

The purpose of this data collection is to gather student expulsion information. This is a required collection for all public schools and charter schools.

**Instructions**

Report those students expelled during the current academic year, July 1, 2005 - June 30, 2006 or your corporation 180 day academic year. June 30 is the final date considered for the current academic year. Report each student from the school in which he or she was expelled. If a student was expelled more than once in a school year then list each expulsion separately. The required data should be collected, combined into a file, and submitted to the Department of Education through the secured Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described.

The required collection period will begin on **September 11, 2006** and last until **September 29, 2006**, which is the **final** date for submission. During this time you are required to submit the file, review the processing results of the file for errors, and review the Expulsion Reports in the Message Center for accuracy. Reports are provided for you in the Message Center under Reports and should be printed and reviewed by the responsible person(s). If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on September 29, 2006. Alternately, you will have the option to manually enter student information one record at a time using the input form in the Application Center.

Additionally, the Firearm Verification Form will be available in the Application Center. A description of the firearm used is **required** for any suspension or expulsion involving handguns, rifles, shotguns or other firearms. Length of expulsion for firearms is one year; any modified days of expulsion for firearms will also require verification. This form will be available in the Application Center for your input.

**Expulsion (EX) Report Data Layout**

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	<b>School Number</b>	4	State Assigned School ID <b>Required Field:</b> Yes	School building number from where the student was expelled
2	<b>Student Test Number (STN)</b>	9	Official Student Test Number (STN) assigned to student <b>Required Field:</b> Yes	Nine (9) character Student Test Number (STN)
3	<b>Grade Level</b>	2	<b>Allowable Codes are:</b> PK = Pre-Kindergarten KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult <b>Required Field:</b> Yes	Grade 13: Students who return for further education after their intended graduation year.
4	<b>Length of Expulsion (# Of Days)</b>	3	Total number of instructional days, including days that carry over into the next school year that the student was expelled. <b>Allowable Numeric Formats Are:</b> NNN Where: NNN = Whole Number (1 – 365) <b>Required Field:</b> Yes	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
5	Reason for Expulsion	2	<p><b>Allowable Codes are: 1-7, 9-17</b></p> <p>01 = Alcohol  02 = Drugs  03 = Deadly Weapons (other than firearms)  04 = Handguns  05 = Rifles or Shotguns  06 = Other Firearms  07 = Tobacco  09 = Legal Settlement – I.C. 20-33-8-17  10 = Other  11 = Fighting – incident does not rise to the level of Battery  12 = Battery – student knowingly or intentionally touches another person in a rude, insolent, or angry manner causing or intent to cause bodily injury I.C.35-42-2-1  13 = Intimidation – communicating a threat with the intent that the other person engage in conduct against their will or be placed in fear of retaliation. I.C.35-45-2-1  14 = Verbal aggression or profanity  15 = Defiance  16 = Attendance  17 = Destruction of Property</p> <p><b>Required Field:</b> Yes</p>	<p>08 = Code no longer used</p> <p><b>Items coded as 06 = Other Firearms include:</b></p> <ul style="list-style-type: none"> <li>Any weapon (including a starter gun, taser, unloaded gun) which will, or is, designed to, or may readily be converted to expel a projectile by the action of an explosive</li> <li>The frame or receiver of any weapon described above</li> <li>Any firearm muffler or firearm silencer</li> <li>Any destructive device, which includes: <ul style="list-style-type: none"> <li>Any explosive, incendiary, or poison gas <ul style="list-style-type: none"> <li>Bomb, bottle bomb, pipe bomb, Molotov cocktail, etc.</li> </ul> </li> <li>Grenade, M-120, M-80, pycadex (black powder), etc.</li> <li>Rocket having a propellant charge of more than four ounces</li> <li>Missile having an explosive or incendiary charge of more than one-quarter ounce <ul style="list-style-type: none"> <li>Mine, or similar device</li> </ul> </li> </ul> </li> <li>Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter</li> <li>Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled</li> </ul>
6	Special Education Participant	1	<p>Does this student have an individualized education plan (IEP)?</p> <p><b>Allowable Codes are:</b></p> <p>Y = Yes  N = No</p> <p><b>Required Field:</b> Yes</p>	<p>Is this student officially considered to be participating in a Special Education Program?</p>
7	Alternative School	1	<p>Was the student referred to an alternative school or program?</p> <p><b>Allowable Codes are:</b></p> <p>1 = Referred, attended and <u>did not complete the entire length</u> of the expulsion in an alternative school or program.  2 = Referred and did not attend an alternative school or program  3 = Not referred</p> <p><b>Required Field:</b> Yes</p>	<p>See Scenarios #1 and #2</p> <p>Students that were expelled to an alternative school or program <u>and completed the entire length of the expulsion at the alternative school or program should not be reported.</u></p>
8	Independent Hearing Officer	1	<p>Did an independent hearing officer order an interim alternate educational setting for this <b>special education participant</b>?</p> <p><b>Allowable Codes are:</b></p> <p>Y = Yes  N = No  <b>Blank if not</b> a special education participant</p>	<p>The hearing officer referred to is NOT the local expulsion examiner.</p>

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
			<b>Required Field:</b> Yes, if field 6 = Y	
9	<b>Date of Incident</b>	8 or 10	Date the incident occurred that resulted in an expulsion.  <b>Allowable Date Formats Are:</b> MMDDYYYY and MM/DD/YYYY Where MM = Month (01-12) DD = Day (01-31) YYYY = Year (2003-2099)  <b>Required Field:</b> Yes	
10	<b>Incident Number</b>	9	What incident that led to the expulsion was this student involved in?  <b>Allowable Numeric Formats Are:</b>  Whole Number  <b>Required Field:</b> Yes	See Scenario #4, Scenario #5  Assign a number to each incident that occurred in the school. For a group incident, the same incident number would be reported on each student involved. This number must be unique to the <u>incident and the school</u> .

### Important Note:

Expulsion Examiner refers to any administrator, director, etc. who has the authority to expel a student for reasons noted in field 5.

**Updating Expulsion Records:** Once records have been submitted to the Application Center, they cannot be updated individually. Meaning if a student has more than one expulsion from your school, submit all the records for this student even if only one record would require a correction.

### A student can be suspended while waiting on the hearing to determine expulsion.

IC 20-33-8-23 The superintendent or the person designated by the superintendent under section 19(a) of this chapter may continue suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision under section 19 of this chapter if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

- (1) interference with an educational function or school purposes; or
- (2) a physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under section 17 of this chapter. As added by P.L.1-2005, SEC.17

### References:

Indiana Code Requirements:

Students with firearms on school property require that the student be expelled.

- IC 20-33-8-16 Possession of firearms, deadly weapons, or destructive devices
- IC 35-41-1-8 Deadly weapon
- IC 35-47.5-2-4 Destructive device
- 20 U.S.C. 1415 Students with disabilities who possess a firearm on school property.
- IC 20-19-3-4 House Enrolled Act No. 1794

### Common Scenarios

The following section contains several likely scenarios pertaining to expulsions and a description of how they would be reported.

#### **Scenario #1: Expelled to Alternate Program and Completed Expulsion in Program**

Scenario: Student is expelled and placed in an alternate program. The student completes the length of expulsion in the program.

Reporting Result: Students that were expelled to an alternative program and completed the entire length of the expulsion should not be reported.

**Scenario #2: Expelled to Alternate Program and did not Complete Expulsion in Program**

Scenario: Student is expelled and placed in an alternate program. The student does not complete the length of the expulsion in the program.

Reporting Result: Students that were expelled to an alternative program and did not complete the entire length of the expulsion should be reported. The Length of Expulsion reported should be calculated using the following formula:

(Total instructional days expelled - Total instructional days completed in the alternative program)

Example: 75 total instructional days expelled minus 30 days completed equals 45 days expelled. (75-30=45)

Scenario #3 removed 09.17.04

**Scenario #4: Incident Number**

Scenario: The incident the student was expelled for was a group incident involving more than 2 students.

Reporting Result: The incident number is assigned number 1 and reported on each student expelled. If 5 students were expelled five (5) records are submitted with the incident number of 1.

**Scenario #5: Incident Number**

Scenario: The incident the student was expelled for was a conflict involving only 2 students. This is the second incident for this school.

Reporting Result: An incident number of 2 is assigned and reported on both students involved.

**Example Data File Formats**

The following section contains **example** data files in the allowed comma delimited, positional, and XML formats.

**Comma Delimited Format**

```
0001,000102001,PK,25,01,Y,1,Y,02/11/2004,1
0001,000102002,KG,12,02,N,2,,03/02/2004,3
0001,000102002,KG,51,02,N,1,,09/22/2003,3
0002,000102003,01,101,03,Y,3,N,09/21/2003,2
0002,000102004,02,37,04,N,1,,09/22/2003,10
```

**Positional Format**

10	20	30	40
0001000102001PK	2501Y1Y02112004		1
0001000102002KG	1202N2	02032004	3
0001000102002KG	5102N1	09222003	3
00010001020030110103Y3N09212003			2
000100010200402	3704N1	09222003	10

**E(x)tensible Markup Language (XML) Format**

```
<XIF_EXData>
  <Corporation Id="8800">
    <School Id="0001">
      <Student STN="000102001">
        <Demographics SpecialEducation="Y" />
        <SchoolUse GradeLevel="05" />
        <Expulsions>
          <Expulsion Reason="01" DaysExpelled="25" AlternativeSchool="1" IHO="Y"
            IncidentDate="02/09/2004" IncidentNumber="1" />
        </Expulsions>
      </Student>
      <Student STN="000102002">
        <Demographics SpecialEducation="N" />
        <SchoolUse GradeLevel="KG" />
        <Expulsions>
```

```

        <Expulsion Reason ="02" DaysExpelled="12" AlternativeSchool="2"
        IncidentDate="03/02/2004" IncidentNumber="3" />
        <Expulsion Reason ="02" DaysExpelled="51" AlternativeSchool="1"
        IncidentDate="08/09/2003" IncidentNumber="3" />
    </Expulsions>
</Student>
<Student STN="000102003">
    <Demographics SpecialEducation="Y" />
    <SchoolUse GradeLevel="01" />
    <Expulsions>
        <Expulsion Reason ="03" DaysExpelled="101" AlternativeSchool="3" IHO="N"
        IncidentDate="09/21/2004" IncidentNumber="2" />
    </Expulsions>
</Student>
<Student STN="000102004">
    <Demographics SpecialEducation="N"/>
    <SchoolUse GradeLevel="02" />
    <Expulsions>
        <Expulsion Reason ="04" DaysExpelled="37" AlternativeSchool="1"
        IncidentDate="09/22/2004" IncidentNumber="10" />
    </Expulsions>
</Student>
</School>
</Corporation>
</XIF_EXData>
    
```

### Change History

The following section contains a history of changes made to the Expulsion (DOE-EX) Data Layout from the prior version.

Version	Change History
09.15.06	Removed Important notes on suspensions, only 1 remains, suspension waiting on hearing to determine expulsion.
09.14.06	Reference to Indiana Code changed to new reference code. Important notes added on suspension pending expulsion, detention and in-school suspension.
05.03.06	Spelling correction.
01.13.06	Clarification added to field 7, Alternative school or program.
11.23.05	Reason for Expulsion, code 08 Disruptive Behavior removed, code 09 remains Legal Settlement, code 10 remains Other while codes 16 Attendance and 17 Destruction of Property were added as amended by IC 20-1-1.1-5. Please note: Reason for Expulsion codes on this data layout do not conform to the codes presented in IC 20-1-1.1-5. All causes are included on the data layout. This is to preserve data integrity over time.
03.07.05	Trial period added. Field #6, clarification of Totals expelled days. Firearm verification and modified days of expulsion included in instruction section.
09.17.04	Important Note on updating expulsion records added, firearms verification included in instructions and clarify that this report is intended for public schools only.
8.26.04	Clarification of IHO for special education student
8.06.04	XML Tags corrected from IncidentIdentifier to IncidentNumber
8.03.04	Incident number, the length of the field increased.

Prior Version 06.23.03. Relates the current fields to their previous location.

Field Order	Fieldname Description	Previous Field Order Location	Notes
1	School Number	1	No change
2	Student Test Number (STN)	2	No change
3	Grade Level	3	SU and EU removed, field specification changed for grade 13
4	Length of Expulsion	4	No change

**Expulsion Report (DOE-EX)****Version 09.15.06**

Field Order	Fieldname Description	Previous Field Order Location	Notes
5	Reason for Expulsion	5	Additional categories added, codes 11-15
6	Special Education Participant	6	No change
7	Alternative School	7	No change
8	Independent Hearing Officer order	8	New Field
9	Date of Incident	9	New Field
10	Incident Number	10	New Field