## Essential Elements

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| **Data Collection Name:** Reference the name the collection is known by in the SEA. For accuracy of communication throughout the SEA, reference each data collection by only one name. |
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| **Associated ED*Facts* File Numbers:** |
| **Files containing unduplicated counts of children**   * FS005 — Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting * FS006 — Children with Disabilities (IDEA) Suspensions/Expulsions * FS088 — Children with Disabilities (IDEA) Disciplinary Removals * FS144 — Educational Services During Expulsion   **Files containing unduplicated counts of disciplinary events**   * FS007 — Children with Disabilities (IDEA) Reasons for Unilateral Removal * FS143 — Children with Disabilities (IDEA) Total Disciplinary Removals |
| **Data Stewards:** Provide titles and names, contact information, department, and any notes on persons responsible for collections, validation, and submission. If there are multiple parties responsible or involved in the process, list them all. (i.e., Part B Data Manager, ED*Facts* Coordinator, etc.) |
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| **Data Collection Levels:[[1]](#footnote-1)** These are the levels at which data are collected and reported. |
| * SEA and LEA level * Student level * Event level * Type of removal * Duration of removal * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Federal Reporting Period and Submission Dates:** The reporting period as defined by OSEP (i.e., snapshot of a particular day or a period of time such as school year) and final due date. |
| **Reporting Period:** Entire school year (typically defined as July 1– June 30).  **Due Date:** Due annually on the first Wednesday of November. |
| **State Collection and Submission Schedule:** Provide a list of dates when the data collection period opens, when data are due to the SEA from the LEA, and when data are pulled after the collection closes. |
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## Processes

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| **Collection:** Provide detailed information about how data are pulled from database, how LEAs submit data to the state, etc. |
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| **SSS-IDEA Considerations:[[2]](#footnote-2)** Verify that data are consistent with responses in SSS-IDEA. Describe state definitions for relevant SSS-IDEA questions. |
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| **Data Validation:[[3]](#footnote-3)** Describe the data cleaning processes used to prepare these data for submission. |
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| **Internal Approval Process:** Describe any internal approval processes (e.g., who must sign off and timelines). |
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| **Submission:[[4]](#footnote-4)** Describe process for generating and submitting each ED*Facts* file listed above. |
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| **Response to OSEP Data Quality Report:[[5]](#footnote-5)** Describe the procedures for reviewing OSEP feedback and submitting a data note or resubmitting data files. |
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| **Data Governance:** Describe the process for reviewing potential or actual future changes to the data collection and associated requirements. |
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| **Public Reporting:** Describe the process and location for posting state level data for public reporting. |
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1. **Data Collection Level**—Discipline data for students with disabilities is captured at the student level for any event that results in the removal of the student from his/her current individualized education program (IEP) educational or environmental setting. Data include counting the total number of individual removal events as well as an unduplicated count of students with disabilities who had discipline-related removals.

   Data also include demographic information about the student with a disability being removed (including the student’s disability, race/ethnicity, gender, and limited English proficiency (LEP) status) as well as information about each removal (including type of removal and the amount of time the student is removed). [↑](#footnote-ref-1)
2. **SSS-IDEA Considerations—**TheIDEA State Supplemental Survey (SSS-IDEA) collects metadata related to the IDEA 618 data collections to assist OSEP in reviewing the data for accuracy. SSS-IDEA is collected via E*MAPS* annually prior to the Child Count and Educational Environment data submission. [↑](#footnote-ref-2)
3. **Data Validation** —Document and/or verify:

   * That a procedure for including data for students ages 3–5 is in place.
   * How to address duplicates (e.g., two students with same student identifier but different names, also two student identifiers likely referencing a single student).
   * How the state handles counts of days for students who transfer from one LEA to another in a single year (e.g., Are the days only associated with the last district? If so, are all event days in the year attributed to the second district—or only the days the student was removed while at the second district?).
   * How to address missing data (e.g., a suspension event for a student has a start date but no end date).
   * How to address weekends, vacations, summers etc. with respect to calculating days of suspension (school days vs. calendar days).
   * How to address “in-school suspensions.” They are to be reported in FS006, FS088, and FS143. (It is important to know SEA policy and LEA practice on services for students receiving in-school suspension).
   * How to address time between removal event and subsequent placement in a behavioral center or Interim Alternative Educational Setting (IAES). Time in these settings is not considered suspension or expulsion time.
   * How to address time counted for a student who was suspended in a school year prior to the point he/she was found eligible for IDEA (e.g., is only post-IDEA eligible time counted?).
   * How LEAs address expulsions that cross school years (e.g., suspended in May for 3 months).
   * That the total of FS007 is greater than or equal to the total in C005. ED*Facts* file FS007 collects the number of events committed by the number of students reported in FS005.
   * That an event that affects more than one student with disabilities should be associated with each student (e.g., fight between two students).

   [↑](#footnote-ref-3)
4. **Submission**—Describe where and how a copy of the submitted ED*Facts* file is accessed for future reference. [↑](#footnote-ref-4)
5. **Response to OSEP Data Quality Report—**OSEP reviews IDEA data submissions for timeliness, completeness, and accuracy and provides feedback via MAX. Following collection due dates, OSEP posts a data quality report to each SEA’s individual MAX webpage. SEAs then review the data quality report and respond as necessary (e.g., submit data notes, resubmit data). [↑](#footnote-ref-5)