

**Student Safety & Discipline Report (SSDR)**

**Validation Rules: Error List**

**— Version 9.0**

**April 26, 2018**

This document is intended to assist you in diagnosing and fixing validation errors by expanding on the messages returned by the data collection system. The validations are ordered sequentially throughout the book and within that ordering they are grouped by SIF object and one of the data elements affected. The grouping is designed to keep like elements together; the reference to the SIF object may or may not be relevant to the error you may experience.

The number range for each group is intended to be consistent across four data collection applications, SIMS, SCS, EPIMS and SSDR.

|  |  |  |
| --- | --- | --- |
| **Object** | **Start** | **End** |
| LEAInfo | 2000 | 2099 |
| SchoolInfo | 2100 | 2299 |
| StudentPersonal | 2300 | 3799 |
| StaffPersonal | 3800 | 4499 |
| DisciplineIncident | 4500 | 5799 |
| EmploymentRecord | 5800 | 6299 |
| SchoolCourseInfo | 6300 | 6599 |
| StaffAssignment | 6600 | 7199 |
| StaffEvaluation | 7200 | 7599 |
| StudentSchoolEnrollment | 7600 | 8599 |
| StudentAttendanceSummary | 8600 | 8699 |
| StudentSpecialEducationSummary | 8700 | 8999 |
| TermInfo | 9000 | 9099 |
| SectionInfo | 9100 | 9199 |
| SectionMarkInfo | 9200 | 9299 |
| StudentSectionMarks | 9300 | 9399 |
| StaffSectionAssignment | 9400 | 9599 |
| StudentSectionEnrollment | 9600 | 9899 |
| Discontinued Elements | 9900 | 9999 |

When a district uploads data that contain any of the following errors, the data will not be moved to the staging table.

SSDR2100 - Invalid School Code

The school code entered is not one recognized by ESE.

SSDR2300 - SASID not found in student directory

The SASIID reported must be active and found in the list of active SASIDs maintained by ESE.

SSDR2310 - SASID not enrolled for this organization

Only report disciplines for students enrolled in your school. Enrollment is determined by who is reported in your most recent SIMS submission.

SSDR2320 - FN: First Name does not match directory

The first name reported must match the one in the ESE student directory.

SSDR2330 - LN: Last Name does not match directory

The last name reported must match the one in the ESE student directory.

SSDR2340 - DOB does not match directory

The date of birth reported must match the one in the ESE student directory.

SSDR2350 - All demographic fields must be completed

The SASID, First and Last name of each student offender must be filled in. Do not report discipline of non - student offenders.

SSDR4500 - Incident ID duplicated

An Incident number can only be listed once in the Incident file.

SSDR4510 - A reported discipline must have a corresponding incident with a matching incident date

A discipline must have a corresponding incident with the same date.

SSDR4520 – Incident date must be within current school year

The incident date must fall between the start and end of the fiscal year (July 1 to June 30)

SSDR4540 - At least one offense code must be entered

An incident must have at least one offense type reported.

SSDR4550 - Offense Code 1 invalid

The first offense code must be one of the allowed values listed in Table 1 (see appendix)

SSDR4560 - Offense Code 1 is repeated

Cannot have the same offense type listed more than once in the same incident

SSDR4570 - If Optional Description Code selected for Offense 1, a description is required

A description is required for this offense. See Appendix B for a full list.

SSDR4590 - Offense Code 2 invalid

The second offense code must be one of the allowed values listed in Table 1 (see appendix)

SSDR4600 - Offense Code 2 is repeated

Cannot have the same offense code listed more than once in the same incident

SSDR4610 - If Optional Description Code selected for Offense 2, a description is required

A description is required for this offense. See Appendix B for a full list.

SSDR4630 - Offense Code3 invalid

The third offense code must be one of the allowed values listed in Table 1 (see appendix)

SSDR4640 - Offense Code 3 is repeated

Cannot have the same offense type listed more than once in the same incident

SSDR4650 - If Optional Description Code selected for Offense 3, a description is required

A description is required for this offense. See Appendix B for a full list.

SSDR4670- Offense Code4 invalid

The fourth offense code must be one of the allowed values listed in Table 1 (see appendix)

SSDR4680 - Offense Code 4 is repeated

Cannot have the same offense type listed more than once in the same incident

SSDR4690 - If Optional Description Code selected for Offense 4, a description is required

A description is required for this offense. See Appendix B for a full list.

SSDR4710 - Offense Code 5 invalid

The fifth offense code must be one of the allowed values listed in Table 1 (see appendix)

SSDR4720 - Offense Code 5 is repeated

Cannot have the same offense type listed more than once in the same incident

SSDR4730 - If Optional Description Code selected for Offense 5, a description is required

A description is required for this offense. See Appendix B for a full list.

SSDR4750 - At least one offender must be reported

At least one offender must be reported.

SSDR4760 - Physical fight requires at least 2 offenders

A physical fight should consist of at least 2 offenders.

SSDR4770 - There are more SASIDs reported as disciplined than are counted in offending student count

There are more SASIDS reported as disciplined than were reported in the incident report.

SSDR4780 - Offense Code(s) could involve physical injury, flag must be Y or N

The physical injury flag must be reported when Offense codes 1700, 1300, 2500, 2800, 2600, 2300, 1097, 1697; MA05, 1810 and MA19 are reported.

SSDR4800 - Offense Indicator must be set to "Y"

This element must always be set to “Y”

SSDR4810 - Invalid Discipline Code entered

The discipline code must be set to “Y” or “N”

SSDR4820 - Student SASIDs duplicated for Incident

A student SASID cannot be entered twice for same Incident.

SSDR4830 - Program Status and Disciplinary Action must be completed

A non - blank value must be submitted for program status and disciplinary action.

SSDR4840 - Invalid Disciplinary Action Taken code (DAT) entered

The disciplinary action taken code must be one of those found in Table 3 (see appendix)

SSDR4850- Disciplinary action cannot be 4 or 5 for general education students

The discipline action taken codes of 4 and 5 are reserved for students with disabilities.

SSDR4860 - Educational Services code (AE) has an invalid value

The data provided in element AE is not one of those found in Table 4.

SSDR4870 - If the Education Services provided Code (AE) is 2, 3 or 8 or the Education Services not provided Code is 7 then an “other” specification (AEX) must be provided.

Education Services provided Codes 2, 3 & 8 and Education Services not provided Code 7 require additional information to be provided.

SSDR4890 - Educational Services Not Provided code (NAE) has an invalid value

The data provided in element NAE is not one of those found in Table 5.

SSDR4900 - Either Educational Services code (AE) or Educational Services Not Provided code (NAE) may be reported for a discipline, not both.

If education services are provided and not provided for a time then submit two records reflecting the time frame of these two events.

SSDR4910 – Discipline Start Date and Days Missed cannot be blank

The start date of the discipline and the number of days missed must be completed.

SSDR4920 – Discipline start Date must be after Incident Date

The start of a discipline cannot be before the actual offense date.

SSDR4930 - Discipline start date must be between the beginning and end of the current school year.

The start date of a discipline may not be before the beginning of the fiscal year (July 1 to June 30) or after the end of the fiscal year.

SSDR4950 – Discipline must have an end date.

If a student’s discipline is not expulsion, then discipline end date is required.

SSDR4960 - Discipline End Date must be on or after the discipline start date, and on or before the end of the year.

The Discipline End Date may not be before the beginning of the year or after the end of the year (July 1 to June 30).

SSDR4970 - Days missed cannot be 0.

Days missed must be between 1-200 days

SSDR4980-Days missed cannot be equal to zero when end date is greater than start date.

If a suspension’s end date is greater than the start date, then days missed must be more than zero.

SSDR4990 – Days missed for an emergency removal cannot exceed three (3)

By law, an emergency removal may not exceed 3 days.

SSDR5000 - If disciplinary action taken is expulsion (DAT=3) then days missed cannot be less than 90

By definition, an expulsion must be more than 90 days

SSDR5010 – Discipline Start Date and Discipline End Date are inconsistent with number of days missed

The dates entered for discipline start and end date don't match up with number of days missed.

SSDR5020 - At least one offense code must be entered for a discipline

It is not permitted to report a discipline with no offense type attached to it.

SSDR5030 - Type of Offense ID 1 (SOT1) must be one of the offenses listed on the Incident Report (OT1 - OT5)

The offense for which a student is being disciplined must be one of those listed in the corresponding incident report.

SSDR5040 - Type of Offense ID 2 (SOT2) must be one of the offenses listed on the Incident Report (OT1 - OT5)

The offense for which a student is being disciplined must be one of those listed in the corresponding incident report.

SSDR5050 - Type of Offense ID 3 (SOT3) must be one of the offenses listed on the Incident Report (OT1 - OT5)

The offense for which a student is being disciplined must be one of those listed in the corresponding incident report.

SSDR5060 - Type of Offense ID 4 (SOT4) must be one of the offenses listed on the Incident Report (OT1 - OT5)

The offense for which a student is being disciplined must be one of those listed in the corresponding incident report.

SSDR5070 - Type of Offense ID 5 (SOT5) must be one of the offenses listed on the Incident Report (OT1 - OT5)

The offense for which a student is being disciplined must be one of those listed in the corresponding incident report.

SSDR5080 - The offense type implies that there should be a victim.  Please provide a victim count.

The offense type implies that there should be a victim.  Please provide a victim count.

SSDR5090 - The superintendent appeal code (APPEAL) must be either “Yes” or “No”

The superintendent appeal code must be either “Yes” or “No”

SSDR5100 - If school days missed are 10 or less then the superintendent appeal code must be “No”

If school days missed are 10 or less, then the superintendent appeal code must be “No”

SSDR5110 - Discipline record found, but not joined to any incident data

A discipline must have a corresponding incident.

SSDR5120 - Discipline was indicated (DISC IND = Y), but no disciplines were reported for this incident

A discipline was indicated in the incident report but no student was reported being disciplined.

SSDR5130 - No disciplines were indicated (DISC IND = N), but disciplines were reported for this incident

The incident did not result in a disciplinary action but students are reported being disciplined.

SSDR5140 - More than fifty percent of incidents have no suspension/removal reported.  If this is correct and you have entered all incidents for the year, contact your District Support Specialist.

This validation is in place to intercept accidental underreporting or omission of discipline data. If the number of disciplines is correct and all incidents for the current year have been reported, then contact your District Support Specialist.

SSDR8700 - The Program Status Code is invalid

Only those values found in table 2 (see appendix) are valid for the Program Status Code

SSDR9900 – Bodily Injury and Alternative Education Indicator (BI OFF, AEINC), have been discontinued. Please leave fields blank.

Elements BI OFF & AEINC are still in the data file, however, they have been discontinued. Please leave these elements blank.

SSDR9910 - Date Eligible To Return (ERD) has been discontinued. Please leave the field blank.

Date Eligible to return has been discontinued. Please leave the field blank.

SSDR9920 - Days Beyond Emergency Removal (ERDX) has been discontinued. Please leave the field blank.

Extra Suspension Days has been discontinued. Do not report.

Cross-reference between new and old error numbers.

| **New Id** | **Old ID** |
| --- | --- |
| SSDR9900 | SSDR0670 |
| SSDR4860 | SSDR0795 |
| SSDR4890 | SSDR0815 |
| SSDR4520 | SSDR2005 |
| SSDR2100 | SSDR2010 |
| SSDR4800 | SSDR2015 |
| SSDR4810 | SSDR2020 |
| SSDR4550 | SSDR2025 |
| SSDR4540 | SSDR2030 |
| SSDR4590 | SSDR2035 |
| SSDR4630 | SSDR2040 |
| SSDR4670 | SSDR2045 |
| SSDR4710 | SSDR2050 |
| SSDR4750 | SSDR2055 |
| SSDR2350 | SSDR2505 |
| SSDR4910 | SSDR2510 |
| SSDR4830 | SSDR2515 |
| SSDR4840 | SSDR2525 |
| SSDR2300 | SSDR2530 |
| SSDR2310 | SSDR2535 |
| SSDR4960 | SSDR2545 |
| SSDR9910 | SSDR2550 |
| SSDR4930 | SSDR2560 |
| SSDR8700 | SSDR2565 |
| SSDR9920 | SSDR2575 |
| SSDR5090 | SSDR2580 |
| SSDR2340 | SSDR2585 |
| SSDR2330 | SSDR2590 |
| SSDR2320 | SSDR2595 |
| SSDR5020 | SSDR2600 |
| SSDR4500 | SSDR6005 |
| SSDR4560 | SSDR6015 |
| SSDR4600 | SSDR6020 |
| SSDR4640 | SSDR6025 |
| SSDR4680 | SSDR6030 |
| SSDR4720 | SSDR6035 |
| Deleted | SSDR6040 |
| Deleted | SSDR6045 |
| Deleted | SSDR6050 |
| Deleted | SSDR6055 |
| Deleted | SSDR6060 |
| SSDR4760 | SSDR6090 |
| SSDR5080 | SSDR6110 |
| SSDR4570 | SSDR6115 |
| SSDR4610 | SSDR6120 |
| SSDR4650 | SSDR6125 |
| SSDR4690 | SSDR6130 |
| SSDR4730 | SSDR6135 |
| SSDR4780 | SSDR6165 |
| Deleted | SSDR6170 |
| SSDR4950 | SSDR6505 |
| SSDR4850 | SSDR6510 |
| SSDR4970 | SSDR6515 |
| SSDR4940 | SSDR6520 |
| Deleted | SSDR6560 |
| SSDR4820 | SSDR6565 |
| SSDR4920 | SSDR6575 |
| SSDR5010 | SSDR6585 |
| Deleted | SSDR6610 |
| SSDR4990 | SSDR6625 |
| SSDR5100 | SSDR6630 |
| SSDR4870 | SSDR6635 |
| SSDR5000 | SSDR6655 |
| SSDR4980 | SSDR6660 |
| SSDR4510 | SSDR7005 |
| SSDR5110 | SSDR7010 |
| SSDR5120 | SSDR7020 |
| SSDR5130 | SSDR7025 |
| SSDR4770 | SSDR7040 |
| SSDR5030 | SSDR7045 |
| SSDR5040 | SSDR7050 |
| SSDR5050 | SSDR7055 |
| SSDR5060 | SSDR7060 |
| SSDR5070 | SSDR7065 |
| SSDR5140 | SSDR7070 |
| SSDR4900 | SSDR9775 |

**Table 1 - List of Offense Codes**

For further discussion of offense codes and when they should be reported see: <https://nces.ed.gov/pubs2002/2002312.pdf>

| **Code** | **Offense** | **Description** | **Victim**  **Required?** | **Description Required?** | **Physical Injury**  **Required?** |
| --- | --- | --- | --- | --- | --- |
|  | **Alcohol (liquor law violations: possession, use, sale)** | | | | |
| 1010 | Sale of alcohol | Selling alcoholic beverages |  |  |  |
| 1020 | Distribution of alcohol | Distributing (i.e., giving away) alcoholic beverages. |  |  |  |
| 1030 | Drinking alcohol | Drinking alcoholic beverages |  |  |  |
| 1040 | Possession of alcohol | Having alcoholic beverages in one’s pocket(s), bag(s), locker, car, etc. |  |  |  |
| 1050 | Suspicion of alcohol use | Exhibiting behaviors that suggests that an individual consumed alcohol. |  |  |  |
| 1097 | Other alcohol | The incident cannot be coded in one of the above categories but did involve an alcohol violation. |  | **Y** |  |
| 1100 | Arson (Setting a Fire) | The unlawful or intentional damage, or attempt to damage, any school property by fire or incendiary device. Firecrackers, fireworks, and trashcan fires would be included in this category if they were contributing factors to a damaging fire. |  |  |  |
|  | **Attendance Policy Violation (Not Attending School or Classes as Required)** | | | | |
| 1210 | Forging absence excuse | Locally defined |  |  |  |
| 1220 | Skipping class | Locally defined |  |  |  |
| 1230 | Tardiness | Locally defined |  |  |  |
| 1240 | Truancy | Locally defined |  |  |  |
| 1297 | Other attendance policy violation | The incident above cannot be coded in one of the above categories but did involve an attendance policy violation. |  |  |  |
| 1300 | Battery (Physical Attack/Harm) | Touching or striking another person against his/her will or intentionally causing bodily harm to an individual. Must have an offender and a victim. | **Y** |  | **Y** |
| 1400 | Burglary/Breaking and Entering (Stealing Property/Unlawful Entry) | Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime. |  |  |  |
| 1500 | Disorderly Conduct (Disruptive Behavior) | Any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment. |  |  |  |
|  | **Drugs Excluding Alcohol and Tobacco (Illegal Drug Possession, Sale, Use/Under the Influence)** | | | | |
| 1610 | Sale of illegal drug | Selling illegal drugs |  |  |  |
| 1620 | Sale of substance represented as an illegal drug | Selling a substance represented as an illegal drug (e.g., selling oregano represented as marijuana). |  |  |  |
| 1630 | Distribution of illegal drug | Distributing (i.e., giving away) illegal drugs. |  |  |  |
| 1640 | Distribution of substance represented as an illegal drug | Distributing (i.e., giving away) substance represented as an illegal drug. |  |  |  |
| 1650 | Use of illegal drug\* | Smoking, snorting, injecting, ingesting, or otherwise using an illegal drug not mentioned above |  |  |  |
| MA02 | Marijuana use | Smoking or otherwise using marijuana |  |  |  |
| 1660 | Possession of illegal drug\* | Having an illegal drug in one’s pocket(s), bag(s), car, locker, etc. |  |  |  |
| MA01 | Marijuana possession | Having marijuana in one’s pocket(s), bag(s), locker, car, etc. |  |  |  |
| MA03 | Possession of illegal drugs with intent to sell | Possession of illegal drugs with intent to sell |  |  |  |
| 1670 | Possession of drug paraphernalia | Having equipment (e.g., bong) for use in consuming illegal drugs in one’s pocket(s), bag(s), car, locker, etc. |  |  |  |
| 1680 | Suspicion of use | An instance where an individual’s behavior suggests that he or she used illegal drugs. |  |  |  |
| 1697 | Other drug offense\* | The incident cannot be coded in one of the above categories but did involve illegal drugs. |  | **Y** |  |
| 1700 | Fighting (Mutual Altercation) | Mutual participation in an offense involving physical violence. No victims, only offenders. |  |  |  |
|  | **Harassment, Nonsexual (Physical, Verbal, or Psychological)** | | | | |
| 1810 | Bullying | The repeated use by one or more students (aggressors) of a written, verbal or electronic expression or a physical act or gesture of any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target’s property; (ii) places the target in reasonable fear of harm to him/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; (v) materially and substantially disrupts the education process of the orderly operation of a school. This includes cyber bullying. | **Y** |  |  |
| 1820 | Hazing | Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization or class. | **Y** |  |  |
| 1897 | Other nonsexual harassment | The incident cannot be coded in one of the above categories but did involve nonsexual harassment. | **Y** |  |  |
| 1900 | Harassment, Sexual (Unwelcome Sexual Contact) | Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct/communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive environment. | **Y** |  |  |
| 2000 | Homicide (Murder or Manslaughter) | Killing a human being | **Y** |  | **Y** |
|  | **Inappropriate Use of Medication (Prescription or over-the-counter)** | | | | |
| 2110 | Sale of medication | Selling prescription or over-the-counter medication. |  |  |  |
| 2120 | Distribution of medication | Distributing (i.e., giving away) prescription or over-the-counter medicine in violation of school rules. |  |  |  |
| 2130 | Use of medication in violation of school rules | Using prescription or over-the-counter medicine in violation of school rules. |  |  |  |
| 2140 | Possession of medication in violation of school rules | Having prescription or over-the-counter medication in one’s pocket(s), bag(s), car, locker, etc., in violation of school rules |  |  |  |
| 2150 | Suspicion of use of medication in violation of school rules | An instance where an individual’s behavior suggests that he or she used prescription or over-the-counter drugs in violation of school rules. |  |  |  |
| 2197 | Other inappropriate use of medication | The incident cannot be coded in one of the above categories but did involve the use of prescription or over-the-counter medication in violation of school rules. |  | **Y** |  |
| 2200 | Insubordination (Disobedience) | Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient**.** |  |  |  |
| 2300 | Kidnapping (Abduction) | Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage taking. | **Y** |  |  |
|  | **Obscene Behavior** | | | | |
| 2410 | Displays of affection in violation of school policy | Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy. |  |  |  |
| 2420 | Obscene written messages | Writing obscene messages on paper, on black boards, or elsewhere on school property (e.g., on bathroom wall). |  |  |  |
| 2430 | Drawing obscene pictures | Creating illustrations of a sexually explicit or vulgar nature. |  |  |  |
| 2440 | Obscene electronic communication | Posting obscene messages on Internet message boards, sending obscenities via Internet chat rooms/instant messaging, Twitter, cell phone text and downloading or emailing obscene material. |  |  |  |
| 2450 | Obscene gestures | Gestures that are offensive, socially unacceptable, or otherwise not suitable for an educational setting. |  |  |  |
| 2460 | Obscene language/profanity | Suggestive, explicit, or vulgar language, cursing, or abusive language. |  |  |  |
| 2497 | Other obscene behavior | The incident cannot be coded in one of the above categories but did involve obscene behavior. |  |  |  |
| 2500 | Physical Altercation, Minor (Pushing, Shoving) | Confrontation, tussle, or physical aggression that does not result in injury. |  |  |  |
| 2600 | Robbery (Taking of Things by Force) | The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery. | **Y** |  |  |
|  | **School Threat (Threat of Destruction or Harm)** | | | | |
| 2710 | Bomb threat | Intentionally making a false report of potential harm from a bomb, dynamite, explosive, or arson-causing device. |  |  |  |
| 2720 | Fire alarm | Verbally or otherwise (e.g., ringing alarm bells) making a false report of fire. |  |  |  |
| 2730 | Chemical/biological threat | Intentionally making a false report of potential harm from dangerous chemicals or biological agents. |  |  |  |
| 2740 | Terroristic threat | Making terroristic threats to harm students or school officials, and/or to destroy school property. |  |  |  |
| 2797 | Other school threat | The incident cannot be coded in one of the above categories but did involve a school threat. |  |  |  |
| 2800 | Sexual Battery (Sexual Assault) | Oral, anal or vaginal penetration forcibly or against the person’s will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, and child molestation. | **Y** |  | **Y** |
| 2900 | Sexual Offenses, Other (Lewd Behavior, Indecent Exposure) | Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here. |  |  |  |
|  | **Suicide** | | | | |
| 3010 | Suicide | Taking one’s own life voluntarily and intentionally |  |  | **Y** |
| 3020 | Attempted suicide | Attempting to take one’s own life voluntarily and intentionally. |  |  |  |
| 3097 | Other suicide offense | The incident cannot be coded in one of the above categories but did involve the threat or mention of suicide. |  | **Y** |  |
|  | **Theft (Stealing Personal or Other Property)** | | | | |
| 3110 | General theft, Person | Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. |  |  |  |
| 3120 | Motor Vehicle Theft | Theft of a motor vehicle. This category includes theft of a car, truck, motorcycle, dune buggy, snowmobile, RV, or anything that is self-propelled |  |  |  |
| 3197 | Other theft | The incident cannot be coded in one of the above categories but did involve theft. |  |  |  |
|  | **Threat/Intimidation (Causing Fear of Harm)** | | | | |
| 3210 | Physical threat | Threatening an individual or group of individuals with a gesture(s) or body language. |  |  |  |
| 3220 | Verbal threat | Threatening an individual or group of individuals with spoken words or sounds. |  |  |  |
| 3230 | Written threat | Threatening an individual or group of individuals in writing (e.g., letter, note, message on chalkboard). |  |  |  |
| 3240 | Electronic threat | Threatening an individual or group of individuals by email, postings on Internet sites, or through other electronic mechanisms. |  |  |  |
| MA04 | Threat of robbery | Any threat (verbal, written, electronic) by a person to commit a robbery. |  |  |  |
| 3297 | Other threat | The incident cannot be coded in one of the above categories but did involve a threat. |  |  |  |
|  | **Tobacco (Possession or Use)** | | | | |
| 3310 | Sale of tobacco | Sale of tobacco products (e.g., cigarettes, chewing tobacco). |  |  |  |
| 3320 | Distribution of tobacco | Distribution (i.e., giving away) tobacco products. |  |  |  |
| 3330 | Use of tobacco | Smoking, chewing or otherwise using tobacco (cigarettes, cigars, pipes, or smokeless tobacco) |  |  |  |
| 3340 | Possession of tobacco | Having tobacco in one’s pocket(s), bag(s), car, locker, etc. |  |  |  |
| 3350 | Suspicion of use of tobacco | An instance where an individual’s behavior, breath, etc., suggests that he or she used tobacco. |  |  |  |
| 3397 | Other tobacco offense | The incident cannot be coded in one of the above categories but did involve tobacco. |  | **Y** |  |
| 3400 | Trespassing (Unlawful or Unauthorized Presence) | Any significant violence or drug-related offense not previously mentioned |  |  |  |
|  | **Vandalism (Damage to School or Personal Property)** | | | | |
| 3510 | Vandalism of school property | Willful destruction or defacement of school property. |  |  |  |
| 3520 | Vandalism of personal property | Willful destruction or defacement of personal property |  |  |  |
| 3597 | Other vandalism | The incident cannot be coded in one of the above categories but did involve vandalism. |  |  |  |
| 3600 | Violation of School Rules (Disobeying School Policy) | This category comprises misbehavior not captured elsewhere. Problem behaviors could include dress code violations, running in the halls, possession of contraband, cheating, lying to authorities, or falsifying records. |  |  |  |
| 9000 | Other Offenses (e.g., Forgery, Extortion) | Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, embezzlement, forgery, resisting arrest, gambling, extortion, or dealing in stolen property. |  | **Y** |  |
| MA05 | Felony Conviction Outside of School\* | Indicate type of felony |  | **Y** |  |
| MA19 | Felony complaint (charge) outside of school\* | Indicate type of felony |  | **Y** |  |
|  | **Weapons Offenses** | | | | |
|  | **Firearm** | | | | |
| 0011 | Handgun | A handgun or pistol |  |  |  |
| 0012 | Shotgun/rifle | A shotgun |  |  |  |
| MA14 | Rifle | A rifle |  |  |  |
| 0013 | Other type of firearm\* | The weapon involved was another type of firearm not named above, including zip guns, starter guns, and flare guns. As defined by the Gun-Free Schools Act. |  | **Y** |  |
|  | **Knife** | | | | |
| 0021 | Knife with blade less than 2.5 inches | Knife with blade less than 2.5 inches |  |  |  |
| 0023 | Knife with blade greater than or equal to 2.5 inches | Knife with blade greater than or equal to 2.5 inches |  |  |  |
| 0029 | Other knife\* | The weapon involved was another type of knife. |  |  |  |
| 0030 | Other Sharp Objects\* | The weapon involved was another type of sharp object, (e.g., razor blade, ice pick, dirk, Chinese star, other pointed instrument [used as a weapon]). |  |  |  |
| 0040 | Other Object\* | The weapon involved was another known object (e.g., chain, nunchakus, brass knuckle, billy club, electrical weapon or device [stun gun], BB or pellet gun). |  | **Y** |  |
| 0050 | Substance Used as Weapon\* | The weapon involved was a substance (e.g., mace, tear gas) that was used as a weapon. |  |  |  |
| MA51 | Explosive or Incendiary Device | A bomb, grenade, rocket, missile, mine, or other incendiary device |  |  |  |
| 0099 | Unknown Weapon | Any Other object not described above, such as fireworks or firecrackers |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TABLE 2** | | | |
| **Program Status Codes** - | **Program Status** | | |
| 1 | General Education | | |
| 2 | Students with Disabilities - student has an Individualized Educational Plan | | |
|  |  |  |  |
| **TABLE 3** | | | |
| **Disciplinary Action Taken Codes** | **Disciplinary Action** | | |
| 1 | In - school suspension (where suspension is more than half the school day) | | |
| 2 | Out - of - school suspension (1 day – either partial or full - or more) | | |
| 3 | Expulsion | | |
| 4 | Removed by an impartial hearing officer to an alternative setting (only valid if Program Status = 2. SWD) | | |
| 5 | Removed by school personnel to an alternative setting (only valid if Program Status = 2. SWD) | | |
| 6 | Emergency Removal (not more than 3 days, inclusive of the day of removal) | | |

|  |  |  |
| --- | --- | --- |
| **TABLE 4** | | |
| **Ed Serv Codes - Column O** | **AE\_DESC** | |
| 1 | Home Tutoring | |
| 2 | In - district education services (specify) | |
| 3 | Out - of - district education services (specify) | |
| 4 - 5 | Discontinued | |
| 6 | Distance learning | |
| 7 | Saturday School | |
| 8 | Other (specify) | |
|  |  |  |
| **TABLE 5** | | |
| **No Ed Serv Codes - Column P** | **NAE\_DESC** | |
| 1 | Moved / transferred | |
| 2 - 4 | Discontinued | |
| 5 | Refused services | |
| 6 | Did not respond to the offer of services | |
| 7 | Other (specify) | |

**Revision History**

| **Version** | **Date Posted** | **Date of Change** | **Description** |
| --- | --- | --- | --- |
| 9.0 |  | 4/26/18 | Renumbered to be consistent with new format |
| 8.0 |  | 9/1/17 | Removed: 2520, 2540, 6010, 6065, 6070, 6075, 6080, 6085, 6175, 6180, 6525, 6530, 6535, 6540, 6545, 6550, 6555, 6580, 6595, 6605, 6640, 6650  Added: 0670, 0795, 0815, 6655, [6660](#SSDR6660), [9775](#SSDR9775) |
| 5.3 |  | 1/6/17 | Removed discontinued validations referring to ERDX and Date Eligible to return. |
| 5.2 |  | 6/4/15 | Updated 6630 to correct description |
| 5.2 |  | 5/15/15 | Added [2585, 2590, 2595 & 2600](#SSDR2600)  Removed SSDR6140-SSDR6160 allowing extended offense descriptions for offenses not requiring it. |
| 5.1 |  |  | First Draft |