

# WISEdata: Discipline Reporting

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# Today we will...

- Look at discipline-related data elements
- Cover common reporting scenarios
- Verify data in WISEdata Portal and WISEdash For Districts
- Talk about common errors
- Answer your questions

# Discipline Reporting

## What Is “Discipline Reporting”?

Discipline is a section of fields in WISEdata to collect student information regarding discipline incidents, discipline behavior, and discipline actions. Reported are expulsions, out of school suspensions, and some in-school suspensions.

# Discipline Reporting

## Who Should Submit Discipline Data?

- Discipline data is required to be reported annually for all public schools and districts statewide. This includes non-district independent Charter schools.
- Discipline data is required to be reported by County Children with Disability Education boards (CCDEB), and state schools (Wisconsin Center for the Blind and Visually Impaired, Wisconsin School for the Deaf).
- Discipline data is NOT reported for Choice schools, Department of Corrections (DOC) and Department of Health Services (DHS) students, or Parentally Placed Private (PPP) special education students with an Individual Service Plan (ISP).
- Discipline reporting requirements are the same regardless of whether the student's grade level is compulsory or non-compulsory (such as K4).

# Discipline Reporting

## Why Report Discipline Data?

- Discipline data is required by state law.
- Some discipline data is required for IDEA reporting.

# Discipline Reporting

## Why Report Discipline Data?

- School Boards have statutory powers related to the removal of students from the classroom ([§ 118.164](#)) as well as suspension and expulsion of students from public schools ( [§120.13](#) and [§119.25](#), Wis. Stats.)
- One Wisconsin law requires that a student be expelled if the student possessed a firearm while at school or under the supervision of the school authority, however this may be modified on a case-by-case basis ([§120.13\(1\)\(g\)](#)).
- All students are federally entitled to a free, appropriate, public education (FAPE) as protected by [article X, section 3 of the Wisconsin Constitution](#), and [§121.77](#), so the nuances of suspensions, expulsions, and the time they require students to be away from FAPE are important to get right.

# Discipline Reporting

## What Discipline Data to Submit

### **Students without IEPs:**

- All expulsions, regardless of duration
- Out-of-school suspensions, if the student is removed for at least half of their regular school day

### **Students with IEPs:**

- All expulsions, regardless of duration
- In-school suspensions, in half day increments
- Out-of-school suspensions, if the student is removed for at least half of their regular school day
- IAES: Student must have an active sSEPA; submitted only if the student is removed for at least half of their regular school day

# Discipline Reporting

## What Discipline Data to Submit

### **Summer School Discipline:**

Discipline information for Summer School should not be submitted to WISEdata. This student is removed zero days from the school year for a suspension, so no incident or action is submitted.

- Note, if the discipline action was an expulsion, then this incident-action pair would be submitted.



# Discipline Reporting



## Interim Alternative Educational Setting (IAES) Placement Disciplines

- IAES Removals (by IAES School Personnel and IAES Hearing Officers) are available after a student with an IEP carries a weapon to, or possesses a weapon at school, knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, or has inflicted serious bodily injury upon another person while at school.
- An appropriate setting is determined by the pupil's IEP team in which the child is placed for no more than 45 days. This setting enables the child to continue to progress in the general curriculum; to continue to receive the services and modifications, including those described in the pupil's current IEP; and to meet the goals set out in the IEP. Setting includes services and modifications to address the problem behavior and to prevent the behavior from recurring.

# Data Elements

## Discipline Record Example

### Discipline

	District / Agency	School	Incident Identifier	Incident Date	Behavior
▼	 School District		11583	12/07/2022	Endangering Behavior

### Behaviors

**Behavior:** Endangering Behavior

**Serious Bodily Injury:** False

**Behavior Detailed Description:**

**Create Date:** 12/7/2022 11:39:30 PM

**Last Modified Date:** 12/7/2022 11:39:30 PM

### Actions

**Action Id:** 11583\_2598

**Modified Term:** N/A

**Create Date:** 12/7/2022 11:39:30 PM

**Discipline:** Out of School  
Suspension

**Early Reinstatement Condition:**  
N/A

**Last Modified Date:** 12/16/2022 11:39:30 PM

**Discipline Date:** 12/07/2022

**Length:** 2.00

**Actual Discipline Action Length:** 2.00

### Other Students involved in the incident

**Incident Create Date:** 12/7/2022 11:01:39 PM

**Incident Last Modified Date:** 12/7/2022 11:01:39 PM

# Data Elements

## Discipline Record Example – Ed-Fi API View

### Discipline Incident End Point (/disciplineIncidents)

- **School** (*schoolReference*): ██████████
- **Incident Identifier** (*incidentIdentifier*): 11583
- **Incident Date** (*incidentDate*): 12/07/2022
- **Create Date**: 12/07/2022 11:01:39 PM
- **Last Modified Date**: 12/07/2022 11:01:39 PM
- **Ed-Fi Id** (*id*): 4ec81326-42ac-4f99-b465-5f51b56b0678

### Student Discipline Incident Association End Point (/studentDisciplineIncidentAssociations)

1. ○ **WISEId** (*studentUniqueid*): ██████████
  - **Participation Type** (*studentParticipationCodeType*): 01 - Perpetrator
  - **Behaviors** (*behaviors*):
    1. ▀ **Behavior** (*behaviorDescriptor*): 06 - Endangering Behavior
      - ▀ **Behavior Detailed Description** (*behaviorDetailedDescription*):
  - **Student Discipline Incident Association Extension** (*\_ext*):
    - ▀ **Serious Bodily Injury** (*Wi\_seriousBodilyInjury*): N
  - **Create Date**: 12/7/2022 11:39:30 PM
  - **Last Modified Date**: 12/7/2022 11:39:30 PM
  - **Ed-Fi Id** (*id*): 201198f8-01d4-4a90-8434-28559d25ca39

### Discipline Action End Point (/disciplineActions)

1. ▀ **WISEId** (*studentUniqueid*): ██████████
  - ▀ **Action Id** (*identifier*): 11583\_2598
  - ▀ **Discipline Date** (*disciplineDate*): 12/07/2022
  - ▀ **Length** (*length*): 2
  - ▀ **Actual Discipline Action Length** (*actualDisciplineActionLength*): 2
  - ▀ **Disciplines** (*disciplines [disciplineDescriptor]*):
    - ▀ 02 - Out of School Suspension
  - ▀ **Discipline Action Extension** (*\_ext*):
    - ▀ **Early Reinstatement Condition** (*Wi\_earlyReinstatementCondition*):
    - ▀ **Modified Term** (*Wi\_modifiedDescriptor*):
  - ▀ **Create Date**: 12/07/2022 11:39:30 PM
  - ▀ **Last Modified Date**: 12/16/2022 11:39:30 PM
  - ▀ **Ed-Fi Id** (*id*): ac09b4d8-e30a-454c-8680-0709b1af8c6a

# Data Elements

## Discipline Incident Identifier

A locally-assigned unique identifier used to identify a specific incident or occurrence. This is a required data element.

- The same identifier should be used to document the entire incident even if it included multiple offenses and multiple offenders.
- Associating, for a single student, multiple disciplinary actions (removals) that resulted from a single incident should be a priority.
- The Discipline Incident Identifier is distinct from the auto-generated Ed-Fi Incident ID (i.e, the [Discipline Incident ID](#)).

# Data Elements

## Incident Date

The Incident Date is the date (Day, Month, Year) that the incident resulting in removal occurred.

- The incident date must occur within the reporting school year and within an active enrollment period for the associated school.
- Summer school enrollment should not be reported to WISEdata. As such, discipline which occurs during summer school is not submitted to DPI.

# Data Elements

## Behavior Descriptor

A Behavior must be selected to describe the student's action resulting in the discipline incident.

- Select the option that most closely aligns with the incident that occurred.
- Behaviors are ranked in order of severity with handgun being the most severe.
- To assist with selecting the correct Behavior use cases are provided on the [Behavior Descriptor data elements](#) page.

# Data Elements

## Behavior Descriptor

Code	Short Description
01	Handgun
02	Shotgun or Rifle
03	Other Firearm
04	Dangerous Weapon - Not Firearm
05	Assault
06	Endangering Behavior
07	Drug-Related
08	Alcohol-Related
09	Other Violation of School Rules

A detailed description of each Behavior is provided on the [Behavior Descriptor data elements](#) page.

# Data Elements

## Behavior Detailed Description

Behavior Detailed Description data element is required to explain the reason why there was not an expulsion for a student bringing a firearm to school. State and federal law require expulsion for a period of not less than one year for any student who brings a firearm to school, but a school board may modify this requirement on a case-by-case basis.

- If no expulsion is issued following a firearm-related incident, schools must explain the reason in the Behavior Detailed Description.
- This is a required data element for all firearms incidents.



# Data Elements

## Serious Bodily Injury

Serious Bodily Injury is a True or False value required only when an interim alternative educational setting (IAES) School Personnel discipline is associated with the student and incident.

- Serious Bodily Injury (as per 18 USC Section 1365 (3)(h)) describes the result of a discipline incident that involves:
  - a substantial risk of death
  - extreme physical pain
  - protracted and obvious disfigurement
  - protracted loss or impairment of the function of a bodily member, organ, or faculty
- If no IAES School Personnel discipline is associated, then the value may be left null

# Data Elements

## Discipline Action Identifier

A locally-assigned unique identifier used to identify a specific discipline action. This is a required data element.

- Some incidents result in multiple discipline actions for the same student. A separate discipline action submission is expected for each discipline action. For example, if an out-of-school suspension and expulsion occurred for one student then the student should have two discipline actions, each one associated to a single discipline incident.
- The Discipline Action Identifier is distinct from the [Discipline Descriptor \(Action\)](#), which is auto-generated and assigned by Ed-Fi.

# Data Elements

## Discipline Descriptor (Action)

The Discipline Descriptor (Action) data element is a code-based descriptor referring to a type of action resulting from a discipline incident; namely, removal from the classroom.

- The Discipline Descriptor (Action) data element is associated with the student who caused the school discipline incident.

# Data Elements

## Discipline Date

The date (Day, Month, Year) on which the discipline action started.

- The Discipline Date must occur on or after the incident date.
- For suspensions (in or out of school) and IAES discipline actions, the discipline date must be within an active enrollment period in the current reporting year.
- For expulsions, the discipline date may occur in the current reporting year or at the beginning of the next school year.

# Data Elements

## Modified Term for Firearms

Identifies if the duration of the expulsion has been modified from the federally-required one year of expulsion for a firearms incident.

- The Modified Term data element refers to a reduction in the minimum one-year (12-month) expulsion period for firearms.
- A firearms expulsion period begins on the discipline date and is expected to last one full calendar year. A reduction of that timeframe via Modified Term for Firearms is specified in the student's expulsion order under state law.

# Data Elements

## Early Reinstatement Conditions

The Early Reinstatement Conditions data element applies following an expulsion, but only if the student had early reinstatement conditions for returning to school prior to the end of the expulsion.

- This is a condition that a student is required to meet before being granted early reinstatement to return to school, or condition(s) that a student is required to meet after their early reinstatement but before the expiration of the term of expulsion.
- Links to applicable state statutes are available on the [Early Reinstatement Conditions data elements](#) page.

# Data Elements

## Discipline Length

Refers to the number of school days during which a student is removed for a school term, incident, and disciplinary action.

Discipline Length is Counted Based on the Student's Scheduled School Day: For students with nonstandard school schedules (i.e., student attends school for a half-day), counting of days removed for discipline purposes will be different from counting days for attendance purposes. This is because counting of actual and possible days of attendance is based on the district's standard full school day.

# Data Elements

## Discipline Length

Refers to the number of school days during which a student is removed for a school term, incident, and disciplinary action.

If the Discipline Action is an Expulsion or Out-of-School Suspension:

- Count days removed from the school's grounds for disciplinary purposes as a result of the expulsion or out-of-school suspension.
- The School Days Removed value should include days during which the student is receiving services in an alternative setting off-school grounds or at an alternative school.



# Data Elements

## Discipline Length

Refers to the number of school days during which a student is removed for a school term, incident, and disciplinary action.

If the Discipline Action is an In-School Suspension or Placement in IAES:

- Count days the student is removed from his/her educational placement, e.g., the student's regular classroom, for disciplinary purposes.

# Data Elements

## Discipline Length

### How to Count Discipline Length:

The Discipline Length value, for all discipline actions, should be submitted in half-day increments.

- Do not count removals (suspensions or IAES discipline actions) for less than half of a school day.
- Do not round up to 0.5 for removals that are less than half a school day.
- For any removal of half of a school day in length or longer, round up to the nearest half-day increment.

### EXAMPLES:

- Removals of  $\frac{1}{3}$  day would not be counted
- Removals of  $\frac{2}{3}$  day would round up to 1.0,
- Removals of 1.2 days would round up to 1.5 days, etc.

# Data Elements

## Actual Discipline Action Length

The Actual Discipline Length data element indicates the actual length of a student's disciplinary assignment, as measured in school days.

- For suspensions (in or out of school) and IAES discipline actions, actual discipline action length must equal discipline length, due to the restrictions for reporting these disciplinary actions.
- For expulsions that span multiple school years - or - for expulsions that do not begin until the next school year:
  - Count the total days the student will be removed from the school's grounds for disciplinary purposes over the entire duration of the expulsion order.
  - School days removed include days during which the student is receiving services in an alternative setting off-school grounds or at an alternative school.

# Important to know!

## Review

Report on

### 1. IAES

- Removals should be submitted only when the student is removed for at least half of his or her regular school day.
- IAES removals only apply to IDEA eligible students. These students must have an active sSEPA record which includes the discipline date.

### 2. Expulsions

- All expulsions should be submitted, regardless of duration, for all students.

### 3. Suspensions

- Do not report in-school suspensions for students without IEPs.
- For students with IEPs, in-school suspensions are submitted in half-day increments.
- Out-of-school suspensions are reported for all students when they have a length of 0.5 or more.

# Important to know!

## Discipline FAQ & Use Cases

A comprehensive documentation of use cases, as well as answers to frequently asked questions, can be found on the [Discipline: Info, Help and FAQ](#) page.

# Data Verification

## WISEdata Portal

Discipline data can be verified in WISEdata Portal using export files.

### Exports

Category Type ↑	Export Type ↑	Description	Code	Code
All Enrollment	Mass Enrollment Export	All student enrollments	<a href="#">Download</a>	<a href="#">Definitions</a>
Attendance - YE	Attendance - YE	Attendance data for primary enrollments	<a href="#">Download</a>	<a href="#">Definitions</a>
Career Education	Certified/Non Certified Career Education Programs	Students with the course and non-course related Career Education student program associations including Certified Career Education Programs, Non-Certified Career Education Programs	<a href="#">Download</a>	<a href="#">Definitions</a>
Career Education	CTE Concentrators	This export shows the student's CTE concentrator summary (Career pathway type, IAC code, Program areas) submitted by a school.	<a href="#">Download</a>	<a href="#">Definitions</a>
Career Education	CTE Participants	This export includes students who meet the criteria for CTE participation within a district. A student is identified as a CTE participant if his/her grade level is 9-12, and took at least one CTE course for which the attempt status is sufficient, and passed the CTE course(s).	<a href="#">Download</a>	<a href="#">Definitions</a>
ChildCount	Child Count	Student enrollment records submitted by your district that cover the October 1 Child Count	<a href="#">Download</a>	<a href="#">Definitions</a>
Discipline	Discipline Action Export	The details of the Student Discipline Actions that resulted from a Discipline Incident.	<a href="#">Download</a>	<a href="#">Definitions</a>
Discipline	Discipline Incident Export	The details of the Discipline Incidents and student behavior details from the Student Discipline Incident Association.	<a href="#">Download</a>	<a href="#">Definitions</a>
Dropout	Possible full-term dropout	This Drop out export no longer exist and Public school must use WISEdash for dropout review and Choice schools use the WISEdash Extract for Dropouts		
Dropout	Possible mid-term dropout	This Drop out export no longer exist and Public school must use WISEdash for dropout review and Choice schools use the WISEdash Extract for Dropouts		
Enrollment - 2nd Friday	Enrollment - 2nd Friday			

# Data Verification

## WISEdash For Districts

Discipline data can be verified in WISEdash For Districts, in both the Topics and Snapshot sections.

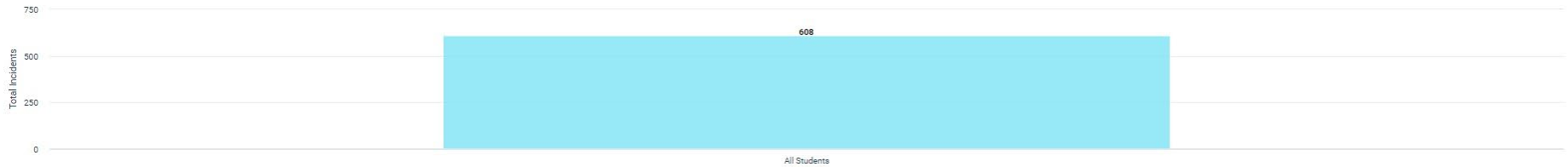
# Data Verification

## WISEdash For Districts

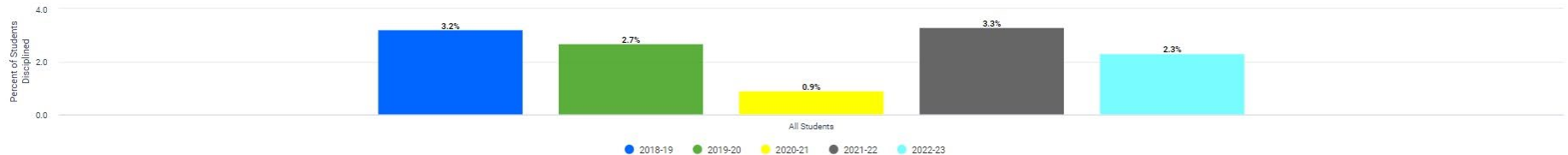
### Disciplinary Incidents by Subgroup

Filter Data Show Student Details [All Students] 2022-23 Clear All Filters

#### 2022-23 Total Student-Incident Occurrences by [All Students]



#### Percent of Students with Disciplinary Removals by Year and [All Students]





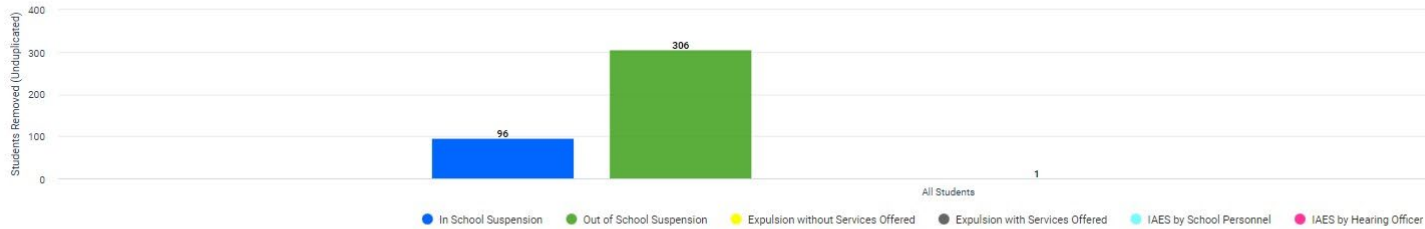
# Data Verification

## WISEdash For Districts

### Disciplinary Actions by Subgroup

Filter Data Show Student Details [All Students] 2022-23 Clear All Filters

#### 2022-23 Disciplinary Removals by Type and [All Students]



#### Disciplinary Removals by Type and Year



# Data Verification

## WISEdash For Districts

### Discipline Snapshot

Filter Data ▾

Show Student Details

2021-2022 (Today)

2021-2022 (12-06-2022)

Accountable



Current View

Snapshot View

[Data Quality Indicators Help](#) - click the numbers for details

2021-2022

Firearms Without Expulsions  
Goal: 0

0

2021-2022

Incidents Without Removals  
Goal: 0

0

2021-2022

In-School Susp. for SwoD  
Goal: 0

0

2021-2022

Expul. w/o Services - SPED  
Goal: 0

0

2021-2022

Schools Without Incidents  
Informational

11

# Data Verification

## WISEdash For Districts

2021-2022 (12-06-2022) Disciplinary Incidents Crosstab - Snapshot View

Configuration

Default

Function

Sum

Measure

Count of Incidents

Save

Delete

Available data

Serious Injury

SPED

EL

Econ

Gender

Grade

Columns

Rows

Behavior

BEHAVIOR

Alcohol-Related

Assault

Dangerous Weapon - Not  
Firearm

Drug-Related

Endangering Behavior

Other Violation of School Rules

Totals

Totals

1

11

16

37

207

539

811

# Some Common Validations



# Warning 6751

## No Discipline records for this school in this school year

Long Text: No Discipline records have been submitted for this school (for the school year in context) that are required to be submitted to Wisconsin DPI. Only a subset of discipline incident, discipline type, and behavior information should be submitted to DPI: All expulsions, regardless of duration, should be submitted. In-school suspensions and interim alternative setting placements (IAES). IAES setting disciplines should be submitted only for IDEA eligible students. These students must have an active student special education program association (sSEPA) which includes the discipline date (start date of the removal). Suspensions (in and out of school) and IAES removals should be submitted only when the student is removed for at least half of his or her regular school day. If zero reportable Discipline incidents occurred, acknowledge the warning. Acknowledgment of the warning is reported via EDFacts and fulfills your annual reporting requirement for the Gun-Free Schools Act. If reportable discipline did occur, submit the records to WISEdata. If the warning remains unacknowledged, your school will NOT have fulfilled the reporting requirements of the Gun-Free Schools Act and will be reported to the federal government as such.

# Warning 6690

## Discipline Action Length Should Not Be Greater Than Five Days

Long Text: The 'Action Length' exceeds 5 days for Out of School Suspension. 'Action Length', days removed this school year, for a single out of school suspension should not exceed 5 days unless notice of expulsion hearing has been sent.

- If the length exceeds 5 days, you will need to modify the discipline descriptor (action) accordingly unless an expulsion hearing has been set. In that case, if the length is correct, acknowledge the warning.

# Warning 6691

## Discipline Action Length Within Agency Over 200

Long Text: The 'Action Length', days removed this school year, exceeds 200 days of enrollment within your district. The total days removed this school year for this student exceeds 200 days across one or more schools of enrollment within your district. Do not include days of possible summer session attendance in Action Length.

- Verify which discipline action the student was given and what the discipline action lengths were determined to be from the multiple schools involved, reviewing incident reports as needed. If the student has multiple removals, remove the invalid action length for the appropriate school and enter a correct value, ensuring the combined length is less than 200 total days. Also make sure no summer school attendance is included in the action length. If the collective length truly exceeds 200 days, acknowledge the warning.

# Error 6681

## Discipline Action Out Of School Suspension Invalid Length

Long Text: Invalid 'Length' for Out of School Suspension. 'Length', days removed this school year, for out of school suspension (OS) may not exceed 15 days.

- Remove the invalid length and enter a correct value, ensuring the length is less than 15 days. If the length exceeds 15 days, you will need to modify the discipline descriptor (action) to match.



# Error 6665

## Invalid Discipline Date Expulsion

Long Text: Invalid 'Discipline Date' for expulsion. 'Discipline Date' must be on or after the Incident Date and must occur within the same school year as the Incident Date or prior to 9/14 of the subsequent school year. When the expulsion begins at the start of the next school year, the Discipline Date is expected to be the first day of school. To ensure that this date is prior to the third Friday of September, the Discipline Date must be on or before 9/14 of the subsequent school year.

- Verify the student's discipline action and discipline date that were determined after the incident. For expulsions, the discipline date should occur in the same school year as the incident date or before September 14 of the next school year. If the expulsion will occur next school year, use a Discipline Date of the first day of school. To clear the error, remove the invalid value in the Discipline Date field and then enter the correct date, ensuring it matches the discipline date's year or is prior to 9/14 of next school year.

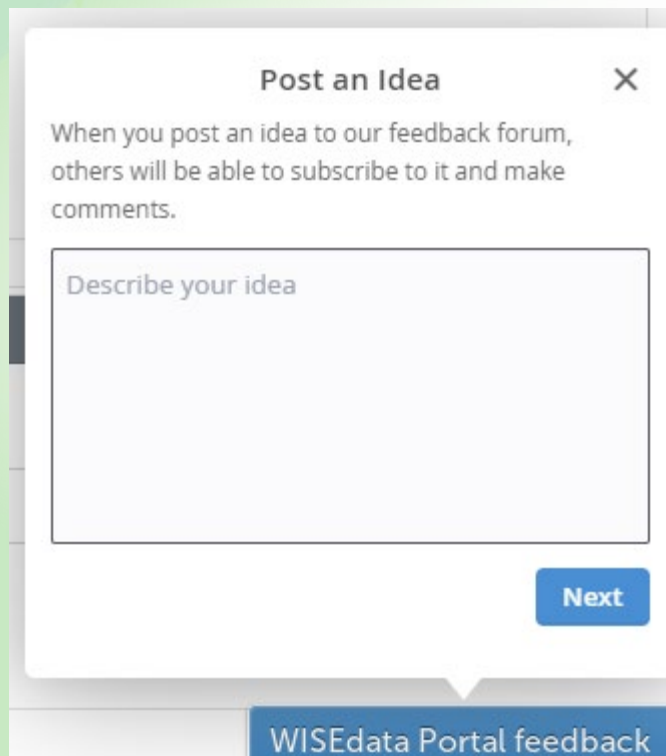
# Helpful Resources

- [Answers to Frequently Asked School Discipline Questions](#): a resource providing thorough answers to some commonly asked questions.
- [Discipline: Info, Help and FAQ](#): a comprehensive documentation of use cases and answers to frequently asked questions.
- [Discipline and Expulsions](#): resources from the DPI Student Services / Prevention and Wellness team.

# Helpful Resources

- [WISEdata Help](#): links to WISE help pages and useful resources
- [Data Elements](#): list of links to all WISEdata data elements and their descriptions, uses, and codes
- [Knowledge Base articles](#): useful articles on validations and other related topics
- [Info for Schools](#): basics of getting started with WISEid
- [Google+ Community](#): WISEdata community to view and post questions and comments to fellow users
- [WISEdata Events Calendar](#): View deadlines, trainings, webinars, etc.

# Giving Feedback



The screenshot shows a web form titled "Post an Idea" with a close button (X) in the top right corner. Below the title is a short paragraph: "When you post an idea to our feedback forum, others will be able to subscribe to it and make comments." Underneath this is a large text input area with the placeholder text "Describe your idea". At the bottom right of the form is a blue button labeled "Next". At the bottom of the entire page, there is a blue banner with the text "WISEdata Portal feedback".

- Within most DPI applications you can provide feedback directly, enter a new suggestion, and vote on suggestions made by other people.

<https://feedback.dpi.wi.gov/>

# Discipline Reporting

**Questions?**

# Discipline Reporting

**Thank you!**