## 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
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| **Data Stewards:** Provide titles and names, contact information, department, and any notes on persons responsible for data collection, validation, and submission. If there are multiple parties responsible for or involved in the process, list them all. (e.g., Part B data manager, ED*Facts* coordinator) |
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| **Data Collection Levels:[[1]](#footnote-1)** These are the levels at which the SEA collects and reports the data. |
| * SEA and LEA level
* Student level
* Event level
* Type of removal
* Duration of removal
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **Federal Reporting Period and Submission Dates:** The reporting period (i.e., snapshot of a particular day or a period of time such as school year) as OSEP defines it and final due date. |
| **Reporting Period:** Entire school year (typically defined as July 1 through 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 the SEA pulls the data after the collection closes. |
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## Processes

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| **Collection:** Provide detailed information about how LEAs submit data to the state, how the SEA pulls the data from the database, and other details about the collection process.  |
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| **IDEA SSS Considerations:[[2]](#footnote-2)** Verify that data are consistent with responses in the IDEA SSS. Describe state definitions and parameters for relevant IDEA SSS questions. |
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| **Data Validation:[[3]](#footnote-3)** Describe the data cleaning processes the SEA uses 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 on p. 1. |
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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 Levels:** The SEA collects discipline data for students with disabilities 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 English learner 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. **IDEA SSS Considerations:** TheIDEA State Supplemental Survey (IDEA SSS) collects metadata related to the IDEA 618 data collections to assist OSEP in reviewing the data for accuracy. OSEP collects the IDEA SSS annually via E*MAPS* prior to the Child Count and Educational Environments 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, two student identifiers likely referencing a single student).
	* How the SEA 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 LEA? If so, are all event days in the year attributed to the second LEA—or only the days the student was removed while at the second LEA?).
	* 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” that the SEA reports 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 the LEAs counted for a student who was suspended in a school year prior to the point the LEAs found him/her eligible for IDEA (e.g., Does the LEA count only include post-IDEA eligible suspensions/expulsions?).
	* 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 FS005. ED*Facts* file FS007 collects the number of events students committed by the number of students reported in FS005.
	* That the LEA associates an event that affects more than one student with disabilities with each student (e.g., fight between two students). [↑](#footnote-ref-3)
4. **Submission:** Describe where and how the SEA can access a copy of the submitted ED*Facts* file 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)