






Expulsion and Transfer to Alternative School (K-12) (DISC) Module

The purpose of this document is to inform data submitters of helpful tips and to demonstrate how to accurately report Student Discipline data, focusing on Expulsions and Transfer to Alternative School. This document provides key definitions that are crucial to the module and illustrates various scenarios which provide information on how to accurately count students and instances of Expulsion and Transfer to Alternative School. This document provides key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

- **DISC-14:** Discipline of Students without Disabilities (Expulsion with Educational Services/Transfer to Alternative School)
- **DISC-15:** Discipline of Students with Disabilities (Expulsion with Educational Services/Transfer to Alternative School)
- **DISC-16:** Discipline of Students without Disabilities – Expulsion without Educational Services
- **DISC-17:** Discipline of Students with Disabilities – Expulsion without Educational Services
- **DISC-18:** Discipline of Students without Disabilities – Expulsion Under Zero-Tolerance Policies
- **DISC-19:** Discipline of Students with Disabilities – Expulsion Under Zero-Tolerance Policies

In addition, guidance on accurately reporting zeroes, blanks (i.e., nulls) and NS is provided at the end of the document.

Resource Links

-  [CRDC Resource Center Training Videos](#)
-  [Supplemental Information for Justice Facilities](#)
-  [Out-of-School Suspension, Instances of Suspension, and School Days Missed \(K-12\) \(DISC\) Module](#)
-  [Preschool Suspension, Expulsion and Corporal Punishment \(DISC\) Module](#)
-  [Expulsion and Transfer to Alternative School \(K-12\) \(DISC\) Module](#)

Dates

Report a cumulative count based on the entire 2021-22 regular school year, not including intersession or summer.

Skip Logic

The K-12 section of the DISC module **DOES NOT contain skip logic**. Skip logic automatically skips the user to the next table to be populated based on previous answers provided. Skipped tables are not to be populated.

DATA ELEMENT CHANGES FROM THE 2020-21 CRDC

NO NEW OR REVISED ELEMENTS
in DISC 14 - 19

KEY DEFINITIONS

Alternative school is a public elementary or secondary school that addresses the needs of students that typically cannot be met in a regular school program, and is designed to meet the needs of students with academic difficulties, students with discipline problems, or both students with academic difficulties and discipline problems.

Expulsion with educational services refers to an action taken by the local educational agency of removing a child from his/her regular school (in-person or remote setting) for disciplinary purposes, and providing educational services to the child (e.g., school-provided at home instruction or tutoring; transfer to an alternative school) for the remainder of the school year (or longer) in accordance with local educational agency policy. Expulsion with educational services also includes removals resulting from violations of the Gun Free Schools Act that are modified to less than 365 days.

Expulsion without educational services refers to an action taken by the local educational agency of removing a child from his/her regular school (in-person or remote setting) for disciplinary purposes, and not providing educational services to the child for the remainder of the school year or longer in accordance with local educational agency policy. Expulsion without services also includes removals resulting from violations of the Gun Free Schools Act that are modified to less than 365 days.

Expulsion under zero tolerance policies refers to an action taken by the local educational agency of removing a child from his/her regular school (in-person or remote setting) for the remainder of the school year or longer because of zero-tolerance policies. A zero tolerance policy is a policy that results in mandatory expulsion of any student who commits one or more specified offenses (e.g., offenses involving guns, or other weapons, or violence, or similar factors, or combinations of these factors). A policy is considered “zero tolerance” even if **there are some exceptions to the mandatory aspect of the expulsion, such as** allowing the chief administering officer of a local educational agency to modify the expulsion on a case-by-case basis.

In-school suspension is an instance in which a child is temporarily removed from their regular classroom(s) [physical school setting or remote setting (e.g., online classroom) where remote learning takes place] for at least half a day for disciplinary purposes, but remains under the direct supervision of school personnel. Direct supervision means school personnel are in the same physical school setting or remote setting as students under their supervision.

Nonbinary (NEW) means not exclusively male or female. Transgender students may be reported as male, female, or nonbinary.

NEW

for 2021-22 CRDC

For the CRDC, using nonbinary as a third value for the sex category is appropriate for students whose sex is not listed as male or female in their school records.

Nonbinary means not exclusively male or female. Transgender students may be reported as male, female, or nonbinary.

- [Reporting Nonbinary for K-12 Students](#) 

Special Guidance

Students cannot be counted in both the “only one” and “more than one” tables for a particular violation or disciplinary action, but they can be counted multiple times for different violations or disciplinary actions. For example, a student cannot be counted in the “only one out-of-school suspension” and “more than one out-of-school suspension” tables. However, a student can be counted in both an “out-of-school suspension” table and an “expulsion” table.

For justice facilities, only the following discipline categories apply: corporal punishment, out-of-school suspension, expulsion without education services, and expulsion under zero tolerance policies.

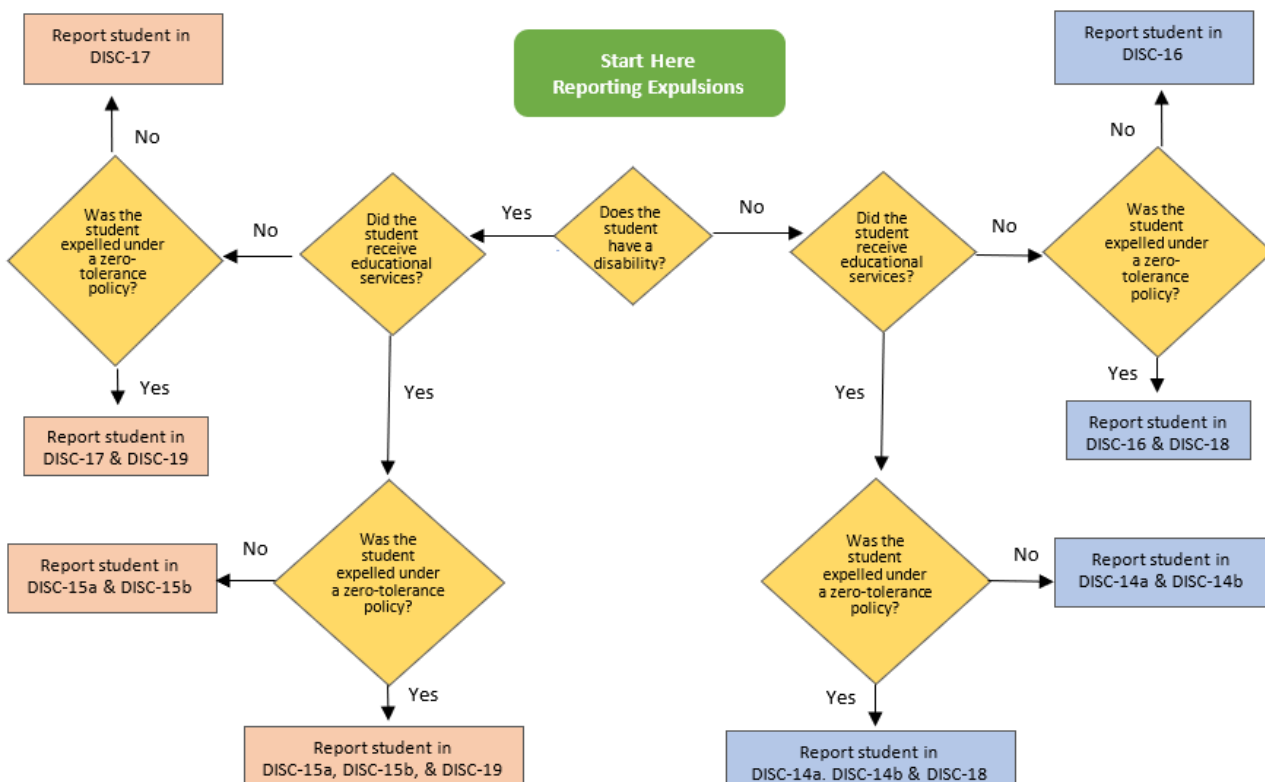
For schools that complete Directional Indicator 1 (DIND-1) and select option “B. We offered only remote instruction because of the coronavirus pandemic,” AND complete Directional Indicator 2 (DIND-2) and select option “B. Students were not physically in the school setting,” the corporal punishment items in the Student Discipline module do not apply.

For schools that complete the SCHR-1: Fully Virtual School Indicator and select “Yes,” the corporal punishment items in the Student Discipline module do not apply.

If the school has any nonbinary students in its enrollment records, then the nonbinary category in the Student Discipline module is OPTIONAL.

If the school does NOT have nonbinary students in its enrollment records, then the nonbinary category in the Student Discipline module is SKIPPED.

The Flow Chart below can be used to determine in which tables to report expelled students based on their disability status and whether they received educational services or not.





Students cannot be counted in both the “only one” and “more than one” tables for a particular violation or disciplinary action, but they can be counted multiple times for different violations or disciplinary actions. For example, a student **cannot** be counted in the “only one out-of-school suspension” and “more than one out-of-school suspension” tables. However, a student can be counted in both an “out-of-school suspension” table and an “expulsion” table.

Reporting Expulsions (Grades K-12 or the ungraded equivalent)

A student who receives an expulsion can only be recorded as either receiving an Expulsion with Educational Services or an Expulsion without Educational Services.

Example: Student A is expelled. Student A was then transferred to another school to continue with his/her education for the rest of the school year.

Student A received an Expulsion with Educational Services.

However, a student who receives an Expulsion under Zero-Tolerance Policies, must be reported as receiving an Expulsion under Zero Tolerance Policies and in either Expulsion with Educational Services OR Expulsion without Educational Services.

Example: Student B is expelled under Zero-Tolerance Policies for possession of firearm.

Student B was then transferred to another school to continue with his/her education for the rest of the school year.

Student B received an Expulsion under Zero-Tolerance Policy and an Expulsion with Educational Services.

DISC-14a: Discipline of Students without Disabilities - Expulsions with Educational Services

Expulsion with educational services refers to an action taken by the local educational agency of removing a child from his/her regular school ([in-person or virtual setting](#)) for disciplinary purposes, and providing educational services to the child (e.g., school provided at home instruction or tutoring; transfer to an alternative school) for the remainder of the school year (or longer) in accordance with local educational agency policy. Expulsion with educational services also includes removals resulting from violations of the Gun Free Schools Act that are modified to less than 365 days.

For virtual expulsions with educational services:



Students are blocked from their typical virtual classroom(s) for the remainder of the school year, but they continue to receive educational services according to their individualized family service plans or individualized education plans, or as decided by the LEA. Students are blocked from their typical virtual classroom(s) for the remainder of the school year, and they are transferred to an alternative school for disciplinary reasons.

For the regular 2021-2022 school year, not including intersession or summer, enter the number of students without disabilities in GRADES K-12 (or the [ungraded](#) equivalent) who received [EXPULSIONS WITH EDUCATIONAL SERVICES](#).

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islidr	Black	White	Two or more races	Total Students Without Disabilities
Males:	0	0	0	0	0	1	0	1
Females:	3	0	0	0	0	1	0	4
Nonbinary:	0	0	0	0	0	0	0	0
Total Number of Students:	3	0	0	0	0	2	0	5

Figure 1 DISC-14a: Discipline of Students without Disabilities - Expulsions with Educational Services

Example:

Consider the table above. **Student A, Student B, and Student C** are Female Hispanic students without disabilities. They received an expulsion for disciplinary reasons and their school arranged for them to complete the remainder of the school year at an alternative school. Report students A, B, and C as students without disabilities who receive an Expulsion with Educational Services.

The same methodology applies to DISC-15a: Discipline of Students with Disabilities - Expulsions with Educational Services.

DISC-16: Discipline of Students without Disabilities - Expulsions without Educational Services

Expulsion without educational services refers to an action taken by the local educational agency of removing a child from his/her regular ([in-person or virtual setting](#)) school for disciplinary purposes, and not providing educational services to the child for the remainder of the school year or longer in accordance with local educational agency policy. Expulsion without services also includes removals resulting from violations of the Gun Free Schools Act that are modified to less than 365 days.

For virtual expulsions without educational services:

- Students are blocked from their typical virtual classroom(s) for the remainder of the school year, and they do not receive any educational services.

DISC-16: Discipline of Students without Disabilities - Expulsions without Educational Services table

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Black	White	Two or more races	Total Students Without Disabilities
Males:	0	0	0	0	2	1	0	3
Females:	3	0	0	0	0	1	0	4
Nonbinary:	0	0	0	0	0	0	0	0
Total Number of Students:	3	0	0	0	0	2	0	5

Example:

Consider the table above. **Student A, Student B** are Male Black students without disabilities. **Student C** is a White Female student without disabilities. They received an expulsion for disciplinary reasons and their school did not make further arrangements for the students to complete the remainder of the school year.

Report students A, B, and C as students without disabilities who received an Expulsion without Educational Services.

- The same methodology applies to DISC-9e: Discipline of Students with Disabilities - Expulsions with Educational Services.

DISC-7g: Discipline of Students without Disabilities - Expulsions Under Zero-Tolerance Policies

Expulsion under zero tolerance policies refers to an action taken by the local educational agency of removing a child from his/her regular (in-person or virtual setting) school for the remainder of the school year or longer because of zero-tolerance policies. A zero-tolerance policy is a policy that results in mandatory expulsion of any student who commits one or more specified offenses (e.g., offenses involving guns, or other weapons, or violence, or similar factors, or combinations of these factors). A policy is considered “zero tolerance” even if there are some exceptions to the mandatory aspect of the expulsion, such as allowing the chief administering officer of a local educational agency to modify the expulsion on a case-by-case basis.

- A student MAY be counted as expelled under zero tolerance policies and one of the other expulsion tables about educational services.
- Expulsion under zero tolerance policies is a subset of expulsion with educational services and expulsion without educational services. Therefore, a student counted in the "expulsion under zero tolerance policies" table should also be counted in the "expulsion with educational services" table or the "expulsion without educational services" table, depending on which of the two types of expulsion the student received.

DISC-14: Discipline and Transfer to Alternative School for Students without Disabilities

Alternative school is a public elementary or secondary school that addresses the needs of students that typically cannot be met in a regular school program and is designed to meet the needs of students with academic difficulties, students with discipline problems, or both students with academic difficulties and discipline problems.

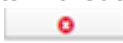
- The same methodology applies to Discipline and Transfer to Alternative School for Students with Disabilities.

Transfer to Alternative School without an Expulsion

DISC-15b: Discipline of Students with Disabilities – Transfer to Alternative School

Transfer to an alternative school for disciplinary reasons is a subset of expulsion with educational services (i.e., the students who were reported in DISC-15a). However, in some cases, students are sent to an alternative school for disciplinary reasons but do not receive an expulsion. The students are permitted to return to their home school in the same year. Students who **do not receive an expulsion** from their regular schools but **are removed from their regular schools** for a long period of time, i.e. they are ‘Transferred to an Alternative School,’ should be reported as students who received **More than One Out-of-School Suspensions (DISC-25 and DISC-26)** and as students who were **Transferred to an Alternative School (DISC-14b and DISC-15b)**.

The CRDC submission system will trigger an error when the students Transferred to an Alternative School count exceeds the students who received an Expulsion with Educational Services count. Please see the example below, including how to resolve the error. In this example, notice that in this table, DISC-7e: Discipline of Students without Disabilities - Expulsions WITH Educational Services, there are zero students reported.

However, in **DISC-14: Transfer to Alternative School for Students without Disabilities**, there are 14 students reported. The CRDC system triggers errors (indicated by the red  below).








	Hispanic (IDEA Only)	Amer. Indian / Alaska Native (IDEA Only)	Asian (IDEA Only)	Native Hawaiian / Pacific Islldr (IDEA Only)	Black (IDEA Only)	White (IDEA Only)	Two or more races (IDEA Only)	Total (IDEA Only)
Males who were transferred:	2	2	2	2	2	2	2	14
								
Females who were transferred:	0	0	9	0	0	0	0	0
Nonbinary who were transferred:	0	0	9	0	0	0	0	0
Total Number of Students Who Were Transferred:	2	2	2	2	2	2	2	14

Figure 3 DISC-15b: Discipline of Students with Disabilities – Transfer to Alternative School table.

To resolve the errors, click on the error sign and select the appropriate reason code. Select “other” if no other reason code applies. **Provide an explanation and then apply detailed explanation.**

Reason code explanation sample:

“Students reported were long-term suspensions and/or were not expelled but permitted to return before the school year ended.”

KEY DEFINITIONS

An instance refers to a disciplinary occurrence. One student may be involved in multiple instances, and so the number of instances may exceed the number of students. However, the number of students should not exceed the number of instances

Frequently Asked Questions

1. Should I include EL students in the race/ethnicity table?

Yes. The race/ethnicity table includes ALL students without disabilities.

2. Can I count students in more than one race/ethnicity column?

No. Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns). The sum of the counts that you enter for race/ethnicity by sex will automatically be calculated in the online tool in the gray cells. It is not possible for your LEA to modify the gray cells, so you must ensure that every student is included in one and only one race/ethnicity category.

3. What if a student is served under IDEA and Section 504?

The "Section 504 Only" column refers to students with disabilities who receive related aid and services under Section 504 of the Rehabilitation Act of 1973, as amended, and not under IDEA.

4. Can I count students in more than one race/ethnicity column?

No. Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns). The sum of the counts that you enter for race/ethnicity by sex will automatically be calculated in the online tool in the gray cells. It is not possible for your LEA to modify the gray cells, so you must ensure that every student is included in one and only one race/ethnicity category.

5. How do I report students who are both EL and have a disability (504)?

A student with a disability and who is EL should be counted both in the EL table column and the applicable Students with Disabilities table column.

6. Can a student be counted more than once?

A student may be counted more than once in the table if the student was involved in multiple offenses and received corporal punishment more than once.

7. Are counts duplicated or unduplicated?

Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns).

Students counted in the race/ethnicity category may also be counted in the Students with Disabilities (IDEA), Students with Disabilities (Section 504 Only), and Students who are English Learners (EL) categories. For example, the following may occur:

A Hispanic/Latino student with a disability served under IDEA and who is EL will be counted three times in some tables, once under race/ethnicity, once under Students with Disabilities (IDEA), and

once under Students who are EL.

A student with a disability served under section 504 and who is EL will be counted in both the Students with Disabilities (Section 504 Only) category and the students who are EL category.

For tables that include data by race/ethnicity by sex, the Web-based survey tool will keep a running total of the values you enter in the race/ethnicity columns for each row. As you enter a number in any race/ethnicity category, that number will automatically be added to the Total column. Therefore, the sum of the counts that you enter for race/ethnicity by sex will be the total count of students for the row. Because it is not possible for your LEA to modify the total, you must ensure that every student is included in one and only one race/ethnicity category.

Cells that are colored grey are filled in automatically.

8. How do I report students who changed schools?

"Each disciplinary action should be considered at the school where it occurred.

For example, consider a student that attended school "A" for the first part of the year and school "B" for the second part of the year. If the student received an in-school suspension at School "A" and also at School "B", then the student should be included in the count of students receiving an out-of-school suspension in both School "A" and School "B".

9. How should we report students who were transferred to a JJAEP/DAEP?

Report student as transferred to alternative school in DISC-14b or DISC-15b; if student was suspended, report days spent at DAEP as days missed due to OSS (DISC-27); if student was expelled, report student as expelled with educational services (DISC-14a and DISC-15a).

10. There are warnings under the ZEROS entered in the DISC module, how do I clear these warnings?

The warnings you are encountering will not block your certification, but PSC recommends clearing all errors and warnings before certifying. Please note you do not need to remove the zeros, by default the warning message explains that upon certification they will default to NA. However, if you would like to clear the warnings you will need to.

1. Change the indicator question from "No" to "Yes"
2. Return to table with warnings and manually remove the zeros
3. Change the indicator question from "Yes" back to "No"

Note: if you are comfortable with submitting flat files, you can upload a CSV file replacing the zeros with a NS value as an alternative. This is the recommended method for advanced users responsible for large districts.

For more information, please see our technical assistance document on [Skipped Field Warnings](#).

A student was transferred to an alternative school, but not considered expelled in our LEA. How should I report students?

Transfer to an alternative school for disciplinary reasons is a subset of expulsion with educational services (i.e., the students who were reported in DISC-14a and DISC-15a).

To clear the error under DISC-8a: Transfer to Alternative School for Students without Disabilities

and/or DISC-10: Transfer to Alternative School for Students with Disabilities, please submit the reason code, ""Data are correct as reported,"" to explain these students were transferred to an alternative school but not considered expelled.

When to Report Zero (0)

If data are available and applicable for a given school or LEA, but no students fall in that category, then report 0.

Not Applicable (NA)

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

When to Use Null Values

When entering data on screen, if a data element does not apply, then leave the cell null (i.e., blank).

When to Use NS

There may be situations where a data value was incorrectly uploaded and needs to be deleted. A null value (i.e., blank) in a file upload will not overwrite an existing value in a field, so in these cases, submit the value "NS" to return the data to a "not submitted" or null status. **Note: NS only applies to file uploads and is not used in on-screen data entry.**

When Data is Not Collected or Available

Contact the Partner Support Center to determine if your LEA will need to submit a quick plan or [action plan](#).

Partner Support Center
(855) 255-6901
Email: crdc@aemcorp.com