****

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

|  |
| --- |
| **FS088 - Children with Disabilities (IDEA) Disciplinary Removals File Specifications** |
| **SY 2021-22** |

This technical guide was produced under U.S. Department of Education Contract No. 91990019A0008 with Applied Engineering Management Corporation. Brandon Scott served as the contracting officer’s representative. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

This technical guide is in the public domain. Authorization to reproduce it in whole or in part is granted. While permission to reprint this publication is not necessary, the citation should be: *FILE* *000 – File Name File Specifications – VXX.X* (SY XXXX-XX), U.S. Department of Education, Washington, DC: ED*Facts.* Retrieved [date] from the [ED*Facts* Initiative Home Page](https://www2.ed.gov/about/inits/ed/edfacts/index.html).

On request, this publication is available in alternate formats, such as Braille, large print, or CD Rom. For more information, please contact the Department’s Alternate Format Center at (202) 260–0818.

DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS088 - Children with Disabilities (IDEA) Disciplinary Removals File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change**  |
| 1.0 – 17.0 |  | Versions 1.0 through 17.0 are used to build files for school years prior to SY 2021-22. |
| 18.0 | August 2021 | Updated for SY 2021-22 |

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](https://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](https://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.

**Contents**

[DOCUMENT CONTROL iii](#_Toc80773818)

[PREFACE iv](#_Toc80773819)

[1.0 PURPOSE 1](#_Toc80773820)

[2.0 GUIDANCE FOR SUBMITTING THIS FILE 1](#_Toc80773821)

[2.1 Changes from the SY 2020-21 File Specifications 1](#_Toc80773822)

[2.2 Core Requirements for Submitting this File 1](#_Toc80773823)

[2.3 Required Categories and Totals 2](#_Toc80773824)

[2.4 Categories and Permitted Values 3](#_Toc80773825)

[2.5 Data Reporting Guidelines 5](#_Toc80773826)

[2.6 Definitions 6](#_Toc80773827)

[3.0 FILE NAMING CONVENTION 9](#_Toc80773828)

[4.0 FIXED OR DELIMITED FILES 10](#_Toc80773829)

[4.1 Header Record Definition 10](#_Toc80773830)

[4.2 Data Record Definition 11](#_Toc80773831)

# PURPOSE

This document contains instructions for building files to submit ED*Facts* Data Group 598: Children with disabilities (IDEA) disciplinary removals table. The definition for this data group is:

The unduplicated number of children with disabilities (IDEA) who are ages 3 through 21 who were subject to any kind of disciplinary removal during the school year.

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 2020-21 File Specifications

Other than any editorial changes listed in the document history on page ii, there have been no changes to this file specification.

## 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 student’s IEP |  |
| Education units **not** included |  | Closed, inactive, or future LEAs or LEAs not responsible for the student’s IEP. |  |
| Type of count | Once  | Once for the LEA where the students are enrolled |  |
| Zero counts | Required for all valid combinations, except as explained below | Not required; valid combinations for the state not included will be assumed to be zeros |  |
| Zero exceptions orNot applicable | 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. | 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.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 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** | **Removal Length (IDEA)** | **Disability Category (IDEA)** | **Racial Ethnic** | **Sex (Membership)** | **English Learner Status (Both)** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Set A** | **CHWDSBDSPACT** | X | X |  |  |  | N | Student Count by Removal Length (IDEA) by Disability Category (IDEA) |
| **Category Set B** | **CHWDSBDSPACT** | X |  | X |  |  | N | Student Count by Removal Length (IDEA) by Racial Ethnic |
| **Category Set C** | **CHWDSBDSPACT** | X |  |  | X |  | N | Student Count by Removal Length (IDEA) by Sex (Membership) |
| **Category Set D** | **CHWDSBDSPACT** | X |  |  |  | X | N | Student Count by Removal Length (IDEA) by English Learner Status (Both) |
| **Subtotal 1** | **CHWDSBDSPACT** | X |  |  |  |  | Y | Student Count by Removal Length (IDEA) |
| **Education Unit Total** | **CHWDSBDSPACT** |  |  |  |  |  | Y | Education Unit Total of Student Count |

## Categories and Permitted Values

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

**DG598 - Children with disabilities (IDEA) disciplinary removals table:**

**Removal Length (IDEA)**

The cumulative number of days children with disabilities (IDEA) were removed from their current educational setting during the school year.

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| LTOREQ1 | 1 day or less |  |
| 2TO10 | 2 through 10 days |  |
| GREATER10 | Greater than 10 days |  |

**Disability Category (IDEA)**

The primary disability as identified in the Individualized Education Program (IEP) 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 | 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 learners |  |
| NLEP | Non-English learner |  |
| MISSING | Missing | Use when data are not available by this category. |

## Data Reporting Guidelines

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

**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 a disciplinary removal.\*

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

Exclude students who have been suspended for less than a half a day.[[1]](#footnote-2)

**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 or longer should be reported States that are unable to record data on half-day basis should count all half-day suspensions as whole day suspensions.\*

**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 EDFacts 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:

**Dangerous weapon**

A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury; such a term does not include a pocket knife with a blade of less than 2 ½ inches in length. (18 USC Section 930(g)(2))

**Disciplinary Removal**

Any instance in which a child with a disability is removed from his/her educational placement for disciplinary purposes, including in-school suspension, out-of-school suspension, expulsion, removal by school personnel to an interim alternative educational setting for drug or weapon offenses or serious bodily injury, and removal by hearing officer for likely injury to the child or others.

**Drug offenses**

The use, possession, sale, or solicitation of drugs as identified in 21 U.S.C. Section 812(c). These offenses do not include the use, possession, sale, or solicitation of alcohol or tobacco.

**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.

**Interim alternative educational setting**

An appropriate setting determined by the child’s IEP team or a hearing officer in which the child is placed for no more than 45 school days. This setting enables the child to continue to receive educational services and participate in the general education curriculum (although in another setting) and to progress toward meeting the goals set out in the IEP. As appropriate, the setting includes a functional behavioral assessment and behavioral intervention services and modifications to address the behavior violation so that it does not recur.

**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.

**Removal by a hearing officer**

Those instances in which an impartial hearing officer orders the removal of children with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer’s determination that maintaining the child’s current placement is substantially likely to result in injury to the child or others. The IEP team is responsible for determining the interim alternative educational setting.

**Serious bodily injury**

A bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty. (18 USC Section 1365(h)(3))

**Unilateral removals**

Instances in which school personnel (not the IEP team) order the removal of the children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 school days. The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do not include decision by the child’s IEP team to change a student’s placement.

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 | **CWDIDEADR** | 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 DISABILITIES (IDEA) DISCIP ACT****LEA CHILDREN WITH DISABILITIES (IDEA) DISCIP ACT** |
| 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.  | **2021-2022**OR**2021 2022** |
| 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 DISABILITIES (IDEA) DISCIP ACT,15,euleaCWDIDEADRv000001.csv,characters to identify file,2021-2022,¶ |

## 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) code 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 | **CHWDSBDSPACT** |
| Sex (Membership) | 69 | 15 | String | A | An indication that students are either female or male. | **F** – Female**M** – Male**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**  |
| Removal Length (IDEA) | 99 | 15 | String | A | The cumulative number of days children with disabilities (IDEA) were removed from their current educational setting during the school year. | **LTOREQ1** – 1 day or less**2TO10** – 2 through 10 days**GREATER10** – Greater than 10 days |
| Disability Category (IDEA) | 114 | 15 | String | A | The primary disability as identified in the Individualized Education Program (IEP) 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**  |
| English Learner Status (Both) | 129 | 15 | String | A | An indication of whether students met the definition of an English learner. | **LEP** – English learners**NLEP** – Non-English learner**MISSING**  |
| Total Indicator | 144 | 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 | 145 | 200 | String | O | Text field for state use. |   |
| Student Count | 345 | 10 | Number | M |  |   |
| Carriage Return / Line Feed (CRLF) | 355 | 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 Examples – SEA level**

|  |  |
| --- | --- |
| **Aggregation**  | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),Filler,Table Name,Sex (Membership),Racial Ethnic,Removal Length (IDEA),Disability Category (IDEA),English Learner Status (Both),Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| Category Set A | 10,80,01,,,CHWDSBDSPACT,,,2TO10,AUT,,N,,1¶ |
| Category Set B | 03,80,01,,,CHWDSBDSPACT,,AM7,GREATER10,,,N,,6¶ |
| Category Set C | 01,80,01,,,CHWDSBDSPACT,F,,LTOREQ1,,,N,,15¶ |
| Category Set D | 22,80,01,,,CHWDSBDSPACT,,,2TO10,,LEP,N,,17¶ |
| Subtotal 1 | 24,80,01,,,CHWDSBDSPACT,,,GREATER10,,,Y,,80¶ |
| Total of education unit | 25,80,01,,,CHWDSBDSPACT,,,,,,Y,,215¶ |



The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

www.ed.gov

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)