

EMIS Change 27-11

This change makes several updates to the Student Discipline Record. These updates include deleting the Victim of Student Violence element, updating the wording of several options, and adding a Frequently Asked Questions section. Overall guidance has also been updated such that a separate record will be reported for each Type of Discipline administered to a student for a single discipline incident. Guidance for reporting discipline that spans multiple school years has also been included.

June 16, 2026, update: An Ohio Administrative Code reference was part of the additions to this record for Type of Discipline option 6. Through the public comment process, it was pointed out that the description of that portion of the OAC contained an error. As this was policy information and was not about EMIS reporting, we have removed that information.

2.11 STUDENT DISCIPLINE (GD) RECORD

Required Collections

The Student Discipline (GD) Record is reported for the Beginning of Year, Midyear, and End of Year Student (S) Collections and the SOES Beginning of Year and End of Year Student (S) Collections.

General Guidelines

The data requested on this record is required to meet the reporting requirements of federal and state legislation. The last building in a district where the student was enrolled, and **where the discipline action was administered**, is responsible for reporting the Student Discipline (GD) Record. This may not be the last district where the student was enrolled at the end of the ~~reporting period~~[collection](#). [At least one](#) record is reported for each student, including those with disabilities, who receives a discipline action (i.e., expulsion, suspension, etc.) from the district where ~~the a~~[a](#) discipline action was administered.

A Student Discipline (GD) Record is only to be reported for incidents in which a student receives a discipline action [and serves at least a portion of that discipline action](#). [A separate record should be reported for each incident that occurs that results in at least one discipline action that is administered and served. Separate records are also reported for each Type of Discipline that is administered to and served by a student.](#)

If a student is administered a discipline action in District A, and later that year withdraws to District B, where no discipline action is administered, then the building where the student was last enrolled in District A is responsible for reporting a Student Discipline Record for this student. The discipline was administered within District A; therefore, District B is not responsible for reporting a Student Discipline (GD) Record for this student ~~since no discipline action was administered to the student by District B.~~

~~Definition of “School Grounds/Property.”~~ School grounds/property includes the school building and immediate grounds; school transportation (i.e., buses); designated school bus stops; [environments where](#) school sponsored activities [occur](#) such as field trips, ~~and~~ sporting events, [school performances](#), stadiums, ~~gymnasiums~~, [online learning environments](#) ~~other facilities~~, and any setting under the control and supervision of the school district [during school or extended school hours](#). District Boards of Education may, at their discretion, use a different, more expansive definition.

Student Discipline Data Elements

The following portion of this section discusses each of the data elements within the Student Discipline (GS) Record. The elements are organized alphabetically.

Additional PS-3 Discipline Reason Detail

Record Field Number	GD140
Definition	Indicates, for students from preschool to grade 3, additional details on why a Type of Discipline of Expulsion or Out-of-school Suspension was assigned for a discipline incident.

Valid Options

*

Not Applicable

Student was not in grades PS-3 at the time of the incident, or a type of discipline other than Expulsion or Out-of-school Suspension was assigned.

A

ORC §3313.66(B)(2)-(5) Exemption

Student was in grades PS-3 at the time of the incident, and Expulsion or Out-of-school Suspension is authorized and was assigned due to student behaviors described in Ohio Revised Code section 3313.66(B)(2)–(5).

B

Immediate Health and Safety Exemption

Student was in grades PS-3 at the time of the incident, and Expulsion or Out-of-school Suspension was assigned to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees [ORC 3313.668 (B)(1)(b)].

N

Neither Exemption Applies

Student was in grades PS-3 at the time of the incident, and Expulsion or Out-of-school Suspension was assigned for neither an ORC §3313.66(B)(2)–(5) nor an Immediate Health and Safety Exemption.

Building IRN Element

Record Field Number	GD040
Definition	The state assigned six-digit information retrieval number (IRN) of the building.

Valid Options

Six-digit IRN

Valid building IRN within the reporting district

Reporting Instructions. Below are general guidelines regarding the reporting of the building IRN, as related to the Student Discipline (GD) Record.

1. The building where the student is enrolled last, within the reporting district, is responsible for reporting a Student Discipline (GD) Record for each type of discipline administered.
2. The incident ~~(misbehavior/infraction)~~ may or may not have taken place at the reporting building. Thus, the Building IRN Element and the Building IRN Where the Incident Took Place Element may contain two different building IRNs within the reporting district.

ESCs are required to report discipline data for preschool students they are educating. See EMIS Manual Section 2.1 Student Records Overview, Building IRN Element (**040), for general reporting instructions about reporting the Building IRN Element.

 Building IRN of Where Discipline Incident Took Place Element

Record Field Number	GD120
Definition	The IRN of the building where the incident (misbehavior) took place.

Valid Options

Six-digit code	Valid building IRN where the discipline incident took place
999999	Non-EMIS Reporting Entity

Reporting Instructions. Only those incidents that required a discipline action, described as Type of Discipline Element, are to be reported to EMIS.

Report the Building IRN of the building in which the discipline incident took place. The IRN in this element could possibly reflect another building within the reporting district, a building outside the reporting district, or the IRN of another EMIS reporting entity (i.e., ESCs, JVSDs).

If a JVSD administers the discipline action to the student, then the JVSD is responsible for reporting the Student Discipline (GD) Record and reports the IRN of the building where the incident occurred in the Building IRN of Where Discipline Incident Took Place Element. In this case, if the resident district did not administer any discipline to the student, then the resident district does not report this record for this student.

Example 1.

Reporting when the incident did not occur in the reporting building

Situation

~~A student enrolled during November in building A, commits a discipline incident in that building in December. The student receives a discipline action for the incident that is required to be reported to EMIS.~~

~~Later that year this student moves to building B, within the same district. He/she remains in building B until the end of the school year.~~

EMIS Reporting

~~The Student Discipline (GD) Record for this student is reported to EMIS by building B because this is where the student was enrolled last during the reporting period. The Building IRN Where Discipline Incident Took Place Element is to be the building IRN of building A, since this is where the discipline incident took place.~~

Example 2.

Reporting Incident IRN for students attending the ESC

Situation

A student enrolled in building C commits a discipline incident while receiving services at the ESC. The student received a discipline action for the incident. The student remains enrolled in building C for the remainder of the school year.

EMIS Reporting

Building C reports the Student Discipline (GD) Record, because building C is where the student was enrolled last during the reporting period. The Building IRN of Where the Discipline Incident Took Place Element is to be reported with the IRN of the ESC, since this is where the incident took place.

 Date of Discipline Element

Record Field Number	GD060
Definition	The date on which the student began the discipline. <u>the incident resulting in a discipline action occurred.</u>

Valid Option

YYYYMMDD Year, Month, Day

Reporting Instructions. Report the date ~~on~~ which the student engaged in the behavior that resulted in a discipline action. ~~begins the discipline administered. If the type of discipline being administered is longer than one day, then report the first day in which the discipline was administered. This is the day the student began the discipline type. If the discipline administered will cross school years, Student Discipline Records should be reported in each year to reflect the discipline served in that year. In such cases, the Date of Discipline for both years' records should be the same date—the date of the discipline incident.~~

A date of April 5, 20~~26~~15, is to be reported as 20~~26~~150405.

 Discipline Reason Element

First Reason

Record Field Number	GD080
Definition	The primary reason for which a student was disciplined.

Second Reason

Record Field Number	GD080
Definition	The second reason for which a student was disciplined.

Third Reason

Record Field Number	GD080
Definition	The third reason for which a student was disciplined.

Fourth Reason

Record Field Number	GD080
Definition	The fourth reason for which a student was disciplined.

Fifth Reason

Record Field Number	GD080
Definition	The fifth reason for which a student was disciplined.

Valid Options

** Not Applicable

~~01~~ ~~Truancy~~

~~Truancy is unexcused absence from school.~~

03 Fighting/~~Physical Aggression~~ ~~Violence~~

Fighting/~~Physical Aggression~~ ~~Violence is mutual participation in an incident involving physical violence.~~ refers to behavior that causes or intends to cause physical harm or injury to another individual. It includes behaviors such as hitting, kicking, biting, pushing, or striking. If physical aggression results in bodily injury of another individual, 22 Serious Bodily Injury should be selected in place of Fighting/Physical Aggression. This option does not include verbal threats. This code would be used whether the fighting/physical aggression was by a single individual or multiple individuals.

04 Vandalism/~~Damage to School or Personal Property~~

Vandalism is the willful destruction or defacement of school or personal property.

05 Theft/Stealing Personal or School Property

~~Theft is the unlawful taking of property belonging to another person.~~ Theft is the act of taking property that belongs to another person, school, organization, or entity without permission. This includes personal items such as a phone or wallet and school items such as computers or books.

06 Use, Possession, Sale, or Distribution of a Firearm

A firearm is any weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant (ORC §2923.11). This includes an unloaded firearm and any firearm that is inoperable but can be readily rendered operable. ~~which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun.~~ This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option.

07 Use, Possession, Sale, or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary, or Poison Gas

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 (including, but not limited to, brass knuckles, stun guns, box cutters, ballistics knives), except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930).

- 08 Use, Possession, Sale or Distribution of Any Explosive, Incendiary, or Poison Gas**
Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
- 09 Use, Possession, Sale, or Distribution of Tobacco Products**
This includes [cigarettes, cigars, pipes, smokeless tobacco \(including, but not limited to, chewing tobacco, snuff, dip, snus, and dissolvable tobacco products\), nicotine pouches, and electronic nicotine delivery systems \(including, but not limited to, e-cigarettes, vapes, vape pens, e-cigars, e-hookahs, hookah pens, and mods\).](#)
- 10 ~~Use,~~ Possession, Sale, or Distribution of Intoxicating Alcohol, Liquor, or Beer ~~ie Beverages~~**
[This refers to any drinking alcohol, including beer, wine, mixed beverages, spiritous liquor, seltzers, ciders, and similar products.](#)
- 11 ~~Use,~~ Possession, Sale, or Distribution of Substances ~~Drugs~~ Other Than Tobacco or Alcohol**
~~Use,~~ [possession, sale, or distribution of any ~~controlled~~ drug \(including, but not limited to, cocaine, hallucinogens, heroin, marijuana or cannabis, methamphetamines, opioids, and fentanyl\) other than prescription or over-the-counter medication that has been administered in accordance with the district's policies.](#)
- 14 ~~False Alarms/Bomb Threat~~**
Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.
- 18 ~~Disobedient/Disruptive and Behavioral Misconduct~~**
[Intentional noncompliance with rules that results in a significantly disruptive or unsafe learning environment \(including arguing with adults or peers, offensive gestures, and profanity\). Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment \(i.e., dress code violations, inappropriate language, cursing, inappropriate gestures\).](#)
- 19 ~~Harassment, Intimidation, and Bullying~~**
[Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another student more than once that causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student including violence within a dating relationship \(ORC §3313.666\). Some of these behaviors include, but are not limited to, hazing, bullying on digital platforms and cell phones, spreading rumors, and using racial slurs. Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without](#)

~~displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm).~~

20 Firearm Look-a-Likes

Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded devise or air pressure by which to propel an object or substance (~~i.e.~~including, but not limited to, toy guns, cap guns, bb guns, pellet guns).

21 ~~Unwelcome Sexual Conduct~~ Sexual Misconduct and Harassment

Sexual misconduct includes verbal, non-verbal, or physical expression that is sexual in nature, is not consensual, and that creates an intimidating, hostile, or offensive educational environment or denies a person equal access to the school's education program or activity. Sexual Harassment includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as conduct on the basis of sex that satisfies one or more of the following: quid pro quo harassment, sexual harassment (unwelcome conduct), sexual assault (defined as sexual offenses), or forcible fondling.
~~Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).~~

22 Serious Bodily Injury

This includes ~~A~~a an incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as ~~a~~a "bodily injury ~~that~~which 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 U.S.C. § 1365(~~h~~)(3)(~~H~~)).

23 Use of Intoxicating Alcohol, Liquor, or Beer or Arriving Under the Influence of Intoxicating Alcohol, Liquor, or Beer on School Property or Grounds

Use of any illegal or intoxicating drink, including but not limited to beer, wine, mixed beverages, spiritous liquor, seltzers, ciders, and similar products. This includes arriving to school or a school event under the influence of such products.

24 Use of Substances Other than Tobacco or Alcohol or Arriving Under the Influence of Substances Other than Tobacco or Alcohol on School Property or Grounds

Use of any illegal substance other than tobacco or alcohol, including but not limited to cocaine, hallucinogens, heroin, marijuana or cannabis, methamphetamines, opioids, and fentanyl. Includes misuse of over-the-counter or prescription medication. Also includes arriving to school or a school event under the influence of substances other than tobacco or alcohol.

25 Violation of School Policy

Intentional noncompliance with a written school policy (other than those listed in this section) after receiving a written or verbal reminder. This may include any school policy, including, but not limited to, the cell phone policy.

26 Swatting

Any threat (verbal, written, or electronic) or false reporting (verbal, written, or electronic) of an emergency other than a bomb threat by a person for the intent of getting an emergency response to a school building or property where no emergency exists.

Reporting Instructions. Districts may report up to five (5) discipline reasons for each discipline incident, with the primary reason for the discipline reported in the First Reason Element. For example, if the district reported a “2 – Out-of-School Suspension” in the Type of Discipline Element, then the district may report multiple reasons for the discipline action—reporting the primary reason first—in the Discipline Reason Element for the out-of-school suspension such as:

“03 – Fighting/Physical Aggression~~Violence~~”

“18 – ~~Disobedient~~/Disruptive and Behavioral Misconduct”

Do not report the same discipline reason more than once for a single incident. For example, do not report option “03 – Fighting/Physical Aggression~~Violence~~” in the Discipline Reason Elements one and two for the same incident.

Discipline Reason “** Not Applicable” cannot be used for the First Reason.~~only be used for Discipline Reasons 2 through 5.~~ Districts must choose one of the existing options “03~~1~~” ~~through~~ “26~~2~~” for the ~~first/primary reason~~First Reason for a reported discipline incident. If the reason the student received disciplinary action~~was disciplined~~ does not match any of the listed discipline reasons, the district should use the most appropriate option.

Discipline Modified Element

Record Field Number	GD100
Definition	Indicates if the Chief Administrating Officer modified, on a case-by-case basis, in writing, the one-year expulsion requirement for possession of a firearm at school.

Valid Options

*	Not Applicable
Y	Yes
N	No

Reporting Instructions. Expulsion (Type of Discipline = 1) must still be reported even if the Chief Administering Officer modifies the expulsion for a student.

If, after due process has been accorded, a student is found to have brought a firearm to school or possessed a firearm at school, the Gun-Free Schools Act requires an expulsion for a period of not less than one year. The law allows the Chief Administrating Officer of the school district to modify the one-year expulsion requirement on a case-by-case basis, but only if the modification is in writing.

Option “* Not Applicable” is to be reported when the Type of Discipline is anything other than 1, or if the Type of Discipline is 1 and the Discipline Reason is anything other than 06 and/or 08.

Option “Y” or “N” are only to be reported when there is a combination of:

Type of Discipline is 1 Expulsion;

AND

Discipline Reason is 06 Use, possession, sale, or distribution of a firearm;

AND/OR

08 Use, possession, sale, or distribution of any explosive, incendiary, or poison gas

Discipline Sequence Number Element

Record Field Number	GD085
Definition	The order in which the discipline incident occurred, if the incidents occurred on the same day and the same Type of Discipline was administered for both. <u>In one reporting year, this number must be unique for each Student Discipline Record reported with the same Date of Discipline.</u>

Valid Options

1 – 9

Reporting Instructions. ~~Report the order in which the discipline incident occurred, if~~ if two or more separate discipline incidents occurred on the same day or if more than one Type of Discipline is administered for a single incident, this number must be unique on each record. See the Frequently Asked Questions. ~~and the same discipline action was administered to the student for both incidents.~~

Example 3.

Discipline Sequence

~~Two different suspensions were administered to a student for two separate discipline incidents that occurred on the same day. The first incident resulting in the first suspension is reported as “1” in the Discipline Sequence Number Element and the second incident resulting in the second suspension is reported as “2”.~~

~~If the district administers one Type of Discipline for several different incidents occurring on the same day, report “1” in this element. Only one Student Discipline (GD) Record is reported per discipline action.~~

Note. ~~Most Student Discipline (GD) Records reported will have “1” reported in this field.~~

Referred for Alternate Educational Services Element

Record Field Number	GD110
Definition	Indicates if a student, for whom a Chief Operating Officer modifies as part of a case-by-case basis the one-year expulsion requirement for possession of a firearm, was recommended for alternate educational services.

Valid Options

* Not Applicable
Y Yes
N No

Reporting Instructions. Type of Discipline must still be reported as a 1-5 Expulsion for this student even if alternative educational services are provided.

Options Y and N are to be reported only when the Discipline Modified Element (on a case-by-case basis) was reported with a Y.

Report * in the following circumstances:

If the Discipline Modified Element was reported with an N or an *

Type of Discipline is 1

When Discipline Reasons are NOT 06 or 08

OR

Type of Discipline is 2 -7 with any Discipline Reason

If the Chief Administering Officer of the school district modifies the student's expulsion for Discipline Reasons 06 or 08, then the district may recommend that the student receive alternative educational services.

If alternative educational services are provided, report "Y" in this element.

Do not report the option "4 in school alternative discipline class/program/ building" in the Type of Discipline Element if the Chief Administering Officer modifies the student's expulsion for possession of firearm, and then chooses to refer the student for alternate education.

Total Discipline Days Element

Record Field Number	GD090
Definition	Refers to the length of discipline, in Full Time Equivalency (FTE), served by the student for each <u>type of discipline</u> occurrence administered.

Valid Options

000.01 – 999.99

Reporting Instructions. Report the total number of days, in FTE, that the student served ~~the~~his/her discipline type reported in this record in the current school year. If the student served half a day suspension as discipline, then report .50 in this element. If the student served 5 days of suspension and 5 days of expulsion for the same incident, report one record for the suspension with 5 days in this element and one record for the expulsion with 5 days in this element. ~~10 in this element~~. If the student did not serve any discipline time for the incident, then no Student Discipline (GD) Record should be reported.

Type of Discipline Element

Record Field Number	GD070
Definition	The type of discipline administered to the student.

Valid Options

1 Expulsion

Expulsion is the involuntary removal of a student from school by the superintendent. In most cases, the expulsion should not exceed 80 days, or the number of days remaining in a school semester except for actions that pose imminent and severe endangerment to the health and safety of other students or school employees. In situations where a student brought or possessed a firearm to school or property owned by the school, the superintendent shall expel a pupil from school for a period of one year (ORC §3313.66 (B)(1) and (2)). In these cases, the Gun-Free School Act requires the expulsion of the student.

2 Out-of-School Suspension

An out-of-school suspension is the denial of attendance at school for no more than 10 days (ORC §3313.66 (A)). This includes the suspension of the student's normal instructional activities by the superintendent or a school principal due to discipline reasons.

3 In-School Suspension

In-school suspension is the suspension of the student's normal instructional activities by the superintendent or a school principal due to discipline reasons. The student attends school but is assigned a special placement that allows him/her to do school work but does not specifically address the behavior(s) that resulted in discipline.

4 In-School Alternate Discipline Class/Program/Building

This is the suspension of the student's normal instructional activities by the superintendent or a school principal due to discipline reasons. The student attends a special class, program, or building that specifically addresses the behavior(s) that resulted in discipline. This may occur within or outside of the district. For students with disabilities, this is an appropriate setting determined by the child's IEP team in which the child is placed for no more than 45 days. This setting enables the student to continue to progress in the general curriculum; to continue to receive services and modifications, including those described in the student'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.

6 Emergency Removal by District Personnel

~~(A description of the process can be found in ORC §3313.66(C)).~~ If a student's presence poses an immediate danger to a person or property or is disruptive to the educational process, a superintendent, principal, or assistant principal may remove a student without notice or a hearing (as described in division (A) and (B) of ORC §3313.66). In the event of an emergency removal, a parent/guardian must be notified immediately. A student in grades pre-kindergarten through three may only be removed for the remainder of the school day. If a student is removed, written notice of a hearing and the reason for the removal shall be given to the pupil as soon as practicable prior to the hearing, which shall be held on the next school day after the initial removal is ordered. ~~“If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the~~

~~superintendent or a principal or assistant principal may remove a pupil from curricular activities or from the school premises, and a teacher may remove a pupil from curricular activities under the teacher's supervision, without the notice and hearing requirements of division (A) or (B) of this section. As soon as practical after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal."~~

7 Removal by a Hearing Officer

Those instances in which an impartial state appointed hearing officer orders the removal of students with disabilities from their current educational placement to an appropriate alternate educational setting for not more than 45 days based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or others.

8 Expulsion Under Board Policy to Extend

See Ohio Revised Code §3313.66.

9 Prior Expulsion Extended Under Board Policy to Extend

See Ohio Revised Code §3313.66. [This option permits a school district, community school, or STEM school to establish a policy that authorizes the district superintendent, or equivalent administrator, to expel a student for up to 180 school days for actions that pose "imminent and severe endangerment" to the health and safety of other students or school employees. It requires the superintendent or administrator to establish conditions for the student's reinstatement, including a mental health assessment. This allows the expulsion to be extended for up to 90 days at a time. It expressly makes all decisions made by a superintendent or administrator regarding expulsion for imminent and severe endangerment subject to the same notification requirements and appeals process as other types of expulsions under current law.](#)

Reporting Instructions. [Report a separate Student Discipline Record for each Type of Discipline administered to and served by a student for each discipline incident that occurs.](#) ~~Multiple Types of Discipline are not to be reported for the same discipline incident.~~

~~Only report the most severe type of discipline for the specific incident.~~ For example, if ~~the a~~ student is suspended pending an expulsion for the same incident, ~~only the expulsion is reported~~ [one record is reported for the suspension and one record is reported for the expulsion](#). ~~The following table ranks the options in the Types of Discipline Element from most severe to least severe.~~ [See the Frequently Asked Questions for examples of how to report multiple Types of Discipline for one incident.](#)

Table 1. Type of Discipline—Order of Severity

Severity Order	Type of Discipline Option
1	6—Emergency Removal by District Personnel
2	4—In-School Alternate Discipline Class/Program/Building
3	3—In-School Suspension
4	9—Prior Expulsion Extended Under Board Policy to Extend
5	8—Expulsion Under Board Policy to Extend
6	1—Expulsion

7	7—Removal by a Hearing Officer
8	2—Out of School Suspension

~~In the circumstances where a student is expelled for possession of or bringing a firearm to school, the expulsion is still to be reported even if the chief administering officer chooses to modify the expulsion and/or refer the student for alternative educational services.~~

Victim of Student Violence

Record Field Number	GD130
Definition	Indicates the classification of the person or persons at whom a student's violent behavior was directed.

Valid Options

- ~~** — The behavior that resulted in the discipline was not violent and/or not directed at another person~~
- ~~ST — Directed at student(s) only~~
- ~~TC — Directed at teacher(s) only~~
- ~~NT — Directed at non-teaching employee(s) only~~
- ~~OT — Directed at other person(s) not considered a student, teacher, or non-teaching employee only~~
- ~~AA — Student(s) and teacher(s)~~
- ~~BB — Student(s) and non-teaching employee(s)~~
- ~~CC — Student(s) and other person(s) not considered a student, teacher, or non-teaching employee~~
- ~~DD — Teacher(s) and non-teaching employee(s)~~
- ~~EE — Teacher(s) and other person(s) not considered a student, teacher, or non-teaching employee~~
- ~~FF — Non-teaching employee(s) and other person(s) not considered a student, teacher, or non-teaching employee~~
- ~~GG — All groups except student(s) group~~
- ~~HH — All groups except teacher(s) group~~
- ~~JJ — All groups except non-teaching employee(s) group~~
- ~~KK — All groups except other person(s) group~~
- ~~LL — All groups represented (student(s), teacher(s), non-teaching employee(s), and other person(s) not considered a student, teacher, or non-teaching employee)~~

Frequently Asked Questions

In this section, we have included sample questions that are based on scenarios and questions from the field, along with answers based on the information contained in this document.

Question 1. A student enrolled in Building A during November engaged in behavior that resulted in disciplinary action that is required to be reported to EMIS. Later that year, the student moves to Building B, within the same district. The student remains in Building B until the end of the school year. Which building reports this Discipline Record and what IRN is reported for the Building IRN of Where Discipline Took Place Element?

Answer 1. The Student Discipline (GD) Record for this student is reported to EMIS by Building B because this is where the student was enrolled last during the collection. The Building IRN Where Discipline Incident Took Place Element is to be the building IRN of Building A, since this is where the discipline incident took place.

Question 2. A student enrolled in Building C engaged in behavior that resulted in a disciplinary action while receiving services at the ESC. The student remains enrolled in Building C for the remainder of the school year. How is this reported via the Discipline Record?

Answer 2. Building C reports the Student Discipline (GD) Record, because Building C is where the student was enrolled last during the collection. The Building IRN of Where the Discipline Incident Took Place Element is to be reported with the IRN of the ESC, since this is where the incident took place.

Question 3. Two different discipline actions were administered to a student for two separate discipline incidents that occurred on the same day. For example, on March 3, a student engaged in behavior resulting in an in-school suspension. Later in the day on March 3, the same student engaged in a separate incident resulting in an out-of-school suspension. How is the Discipline Sequence Number reported for these two incidents and the resulting Student Discipline Records?

Answer 3. The first incident resulting in the first discipline action and record is reported with “1” for the Discipline Sequence Number, and the second incident resulting in the second discipline action and record is reported with “2” for the Discipline Sequence Number.

Question 4. A student is expelled for 40 days beginning on May 2. How is this reported?

Answer 4. Two Discipline Records will eventually be reported for this discipline action, one in the current year and one the next year. The two records are reported as follows.

Table. The Student Discipline Record reported the year of the incident.

EMIS Element	Record 1
Date of Discipline	20xx0502
Discipline Reason	X
Discipline Sequence Number	1
Total Discipline Days	14
Type of Discipline	1

Table. The Student Discipline Record reported the year following the incident. This record represents the remaining days of the student’s expulsion.

EMIS Element	Record 2
Date of Discipline	20xx0502
Discipline Reason	X
Discipline Sequence Number	1
Total Discipline Days	26
Type of Discipline	1

Question 5. Student does X and Y on May 2 and as a result goes immediately to in-school suspension. Near the end of the day on May 2 while in in-school suspension, the student does Z. As a result of Z, the student is removed.

By May 4, more has been learned about the initial incident (X and Y). The discipline type is therefore updated to an out-of-school suspension for 9 more days for this incident.

On May 9, the investigation into Z is completed. The student is expelled for 40 days for this incident.

How is all of this reported for the student?

Answer 5. This student will have a total of 5 Student Discipline Records reported. Four are reported in the current year, and 1 is reported in the next school year. The records will be reported as follows.

Table. The four Student Discipline Records reported the year of the incidents.

EMIS Element	Record 1	Record 2	Record 3	Record 4
Date of Discipline	20xx0502	20xx0502	20xx0502	20xx0502
Discipline Reason, First	X	Z	X	Z
Discipline Reason, Second	Y		Y	
Discipline Sequence Number	1	2	3	4
Total Discipline Days	1	1	5	14
Type of Discipline	3	6	2	1

Table. The one Student Discipline Record reported the year following the incidents. This record represents the remaining days of the student's expulsion. Because this record is being reported in a different year, the Discipline Sequence Number can be either 1 or 5.

EMIS Element	Record 5
Date of Discipline	20xx0502
Discipline Reason, First	Z
Discipline Reason, Second	
Discipline Sequence Number	1 or 5
Total Discipline Days	26
Type of Discipline	1

Question 6. A student is expelled and then is withdrawn. How is this reported?

Answer 6. Reporting here depends on the timing. Only discipline that is administered and served is reported. If the expulsion decision is made, the expulsion begins immediately, and the parent/guardian response is to withdraw the student as of that day, then a Discipline Record would be reported for the expulsion with the appropriate percentage for the Total Discipline Days Element. For example, if the decision is made midday, the Total Discipline Days would be .5. The withdrawal date would be the same day. However, withdrawals take effect at the end of the day, so the student would serve that ½ day of expulsion.

If, however, the expulsion decision is made after the school day is over, the expulsion therefore starts the following day, and the parent/guardian immediately withdraws their student, no expulsion would be reported. In this case, the withdrawal date would be the same day the decision was made while the expulsion would start the following day. In this instance, no expulsion time was served so no record is reported for that expulsion.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to the Department. For the Student Discipline (GD) Record, each combination of values in the following fields must be unique.

Required Fields	Number
Date of Discipline	GD060
Type of Discipline	GD070
Sequence Number	GD085

2.11 STUDENT DISCIPLINE (GD) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
GD010	9-10	Sort Type	PIC X(2)
		Always "GD"	
	11	Filler	PIC X
GD020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
GD030	16	Data Set	PIC X
		S – Student	
GD040	17-22	Building IRN	PIC X(6)
GD050	23-31	EMIS Student ID Number	PIC X(9)
GD060	32-39	Date of Discipline (CCYYMMDD)	PIC X(8)
GD070	40	Type of Discipline	PIC X
GD080	41-42	Discipline Reason (First Reason)	PIC X(2)
	43-44	Discipline Reason (Second Reason)	PIC X(2)
	45-46	Discipline Reason (Third Reason)	PIC X(2)
	47-48	Discipline Reason (Fourth Reason)	PIC X(2)
	49-50	Discipline Reason (Fifth Reason)	PIC X(2)
GD085	51	Discipline Sequence Number	PIC 9
GD090	52-56	Total Discipline Days	PIC 9(3)V99
GD100	57	Discipline Modified	PIC X
GD110	58	Referred for Alternate Educational Services	PIC X
GD120	59-64	Building IRN where Discipline Incident Took Place	PIC X(6)
GD130	65-66	Victim of Student Violence	PIC X(2)
	<u>65-66</u>	<u>Filler for fixed length; exclude for CSV</u>	<u>PIC X(2)</u>
GD140	67	Additional PS-3 Discipline Reason Detail	PIC X