Incident ID are identical to another record.
85013	Error	Hearing Officer Removal or Unilateral Removal may only report Y if the student is a student with a disability.	If the record is not for a student with a disability, Hearing Officer Removal and Unilateral Removal fields cannot report Y or N. This field is Conditional based on the student reporting a disability.
85018	Error	Law Enforcement required in incidents with assault	If a non-weapon incident is coded as an assault, the Law Enforcement field must report Y.
85901	Error	Other Weapon falls into one of the Weapon ID codes	You reported a weapon in the "Other" Weapon category that has a valid Weapon ID. This record should be updated to the correct category before resubmitting.
85902	Warning	Other Weapon may fall into one of the Weapon ID codes	You reported a weapon in the "Other" Weapon category that may have a valid Weapon ID. This record should be reviewed and resubmitted if necessary.
85903	Error	Other Non-Weapon falls into one of the Non-Weapon ID codes	You reported a non-weapon in the "Other" Non-Weapon category that has a valid Non-Weapon ID. This record should be updated to the correct category and resubmitted.
85904	Warning	Other Non-Weapon may fall into one of the Non-Weapon ID codes	You reported a non-weapon in the "Other" Non-Weapon category that may have a valid Non-Weapon ID. This record should be reviewed and resubmitted if necessary.

## Appendix B: 4 AAC 07.060 – Student Records

**(a) Each district shall maintain for each student a cumulative record consisting, at a minimum, of the following:**

- (1) subjects student has taken;
- (2) grades earned and an explanation of the grading system used;
- (3) units of credit earned;
- (4) attendance records;
- (5) scores student has recorded on standard tests taken;
- (6) records of required immunizations and physical examinations and other health-related matters required by state law or district policy or bylaws; and
- (7) beginning August 31, 2002, a unique 10-digit individual student identification number issued by the department; the student identification number must appear in each electronic record containing student-level information that is reported to the department; the student identification number must appear on each student examination booklet administered under 4 AAC 06.712, 4 AAC 06.737, and 4 AAC 06.755.

**(b) All district policies and practices with respect to student records must conform to current and appropriate state and federal laws and regulations.**



# Appendix C: Race/Ethnicity Descriptions and Guidance

Sources: National Center for Education Statistics – U.S. Department of Education  
Office of Educational Research and Improvement

4 AAC 06.830. Subgroups  
4 AAC 06.899. Definitions

## Race/Ethnicity Definitions

<u>Code</u>	<u>Description</u>	<u>Definition</u>
1	White (Caucasian)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
2	African American	A person having origins in any of the black racial groups of Africa.
3	Hispanic	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
4	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
5	American Indian	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Please do not include Alaska Native students.
6	Alaska Native	A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors.
7	Two or More Races	A student who primarily identifies their ethnic heritage with more than one subgroup. Do not include individuals that have identified themselves as Hispanic/Latino.
8	Native Hawaiian or Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

## Race/Ethnicity Codes – DEED Guidance

Beginning July 1, 2010, school districts nationwide were required to begin collecting, retaining, and reporting student level ethnicity data as prescribed by the U.S. Department of Education guidance published in the Federal Register October 19, 2007.

*Educational institutions and other recipients will be required to collect racial and ethnic data using a two part question on the educational institutions' or other recipient's survey instrument. The first question would be whether their respondent is Hispanic/Latino. The second question would ask the respondent to select one or more races from the following racial groups*

The information listed below is to provide guidance to the districts.

1. Collecting data
  - a. Two questions
    - i. Are you Hispanic or Latino? Yes/No
    - ii. Select races that you wish to identify with:
      1. African American
      2. American Indian/Alaska Native
      3. Asian
      4. Caucasian
      5. Native Hawaiian/Pacific Islander
  - b. Individual can check all that apply – “self-identification”
  - c. Encourage the opportunity to “re-identify” - change existing codes
  - d. Retain the individual records for future enforcement purposes - OCR
2. Reporting Data
  - a. Reporting Codes
    - i. African American
    - ii. American Indian/Alaska Native
    - iii. Asian
    - iv. Caucasian
    - v. Hispanic
    - vi. Native Hawaiian/Pacific Islander
    - vii. Two or more races
  - b. If Hispanic AND other race = Hispanic
    - i. (example: *Caucasian + Hispanic = Hispanic*)
  - c. Any other multiple identification, excluding Hispanic, coded as Two or More Races (example: *African American + Asian = Two or more races*)
  - d. If race/ethnicity is not chosen, “user identification” is employed – the person responsible for reporting chooses codes
  - e. Does not affect AMO subgroups as those are negotiated with the U.S. Department of Education in the state accountability plans

## Appendix D: Disability Definitions

Disability Code	Description	Definition - Refer to <a href="#">4 AAC 52.130</a> for specific details regarding these general eligibility notes
0	Not receiving special education services	Not receiving special education services
2	Cognitive Impairment	<ol style="list-style-type: none"> <li>1. Score 2 or more SDs below national norm on individual intelligence test,</li> <li>2. Exhibit deficits in adaptive behavior,</li> <li>3. Require special facilities, equipment, or methods,</li> <li>4. Diagnosed as CI by psychiatrist or psychologist, to include a school psychologist and</li> <li>5. Certified by IEP Team as qualifying for and needing special education services.</li> </ol>
3	Hearing Impaired – Includes Deaf	<ol style="list-style-type: none"> <li>1. Exhibit a hearing impairment that hinders ability to process linguistic information with or without amplification (deaf) or exhibits a hearing impairment (permanent or fluctuating) that adversely affects educational performance (hearing impaired),</li> <li>2. Require special facilities, equipment, or methods,</li> <li>3. Diagnosed as deaf or hard of hearing by physician or audiologist, and</li> <li>4. Certified by IEP Team as qualifying for and needing special education services.</li> </ol>
4	Speech or Language Impairment	<ol style="list-style-type: none"> <li>1. Exhibit a communication disorder that adversely affects educational performance,</li> <li>2. Require special facilities, equipment, or methods,</li> <li>3. Diagnosed speech impaired by physician or SLP, and</li> <li>4. Certified by IEP Team as qualifying for and needing special education services.</li> </ol>
5	Visual Impairment	<ol style="list-style-type: none"> <li>1. Exhibit a visual impairment 20/70 or poorer in the better eye with correction or a visual field restriction of 20 degrees determined by an optometrist/ophthalmologist which adversely affects educational performance, or a physical eye condition that affects visual functioning to the extent specially designed instruction is needed,</li> <li>2. Require special facilities, equipment, or methods, and</li> <li>3. Certified by IEP Team as qualifying for and needing special education services, including a certified teacher of VI.</li> </ol>
6	Emotional Disturbance	<ol style="list-style-type: none"> <li>1. Exhibit one more ED characteristic that adversely affects educational performance,</li> <li>2. Require special facilities, equipment or methods,</li> <li>3. Diagnosed as ED by psychiatrist or psychologist, to include a school psychologist and</li> <li>4. Certified by IEP Team as qualifying for and needing special education services.</li> </ol>
7	Orthopedic Impairment	<ol style="list-style-type: none"> <li>1. Exhibit severe orthopedic impairment that adversely affects educational performance,</li> <li>2. Require special facilities, equipment or methods,</li> <li>3. Diagnosed orthopedically impaired by physician, and</li> <li>4. Certified by IEP Team as qualifying for and needing special education services.</li> </ol>
8	Other Health Impairment	<ol style="list-style-type: none"> <li>1. Exhibit limited strength, vitality or alertness due to chronic or acute health problem that adversely affects educational performance,</li> <li>2. Require special facilities, equipment or methods,</li> <li>3. Diagnosed by a physician, and</li> <li>4. Certified by IEP Team as qualifying for and needing special education services.</li> </ol>
9	Specific Learning Disability	<ol style="list-style-type: none"> <li>1. Disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written,</li> <li>2. Limited academic achievement for his/her age and ability levels in one or more areas,</li> <li>3. LD observation and written report done after referral,</li> <li>4. Require special facilities, equipment, or methods, and</li> <li>5. Certified by IEP Team as qualifying for and needing special education services.</li> </ol>

Disability Code	Description	Definition - Refer to <a href="#">4 AAC 52.130</a> for specific details regarding these general eligibility notes
10	Deaf-Blindness	<ol style="list-style-type: none"> <li>1. Exhibit concomitant hearing and visual impairment,</li> <li>2. Require special facilities, equipment, or methods,</li> <li>3. Diagnosed as deaf and blind by an optometrist or ophthalmologist and by a physician or audiologist as deaf/blind, and</li> <li>4. Certified by IEP Team as qualifying for and needing special education services.</li> </ol>
11	Multiple Disabilities	<ol style="list-style-type: none"> <li>1. Exhibit two or more impairments causing severe educational problems,</li> <li>2. Require special facilities, equipment, or methods,</li> <li>3. Diagnosed for each disability (from the categories listed here – does not include Deaf-Blind), and</li> <li>4. Certified by IEP Team as qualifying for and needing special education services.</li> </ol>
12	Autism	<ol style="list-style-type: none"> <li>1. Exhibit a developmental disability significantly affecting verbal and nonverbal communication and social interaction that adversely affects educational performance,</li> <li>2. Require special facilities, equipment or methods,</li> <li>3. Diagnosed by a psychiatrist or other physician, an authorized advanced nurse practitioner or a psychologist, to include a school psychologist, and</li> <li>4. Certified by IEP Team as qualifying for and needing special education services.</li> </ol>
13	Traumatic Brain Injury	<ol style="list-style-type: none"> <li>1. Exhibit an injury to the brain by external physical force what results in total or partial functional disability or psychosocial impairment or both that adversely affects educational performance,</li> <li>2. Impairment in one or more areas: cognition, language, memory, attention, more,</li> <li>3. Not have brain injuries that are congenital, degenerative, or induced by birth trauma,</li> <li>4. Require special facilities, equipment, or methods,</li> <li>5. Diagnosed by a physician, and</li> <li>6. Certified by IEP Team as qualifying for and needing special education services.</li> </ol>
14	Developmentally Delayed	<ol style="list-style-type: none"> <li>1. 3 through 8 years old,</li> <li>2. Two SDs below mean or 25% delayed in age equivalency in cognitive development, fine and gross motor, speech and language development, social/emotional development, or self-help skills OR 1.7 SDs below the mean or 20% delayed in age equivalency in 2 or more of the areas, and</li> <li>3. Certified by IEP Team as a child with early childhood developmental delays.</li> </ol>

## Appendix E: English Learner (EL)

A "English Learner (EL)" is one who meets the definition of EL in 4 AAC 34.090(2) and who has been determined to be EL based on the assessment of English language proficiency required under

4 AAC 34.055(c) to determine if the student is limited English proficient and has not yet met the criteria to exit EL status as described in 4 AAC 34.055(d).

### Definition of an English Learner Student (4 AAC 34.090(2))

(2) "English Learner" means an individual

(A) who is between 3 and 21 years old;

(B) who is enrolled or preparing to enroll in an elementary school or secondary school;

(C) who falls into one or more of the following categories of individuals:

(i) an individual not born in the United States or whose native language is a language other than English;

(ii) a Native American, Alaska Native, or native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

(iii) an individual who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant;

(D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual the

(i) ability to obtain an achievement level that meets standards, as described in 4 AAC 06.739, on the state assessments in English language arts, mathematics, and science under 4 AAC 06.737;

(ii) ability to successfully achieve in classrooms where the language of instruction is English; or

(iii) opportunity to participate fully in society;

(6) "outlying area" has the meaning given in 20 U.S.C. 7801(36) (Elementary and Secondary Education Act); the definition of "outlying area" set out in 20 U.S.C. 7801(36), as revised as of December 10, 2015, is adopted by reference.

### 4 AAC 34.055 Plan of service

(d) If under (b) and (c) of this section, a district identifies a student as an English learner eligible for services under this chapter, that pupil remains identified as an English learner until the student obtains, an overall composite score of 4.5 or higher on tier B or tier C of Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs) if that is the approved assessment under (c) of this section. If an identified English learner has a disability that precludes assessment in one or more domains of ACCESS for ELLs, the identified English learner is eligible for alternate scoring under the department's Alternate Scoring Process Guide, 2021 edition, adopted by reference.

(e) A district shall monitor the academic progress of each student who had been identified as an English learner for four years after the student is no longer identified as an English learner. A former English learner is not required to participate in the annual English language proficiency assessment unless the district determines that a student's failure to make academic progress may be a result of a lack of English language proficiency and the pupil may need to be re-identified as an English learner.

## Appendix F: State Report Manager (SRM) Record Layout

The table below represents the field names that are needed in the header to submit the Participation Rate Data file through the State Report Manager (SRM). Each field must be used exactly as presented below. Any substitutions, changes, or deletions will stop processing of your data file. The error message that results in SRM is: “One or more required fields are missing” (error #67000). This header with data must be submitted as a .CSV or .TXT file through the SRM portal. See [the SRM Guide \(education.alaska.gov/Stats/Guides/SRM\\_Guide.pdf\)](#) for complete directions for use of the SRM data submission portal.

This header in Excel format can also be found at the [DEED Forms webpage](#) (education.alaska.gov/forms). Place “Suspension/Expulsion” in the **Search by Form Title Keyword** field. The excel form name will be preceded by the current year (e.g., 2023-24) and is called “Suspension/Expulsion Header Template”.

Field Name	Element Number	Element Description	Type	Max Length	Status
AKSID	1	Alaska Student Identification Number	Number	10	Required
LocalID	2	District Student Identification Number	Number	15	Optional
LastName	3	Student Name - Last	Text	35	Required
FirstName	4	Student Name - First	Text	35	Required
MiddleName	5	Student Name - Middle (or Middle Initial)	Text	35	Optional
Suffix	6	Name Suffix	Text	8	Optional
BirthDate	7	Birth date	Date	8/10	Required
Gender	8	Gender	Text	1	Required
EthnicityID	9	Race or Ethnicity	Text	1	Required
SchoolNumber	10	School Identification Number	Number	6	Required
Grade	11	Student Grade Level	Text	2	Required
DisabilityID	12	Disability	Number	2	Required
EnglishLearner	13	EL Status	Y/N	1	Required
IncidentDate	14	Date of incident – mm/dd/yyyy	Date	8/10	Required
IncidentNumber	15	Unique ID for each incident – should be the same for all records reported from one incident	Number	10	Required
WeaponID	16	Identify what, if any weapon was used	Number	2	Required
OtherWeaponsDesc	17	Brief Weapon description if not in WeaponID list	Text	35	Conditional
NonWeaponID	18	Identify reason for action if not weapon	Number	2	Required
OtherNonWeaponsDesc	19	Brief Reason for non-weapon action if not in NonWeaponID list.	Text	75	Conditional
OriginalActionID	20	Disciplinary action given to student	Text	3	Required
OriginalLength	21	Number of <b>school</b> days student was removed from their regular educational setting as a result of the disciplinary action	Number	5	Required
DiscModified	22	Indicate if the expulsion or suspension was modified	Y/N	1	Required
ModifiedActionID	23	Indicate final actual action if action was modified	Text	3	Conditional
ActualLength	24	Indicate the final actual length, in <b>school days</b> , of time student was removed from their regular educational setting if length was modified	Number	5	Conditional

Field Name	Element Number	Element Description	Type	Max Length	Status
NumberOfVictims	25	Number of student victims who were injured or harmed as a result of the incident	Number	2	Required
TransferRequests	26	Number of students requesting a transfer to a new educational setting as a direct result of the incident	Number	1	Required
TransferRequestsCompleted	27	Number of students transferred to a new educational setting as a direct result of the transfer request.	Number	1	Required
LawEnforcement	28	Indicate if the incident was referred to off-site Law Enforcement personnel.	Y/N	1	Required
PhysicalInjury	29	Did student inflict serious bodily injury to students or school personnel?	Y/N	1	Required
EducationalServices	30	If the student was expelled, did they receive educational serviced during the expulsion	Y/N	1	Conditional
HearingOfficerRemoval	31	Indicate if a student with a disability was removed from their current educational placement to an interim appropriate alternative educational setting for not more than 45 school days by an impartial Special Education Due Process Hearing Officer	Y/N	1	Conditional
UnilateralRemoval	32	Indicate if a student with a disability was removed from their current education placement to an appropriate interim alternative educational setting for not more than 45 school days by School Personnel (not hearing officer of IEP team)	Y/N	1	Conditional
AltEduSettingName	33	If either Hearing Officer Removal (31) or Unilateral Removal (32) says Y, enter the name of the Interim Alternative Educational Setting that the student was referred to by the IEP team or the hearing officer as a result of this incident.	Text	50	Conditional
Notes	34	Helpful comments	Text	100	Optional



# Frequently Asked Questions

## *SRM Question*

1. My login credentials for reporting suspensions and expulsions and/or full-day unexcused absences (truancy data) in the online portal do not work. Are they the same credentials as used in the past?
  - a. No, the login credentials for reporting both the suspension and expulsions and the full-day unexcused absences have changed. You will use your assigned SRM credentials to do both reports. If you do not know your SRM login information, please email [deed.srm@alaska.gov](mailto:deed.srm@alaska.gov) with your request.

## *General Questions*

2. What if our district misses the June 30 reporting deadline?
  - a. Failure to report by the June 30<sup>th</sup> may result in withholding the district reimbursement of federal funds. The system will close at the end of the business day on June 30. Please contact Samantha Wilson at [samantha.wilson@alaska.gov](mailto:samantha.wilson@alaska.gov) if you need assistance after the June 30 deadline.
3. I keep receiving errors because the student's name and Alaska Student Identification Number (AKSID) do not match. I don't have access to the AKSID database.
  - a. Please contact Samantha Wilson at [samantha.wilson@alaska.gov](mailto:samantha.wilson@alaska.gov) for assistance in determining the correct AKSID. First, ensure the student's first name, last name and middle name do not include periods, commas or a name suffix.

## *Discipline Questions*

4. What is the function of the Incident Number and how do I use it?
  - a. The Incident Number is a unique number assigned by the school that allows the linkage between all records that report information from the same incident. In most cases each record will have a unique Incident Number, but in cases where multiple Weapons or multiple Non-Weapons were part of the incident, multiple records will be needed to report all the information from a single incident. Each of those records from the same incident will have the same Incident Number.
5. How do I report a student who had multiple Weapons or Non-Weapons in one incident?
  - a. If the student had 2 or more weapons in the same incident, you must enter two or more records that are exactly the same, including the Incident Number with the exception of the Weapon ID. The first record will report one weapon, the following record (s) will report the additional weapons.
  - b. As with the weapons, if the student had 2 or more Non-Weapons in the same incident, you must enter two or more records that are exactly the same, including the Incident Number with the exception of the Non-Weapons ID. The first record will report one Non-Weapon, the following record (s) will report the additional Non-Weapons.
  - c. If the student had one Weapon and one Non-Weapon in the same incident, that can be reported in a single record.



6. If a student is involved in an incident with multiple weapons, how do I report the disciplinary action and length of action?
- If the incident involves a firearm or deadly weapon, the disciplinary action and length of action must follow the requirements of the law. If an incident involved a firearm and another weapon, the student **MUST** receive an expulsion of 365 days for the firearm. ***For reporting purposes, this is the one incident type in which you can report calendar days.***
  - If an incident involved a deadly weapon and another weapon, the student **MUST** receive a minimum 30-day suspension from school. If the incident involved a knife less than 2 ½ inches and firecrackers, the disciplinary action and length of action is based on school policy. ***Although you must meet Alaska state law, the Original and Actual Lengths must be reported in school days missed.***
7. A firearm requires a mandatory year-long expulsion. Is that a school year or calendar year?
- The Gun-Free Schools Act explicitly states that an expulsion shall be for a period of not less than one year (365 days).
8. I do not see a code for the Weapon or Non-Weapon used in the disciplinary incident.
- The Weapon ID and Non-Weapon ID elements each have a code for Other. If Other is selected, a description is required in the next column. Please use your best judgement to place the disciplinary incident in one of the available codes. “Other” or “Other/Type Not Listed” is not an acceptable description.
9. What happens if an incident occurs during summer school?
- If an incident occurs during summer school, unless the disciplinary action carries into the next school year, it does not need to be recorded. If it does carry into the next school year, the incident date will be the first day of school.
10. Is a Taser considered a deadly weapon?
- A Taser is not considered a deadly weapon. According to Alaska Statute 11.81.900, it is a “defensive weapon” not designed to cause death or serious injury. ***Tasers should be classified as “Other Weapon”, code 28.***
11. Why is a knife longer than 2 ½ inches considered a deadly weapon?
- DEED set the 2 ½ inch knife blade length to comply with the federal data reporting requirements by the U.S. Department of Education. The 2 ½ inch knife blade is the legal federal standard for Dangerous Weapon. (18 USC Section 930(g)(2))
12. What is a persistently dangerous school?
- Schools are designated as persistently dangerous by the State of Alaska based on the incidents reported involving disruptive or violent behavior. In determining the safety status of the schools in the state, the department uses the following formula:

Safety Status percent	=	Total days students were suspended for infractions involving a weapon or violence against a person	x	School size factor
		Total student population of the school x 170		

b.

If during the past years the school has experienced:	Then the school is a:
Three consecutive years with a safety status of less than 3%	Safe School
No more than one year with a safety status of 3% or greater	At-risk school
Two or more years with a safety status of 3% or greater	Persistently Dangerous

13. Can we use increments of 0.25 for discipline lengths?  
a. No, the system will only accept 0.5 increments.

14. How do we report an incident involving e-cigarettes?  
a. E-Cigarettes should be recorded in the Non-Weapon ID data element 18 under Tobacco/e-Cigarettes/Vapor cigarettes, code number 16.

15. How do we report incidents of expulsion or suspension if it occurred during summer school?  
a. If an incident occurred during summer school, unless the disciplinary action carries into the next school year, it does not need to be reported to the department. If the suspension or expulsion does carry into the next school year, the incident date will be the first day of school. If incidents involve a firearm or deadly weapon, the original action and length will need to follow mandatory disciplinary actions (365-day expulsion for firearms and 30-day minimum suspension for deadly weapons). If part of the required suspension or expulsion was completed by the student during summer school, then the action and length of the suspension or expulsion can be modified to account for the number of days already served.

16. What is the difference between physical injury and assault?  
a. Assault is a criminal action which **always** involves law enforcement and meets the criteria established in the definition of assault on page 5. ***If an incident constitutes Assault, data element 28, Law Enforcement, must be coded with a Y.*** Physical injury involves students, staff or others on school property that require professional medical attention. However, physical injury does not necessarily involve law enforcement or constitute a crime. For example, two students may mutually agree to fight and require stitches as a result. This incident should be coded as fighting (data element 18) with physical injury (data element 29).

### Special Education Questions

17. Can students with disabilities be suspended or expelled from school for violations of the student code of conduct?  
a. Schools may remove a students with a disability who commits a violation of the student code of conduct in the same manner as students without disabilities for up to 10 school days, consecutively or cumulatively, in a school year to an appropriate interim alternative educational setting, another setting, or suspension. On day 11 of a removal, special education disciplinary rules apply. See the **Guidance for Sped Personnel (Handbook)**, Chapter 6 at [DEED Special Education](https://education.alaska.gov/sped) (<https://education.alaska.gov/sped>) for more detailed information.
18. What happens when a student with a disability commits a disciplinary action that involves weapons, drugs and serious bodily injury?

- a. Students with disabilities who carry or possess weapons, knowingly possess or use illegal drugs or sell or solicit the sale of a controlled substance to school or a school functions, or **inflict serious bodily injury upon another person at school or a school function, may be**

immediately removed for up to 45 school days. See the **Guidance for Sped Personnel (Handbook)**, Chapter 6. To request a copy of the Handbook, please contact [sped@alaska.gov](mailto:sped@alaska.gov) or 465-8693.

19. Do I have to provide special education services to a students with an individual education program (IEP) during a suspension or expulsion?
- a. When a student with a disability has been removed from his or her educational placement for 10 school days in a school year, services must be provided during any subsequent removals *“so as to enable the child to continue to participate in the general education curriculum...and to progress toward meeting the goals set out in the child’s IEP.”* CFR § 300.101(a). See the **Guidance for Sped Personnel (Handbook)**, Chapter 6. To request a copy of the Handbook, please contact [sped@alaska.gov](mailto:sped@alaska.gov) or 465-8693.
20. What happens when it is determined the individual education program (IEP) has not been fully implemented for a student who has who committed a violation of the student code of conduct?
- a. Districts cannot punish students for violations caused by either disability or failure to implement an IEP; the next steps for a district in this situation are: (1) Either, conduct a functional behavioral assessment, unless the LEA had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or if a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior; and (2) return the child to the placement from which the child was removed, unless the parent and the LEA agree to a change of placement as part of the modification of the behavioral intervention plan (unless the violation involves weapons, drugs and serious bodily injury). See the **Guidance for Sped Personnel (Handbook)**, Chapter 6 at [DEED Special Education](https://education.alaska.gov/sped) (<https://education.alaska.gov/sped>) for more detailed information. To request a copy of the Handbook, please contact [sped@alaska.gov](mailto:sped@alaska.gov) or 465-8693.