

MEMORANDUM

TO: Principals, Discipline Deans, and Student Data Providers

FROM: Michelle Tubbs, Assistant Director of Data Reporting
Brenda Erbse, Assistant Director of School Accountability
Robin LeClaire, Director of School Improvement

DATE: May 29, 2019

RE: 2018-2019 Attendance and Discipline Reporting Guidelines

In response to concerns regarding reporting of in school suspension (ISS), out of school suspension (OSS), and expulsions for the 2018-2019 school year on DOE-AT (attendance) and DOE-ES (discipline reporting), the offices of Data Reporting, School Accountability, and Student Services, have developed the following guidelines.

In School Suspensions (ISS)

Students receiving and serving ISS will have their discipline days included in both Days Attended for DOE-AT and length of discipline for DOE-ES (If the student is receiving instruction from a licensed teacher, the student is counted as present).

Out of School Suspensions (OSS) and Expulsions

Students receiving and serving OSS or expelled will have their discipline days **ONLY** reported in length of discipline for DOE-ES. The amount of OSS and Expulsion days will not be included in days attended for reporting DOE-AT (the student is not counted as present or absent, but rather, the student discipline days are reported on the DOE-ES).

Expulsions

Students receiving and serving an expulsion are to be reported on DOE-AT with a begin and end date for the entire enrollment period of the student for the school year. The attendance record is to encompass the days expelled and match the beginning and ending dates of the student's enrollment record (the student is not counted as present or absent, the student discipline days are reported on the DOE-ES).

For additional assistance, contact <https://help.doe.in.gov>, SchoolAccountability@doe.in.gov, or Robin LeClaire at rleclaire@doe.in.gov.