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U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS006 - Children with Disabilities (IDEA) Suspensions/Expulsions File Specifications** |
| **SY 2020-21** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS006 - Children with Disabilities (IDEA) Suspensions/Expulsions File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change**  |
| 1.0 – 16.0 |  | Versions 1.0 through 16.0 are used to build files for school years prior to SY 2020-21. |
| 17.0 |  April 2021 | Updated for SY 2020-21:* Sections 2.4 and 4.2: For category Disability Category (IDEA), changed abbreviation for the permitted value “Intellectual Disability” from “MR” to “ID” to eliminate the prior references to Mental Retardation, consistent with the intent and requirements of Rosa’s Law
* Section 2.5
* Renamed heading "Guidance" to "Data Reporting Guidelines"
* Streamlined questions and answers to ensure the file specification emphasizes technical guidance and includes references for any critical policy guidance
 |

PREFACE

This document provides technical instructions for building files that are submitted through the ED*Facts* Submission System (ESS). The ESS is an electronic system that facilitates the efficient and timely transmission of data from SEAs to the U.S. Department of Education.

This document is to be used in coordination with other documentation posted on the [ED*Facts* Initiative Home Page](http://www2.ed.gov/about/inits/ed/edfacts/index.html) under ED*Facts* System Documentation, including:

* ED*Facts* Workbook – a reference guide to using the ED*Facts*

Submission System (ESS); particularly useful to new users; contains multiple appendices, including one that explains how to use the file specifications

* ESS User Guide – provides assistance to new users of the ED*Facts* Submission System (ESS); it addresses the basic mechanics of system access and data submission
* ED*Facts* Business Rules Single Inventory (BRSI) - a single inventory containing business rules applied to ED*Facts* data throughout the pre- and post-submission lifecycle of that data. The inventory describes each business rule, including the error number, type, message, definition, edit logic, and the file specifications where the business rules are applied

Please contact the Partner Support Center (PSC) with questions about the documents. You will find contact information for PSC and each State ED*Facts* Coordinator on the [ED*Facts* Contact Page](http://www2.ed.gov/about/inits/ed/edfacts/eden/contacts.html).

Data submitted through the ESS are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 8/31/2022). ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, pre-kindergarten through grade 12 (pre-K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. ED*Facts* centralizes data provided by SEAs, LEAs and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis and reporting functions at the federal, state and local levels.

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# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 475: Children with disabilities (IDEA) suspensions/expulsions table. The definition for this data group is:

The number of children with disabilities (IDEA) who are ages 3 through 21 and suspended or expelled for disciplinary reasons.

The data collected using this file specification are collected under the authority of the Individuals with Disabilities Education Act (IDEA), Section 618.

The ED data stewarding office/s for this file: OSERS/OSEP.

# GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

## Changes from the SY 2019-20 File Specifications

As noted in the document history on page ii:

* Section 2.5 has been renamed to "Data Reporting Guidelines" and the questions and answers have been streamlined to ensure the file specification emphasizes technical guidance and includes references for any critical policy guidance (statutory, regulatory, or program priority). Our goal is to be transparent about the source of reporting guidance and requirements. We encourage grantees and survey respondents to use the references to build contextual understanding about the reporting requirements.
* In Sections 2.4 and 4.2, the abbreviation for the permitted value “Intellectual disability” was changed from “MR” to “ID” to eliminate the prior references to Mental retardation to be consistent with the intent and requirements of Rosa’s Law.

## Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

**Table 2.2-1: Core Reporting Requirements**

|  | **SEA** | **LEA** | **School** |
| --- | --- | --- | --- |
| Reporting Period | School Year - Any 12-month period | School Year - Any 12-month period |  |
| Education units included | Include SEA | Operational LEAs that are responsible for the students’ IEPs.  |  |
| Education units not reported |  | Closed, inactive, or future LEAs or LEAs not responsible for the student’s IEP. |  |
| Type of count | Once for either type of removal | Once at the LEA that is responsible for the student’s IEP. |  |
| Zero counts | Required, except as explained below | Not required; valid combinations for the state not included will be assumed to be zeros |  |
| Zero exceptions or Not applicable | Disability Category (IDEA) – If a state does not **use** a disability category (e.g., multiple disabilities), the c**ounts** by that permitted value should be left out of the file.Discipline Method (Suspension/Expulsion) – If a state does not use a discipline method (e.g., in-school suspensions), the counts by that permitted value should be left out of the file. | Disability Category (IDEA) – If a state does not **use** a disability category (e.g., multiple disabilities), the **counts** by that permitted value should be left out of the file.Discipline Method (Suspension/Expulsion) – If a state does not use a discipline method (e.g., in-school suspensions), the counts by that permitted value should be left out of the file.Leave out LEAs that do not have counts to report |  |
| Missing | Use “-1” to report missing counts.Use “MISSING” when a category is not available  | Use “-1” to report missing counts.Use “MISSING” when a category is not available  |  |
| Related Metadata survey | The responses to the E*MAPS* State Supplemental Survey - IDEA and the permitted values reported must align. | The responses to the E*MAPS* State Supplemental Survey - IDEA and the permitted values reported must align. |  |

## Required Categories and Totals

The table below lists the combinations of the categories and totals that are expected to be submitted for the state and each LEA or school that should be included in the file.

* An “X” in the column indicates that the category value must be submitted when reporting that aggregation.
* The total indicator must be either “Y” (Yes) or “N” (No).
	+ If the record is for a category set, specify an “N” (No).
	+ If the record is for a subtotal or education unit total, specify a “Y” (Yes).
* The abbreviations in the “Table Name” column represent the technical name of the data used in the file.

**Table 2.3–1: Required Categories and Totals**

| **Aggregation** | **Table Name** | **Discipline Method (Suspension/Expulsion)** | **Removal Length (Suspensions/Expulsions)** | **Disability Category (IDEA)** | **Racial Ethnic** | **Sex (Membership)** | **English Learner Status (Both)** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Set A** | **IDEASUSEXPL** | X | X | X |  |  |  | N | Student Count by Discipline Method (Suspension/Expulsion) by Removal Length (Suspensions/Expulsions) by Disability Category (IDEA) |
| **Category Set B** | **IDEASUSEXPL** | X | X |  | X |  |  | N | Student Count by Discipline Method (Suspension/Expulsion) by Removal Length (Suspensions/Expulsions) by Racial Ethnic |
| **Category Set C** | **IDEASUSEXPL** | X | X |  |  | X |  | N | Student Count by Discipline Method (Suspension/Expulsion) by Removal Length (Suspensions/Expulsions) by Sex (Membership) |
| **Category Set D** | **IDEASUSEXPL** | X | X |  |  |  | X | N | Student Count by Discipline Method (Suspension/Expulsion) by Removal Length (Suspensions/Expulsions) by English Learner Status (Both) |
| **Subtotal 1** | **IDEASUSEXPL** | X | X |  |  |  |  | Y | Student Count by Discipline Method (Suspension/Expulsion) by Removal Length (Suspensions/Expulsions) |

## Categories and Permitted Values

This section contains the categories and permitted values used for submitting this file.

**DG475 - Children with disabilities (IDEA) suspensions/expulsions table:**

**Discipline Method (Suspension/Expulsion)**

The types of suspension or expulsion used for the discipline of children with disabilities.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| INSCHOOL | In School Suspensions | 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. |
| OUTOFSCHOOL | Out-of-School Suspensions/Expulsions | Removal from regular school for disciplinary purposes temporarily, for the remainder of the school year, or longer according to LEA policy |
| MISSING | Missing | Use when data are not available by this category. |

**Removal Length (Suspensions/Expulsions)**

The cumulative number of days children with disabilities (IDEA) were suspended or expelled during the school year for disciplinary reasons.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| LTOREQ10 | Less than or equal to 10 days |  |
| GREATER10 | Greater than 10 days |  |
| MISSING | Missing | Use when data are not available by this category. |

**Disability Category (IDEA)**

The primary disability as identified in the Individualized Education Program (IEP), Individualized Family Service Plan (IFSP), or service plan.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| AUT | Autism |  |
| DB | Deaf-blindness |  |
| DD | Developmental delay | Valid only for children ages 3-9 when defined by the state |
| EMN | Emotional disturbance |  |
| HI | Hearing impairment |  |
| ID***Revised!*** | Intellectual disability |  |
| MD | Multiple disabilities |  |
| OI | Orthopedic impairment |  |
| SLD | Specific learning disability |  |
| SLI | Speech or language impairment |  |
| TBI | Traumatic brain injury |  |
| VI | Visual impairment |  |
| OHI | Other health impairment |  |
| MISSING | Missing | Use when data are not available by this category. |

**Racial Ethnic**

The general racial category that most clearly reflects individuals' recognition of their community or with which the individuals most identify.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| AM7 | American Indian or Alaska Native |  |
| AS7 | Asian |  |
| BL7 | Black or African American |  |
| HI7 | Hispanic/Latino |  |
| PI7 | Native Hawaiian or Other Pacific Islander |  |
| MU7 | Two or more races |  |
| WH7 | White |  |
| MISSING | Missing | Use when data are not available by this category. |

**Sex (Membership)**

An indication that students are either female or male.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| F | Female |  |
| M | Male |  |
| MISSING | Missing | Use when data are not available by this category. |

**English Learner Status (Both)**

An indication of whether students met the definition of an English learner.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| LEP | English learner |  |
| NLEP | Non-English learner |  |
| MISSING | Missing | Use when data are not available by this category. |

## *Revised!* Data Reporting Guidelines

This section contains guidance for submitting this file in the format of questions and answers.

***Revised!* Which students should be reported in this file?**

Report children with disabilities (IDEA) as defined in the ED*Facts* Workbook who were ages 3 through 21 as of the child count date and were subject to either:

* Out-of-school suspension or expulsion
* In-school suspension

Students who were removed by school personnel for drugs, weapons, or serious bodily injury and werenot sent to an interim alternative educational setting should be reported as having been suspended.\*

Include students who are suspended pending an IEP team meeting in which the students’ IEP placements are changed.\*

In instances in which the IEP team meets to determine the appropriate setting where the student will receive educational services following an expulsion, out-of-school suspension or in-school suspension, the removal must be included in this file.\*

***Revised!*** **Which students should not be reported in this file?**

Exclude students who were moved from their current educational placement as a result of a decision by the IEP team to change a student’s placement. For example, if following a discipline offense, the IEP team meets and determines that the child’s current placement is not the least restrictive environment for that child, and therefore makes a permanent change in the child’s IEP placement, do not report the child in this file.\*

Exclude students who have cumulatively been suspended for less than half a school day.\*

***New!*** **Are students with disabilities who are parentally placed in private schools included in this file?**

No. 34 CFR Section 300.644 requires states to report children with disabilities parentally placed in private schools only in the annual report on the number of children served.

**How are cumulative days counted?**

Students who have cumulatively been suspended for a half a day in length or longer should be included. States that are unable to record data on half-day basis should count half - day suspensions as full days. [[1]](#footnote-2)

**How are students reported by English Learner Status (Both)?**

Students who meet the definition of an English Learner in the ED*Facts* Workbook at the time of the removal should be reported as English learners. Students who do not meet that definition at the time of the removal should be reported as non-English learners.\*

**Do other files collect related data?**

Yes. There are several file specifications that are used to collect data on disciplinary removals of children with disabilities (IDEA). The ED*Facts* Workbook contains a list of the data groups that support oversight and reporting of the *Individuals with Disabilities Education Act* (*IDEA*) (IDEA Section 300.8(c)(1-13)).

The table below indicates all files in which removals are reported.

**Table 2.5-1 Reporting of Removals**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Removal Type** | **FS005** | **FS006** | **FS007** | **FS088** | **FS143** | **FS144** |
|  | Number of children removed to IAES, by type of removal (by school personnel, by hearing officer) | Number children suspended or expelled, by method and cumulative length of removal (method - out-of-school suspensions / expulsions, in school suspensions) (length of removal - less than or equal to 10 days, greater than 10 days) | Number of times children were removed by school personnel, by type of offense (drugs, weapons, serious bodily injury) | Unduplicated number of children who were subject to any kind of disciplinary removal, by cumulative length of removal (1 day or less, 2 through 10 days, greater than 10 days)  | Number of times children were subject to any kind of disciplinary removal  | Unduplicated number of children removed for disciplinary reasons, by educational services provided (received educational services, did not receive educational services) |
| Expulsions |  | X |  | X | X | X |
| Out-of-school suspensions |  | X |  | X | X |  |
| In-school suspensions |  | X |  | X | X |  |
| Unilateral removals by school personnel | X |  | X | X | X |  |
| Removals by hearing officer | X |  |  | X | X |  |

## Definitions

The following definitions support this file:

**Expulsion**

An action taken by the LEA removing a child from his/her regular school for disciplinary purposes for the remainder of the school year or longer in accordance with local educational agency policy. Include removals resulting from violations of the Gun-Free Schools Act that are modified to less than 365 days.

**In-School Suspensions**

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.

**Out-of-School Suspensions**

Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center). 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.

See the [ED*Facts* Workbook](https://www2.ed.gov/about/inits/ed/edfacts/eden-workbook.html) for the standard definitions.

# FILE NAMING CONVENTION

The following file naming convention is to help identify files to provide technical assistance.

A maximum of 25 characters (including the file extension) is allowed for the file name.

The following is the naming convention for file submissions:

sslev**filename**vvvvvvv.ext

**Table 3.0-1: File Naming Convention**

|  |  |  |
| --- | --- | --- |
| **Where** | **Means** | **Limit in characters** |
| ss | USPS State Abbreviation | 2 |
| lev | Abbreviation for level:* SEA for a State Education Agency level
* LEA for a Local Education Agency level
 | 3 |
| filename | **CDIDEAMSE** | 9 |
| vvvvvvv | Alphanumeric string designated by the SEA to uniquely identify the individual submission (*e.g.,* ver0001, v010803) | 7 |
| .ext | Extension identifying the file format:.txt – fixed .csv – comma delimited.tab – tab delimited | 4 |

# FIXED OR DELIMITED FILES

This section describes the fixed file and delimited file specifications. The fixed file and delimited files contain a header record followed by data records. The file type is specified in the header record.

The “Pop” column in the header and data records is coded as follows:

M - Mandatory, this field must always be populated

A - This field is populated in accordance with table 2.3-1 “Required Categories and Totals”

O - Optional, data in this field are optional

## Header Record Definition

The header record is required and is the first record in every file submitted to the ESS. The purpose of the header record is to provide information as to the file type, number of data records in the file, file name, file identifier, and file reporting period.

**Table 4.1–1: Header Record**

| **Data Element Name** | **Start Position** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Type | 1 | 50 | String | M | Identifies the type of file being submitted.  | **SEA CHILDREN WITH DISAB (IDEA) MULTI SUSPEN EXPU****LEA CHILDREN WITH DISAB (IDEA) MULTI SUSPEN EXPU** |
| Total Records In File | 51 | 10 | Number | M | The total number of data records contained in the file. The header record is NOT included in this count. |   |
| File Name  | 61 | 25 | String | M | The file name including extension, the same as the external file name.  |  See section 3.0 |
| File Identifier | 86 | 32 | String | M | Any combination of standard characters to further identify the file as specified by the SEA (e.g., a date, person’s name, and version number). |   |
| File Reporting Period | 118 | 9 | String | M | The school year for which data are being reported. The required format is "CCYY–CCYY" or "CCYY CCYY", where either a hyphen or a space separates the beginning and ending years.  | **2020-2021**OR**2020 2021** |
| Filler | 127 | 333 | String | M | Leave filler field blank. |   |
| Carriage Return / Line Feed (CRLF) | 460 | 1 |   | M |   |   |

Below is an example of a header record.

**Table 4.1–2: Header Record Example**

|  |  |
| --- | --- |
| Format | File Type,Total Records in File,File Name,File Identifier,File Reporting Period,Filler,Carriage Return / Line Feed (CRLF) |
| Example | LEA CHILDREN WITH DISAB (IDEA) MULTI SUSPEN EXPU,15,euleaCDIDEAMSEv000001.csv,characters to identify file,2020-2021,¶ |

## Data Record Definition

Data records are required and immediately follow the header record in every file submitted to the ESS. Data records provide counts for the specified category sets, subtotals and education unit totals.

**Table 4.2–1: Data Records**

| **Data Element Name** | **Start Position** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Record Number | 1 | 10 | Number | M | A sequential number assigned by the State that is unique to each row entry within the file. |   |
| **DG559**State Code | 11 | 2 | String | M | The two-digit American National Standards Institute (ANSI) for the state, District of Columbia, and the outlying areas and freely associated areas of the United States. | For a list of valid State Codes, refer to the ED*Facts* Workbook. |
| **DG570**State Agency Number | 13 | 2 | String | M | A number used to uniquely identify state agencies. This ID cannot be updated through this file.  | **01** – State Education Agency |
| **DG4**LEA Identifier (State) | 15 | 14 | String | M | The identifier assigned to a local education agency (LEA) by the state education agency (SEA). Also known as State LEA Identification Number (ID). This data element cannot be updated through this file. |  SEA level – Blank |
| Filler | 29 | 20 | String | M | Leave Filler Field Blank |  |
| Table Name | 49 | 20 | String | M | See table 2.3-1 | **IDEASUSEXPL** |
| Removal Length (Suspensions/ Expulsions) | 69 | 15 | String | M | The cumulative number of days children with disabilities (IDEA) were suspended or expelled during the school year for disciplinary reasons. | **LTOREQ10** – Less than or equal to 10 days**GREATER10** – Greater than 10 days**MISSING**  |
| Racial Ethnic | 84 | 15 | String | A | The general racial category that most clearly reflects individuals' recognition of their community or with which the individuals most identify. | **AM7** – American Indian or Alaska Native**AS7** – Asian**BL7** – Black or African American**HI7** – Hispanic/Latino**PI7** – Native Hawaiian or Other Pacific Islander**MU7** – Two or more races**WH7** – White**MISSING**  |
| Sex (Membership) | 99 | 15 | String | A | An indication that students are either female or male. | **F** – Female**M** – Male**MISSING**  |
| Filler | 114 | 15 | String | M | Leave filler field blank. |  |
| Filler | 129 | 15 | String | M | Leave filler field blank. |  |
| Filler | 144 | 15 | String | M | Leave filler field blank. |  |
| Filler | 159 | 15 | String | M | Leave filler field blank. |  |
| Filler | 174 | 15 | String | M | Leave filler field blank. |  |
| Filler | 189 | 15 | String | M | Leave filler field blank. |  |
| Disability Category (IDEA) | 204 | 15 | String | A | The primary disability as identified in the Individualized Education Program (IEP), Individualized Family Service Plan (IFSP), or service plan. | **AUT** – Autism**DB** – Deaf-blindness**DD** – Developmental delay**EMN** – Emotional disturbance**HI** – Hearing impairment**ID** – Intellectual disability**MD** – Multiple disabilities**OI** – Orthopedic impairment**SLD** – Specific learning disability**SLI** – Speech or language impairment**TBI** – Traumatic brain injury**VI** – Visual impairment**OHI** – Other health impairment**MISSING** ***Revised!*** |
| English Learner Status (Both) | 219 | 15 | String | A | An indication of whether students met the definition of an English learner. | **LEP** – English learner**NLEP** – Non-English learner**MISSING**  |
| Discipline Method (Suspension/ Expulsion) | 234 | 15 | String | M | The types of suspension or expulsion used for the discipline of children with disabilities. | **INSCHOOL** – In School Suspensions**OUTOFSCHOOL** – Out-of-School Suspensions/Expulsions**MISSING**  |
| Total Indicator | 249 | 1 | String | M | An indicator that defines the count level – see table 2.3-1 “Required Categories and Totals” | **N** – Specifies category set**Y** – Specifies subtotal or total of the education unit |
| Explanation | 250 | 200 | String | O | Text field for state use. |   |
| Student Count | 450 | 10 | Number | M |  |   |
| Carriage Return / Line Feed (CRLF) | 460 | 1 |   | M |   |   |

Below is an example of a data record, this is the set of data that should be submitted for each education unit. See table 2.3-1.

**Table 4.2–2: Data Record Example – LEA level**

|  |  |
| --- | --- |
| **Aggregation**  | Example |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Table Name,Removal Length (Suspensions/ Expulsions),Racial Ethnic,Sex (Membership),Filler,Filler,Filler,Filler,Filler,Filler,Disability Category (IDEA),English Learner Status (Both),Discipline Method (Suspension/ Expulsion),Total Indicator,Explanation,Student Count, Carriage Return / Line Feed (CRLF) |
| Category Set A | 1,80,01,0613EUPHORIA,,IDEASUSEXPL,LTOREQ10,,,,,,,,,AUT,,INSCHOOL,N,,100¶ |
| Category Set B | 2,80,01,0613EUPHORIA,,IDEASUSEXPL,LTOREQ10,AM7,,,,,,,,,,INSCHOOL,N,,100¶ |
| Category Set C | 4,80,01,0613EUPHORIA,,IDEASUSEXPL,GREATER10,,F,,,,,,,,,OUTOFSCHOOL,N,,100¶ |
| Category Set D | 13,80,01,0614FEDERAL,,IDEASUSEXPL,GREATER10,,,,,,,,,,LEP,OUTOFSCHOOL,N,,100¶ |
| Subtotal 1 | 15,80,01,0614FEDERAL,,IDEASUSEXPL,LTOREQ10,,,,,,,,,,,INSCHOOL,Y,,400¶ |



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1. These instructions were approved by OMB as part of OSEP’s Table 5 - PART B, INDIVIDUALS WITH DISABILITIES EDUCATION ACT REPORT OF CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL legacy data collection form (OMB # 1820-0621). [↑](#footnote-ref-2)