

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

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**. It also includes frequently asked questions to assist data submitters in determining how to accurately report the following:

- DISC-13a: Discipline of Students without Disabilities – Expulsion with Educational Services
- DISC-13b: Discipline of Students without Disabilities – Transfer to Alternative School
- DISC-14a: Discipline of Students with Disabilities – Expulsion with Educational Services
- DISC-14b: Discipline of Students with Disabilities – Transfer to Alternative School
- DISC-15: Discipline of Students without Disabilities – Expulsion without Educational Services
- DISC-16: Discipline of Students with Disabilities – Expulsion without Educational Services
- DISC-17: Discipline of Students without Disabilities – Expulsion Under Zero-Tolerance Policies
- DISC-18: Discipline of Students with Disabilities – Expulsion Under Zero-Tolerance Policies

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

### Resource Links

- [CRDC Resource Center Tutorial 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](#)

### DATA ELEMENT CHANGES FROM THE 2021-22 CRDC

No revisions or changes to DISC 13a – 18  
for 2023-24

### Dates

Report a cumulative count based on the entire 2023-24 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.

## 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 (LEA) 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.

**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.

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

## REQUIRED FOR 2023-24 CRDC (was OPTIONAL for the 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. For additional information on reporting nonbinary students, reference the document below on the CRDC website:

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

## Special Guidance

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 **REQUIRED**.

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.

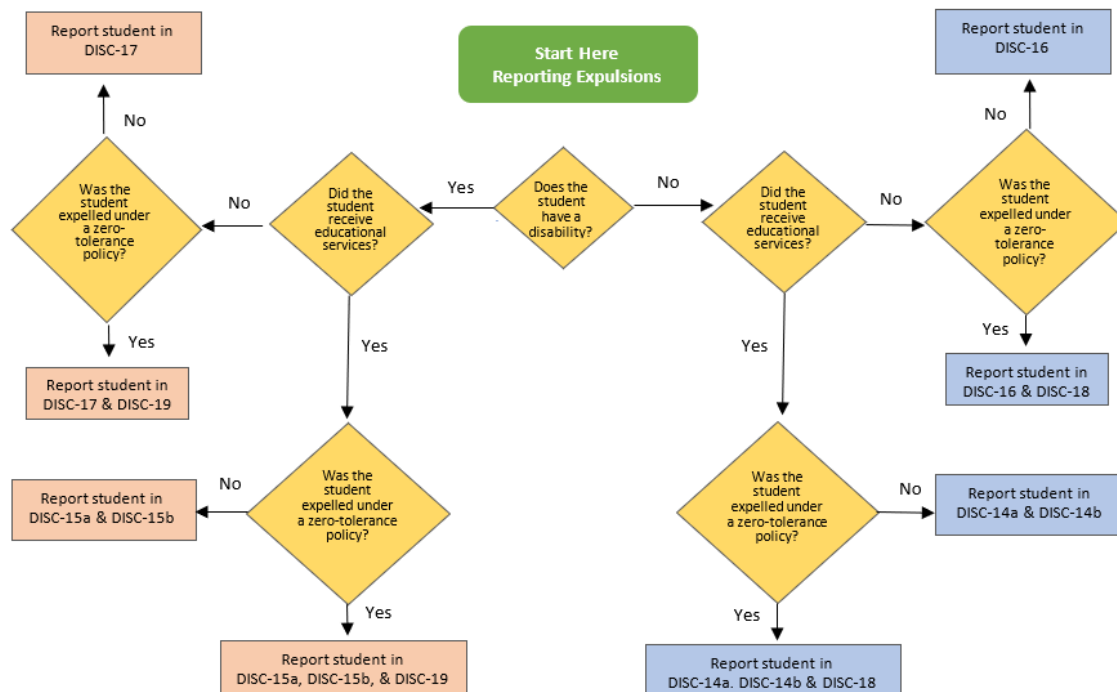


Figure 1. Reporting Expulsions.



**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-13a: Discipline of Students without Disabilities – Expulsion with Educational Services

Schools, grades K-12, UG

**Instructions:**

- A student may not be counted in both the **Expulsion with Educational Services** table and the **Expulsion without Educational Services** table.

**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 the regular 2023–24 school year, not including intersession or summer, enter the number of students without disabilities in grades K-12 (or the ungraded equivalent) who received an expulsion with educational services.**

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islldr	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
<b>Total Number of Students:</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>5</b>

Figure 2. DISC-13a: Discipline of Students without Disabilities - Expulsion with Educational Services, table 1.

**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.

**! 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.

The same methodology applies to **DISC-14a: Discipline of Students with Disabilities – Expulsion with Educational Services.**

### DISC-13b: Discipline of Students without Disabilities – Transfer to Alternative School

Schools, grades K-12, UG

**Instructions:**

- 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-13a). Therefore, a student counted in the **Transfer to Alternative School** table should also be counted in the **Expulsion with Educational Services** table.
- Include only students who were transferred due to disciplinary reasons as decided by the school.

**For the regular 2023–24 school year, not including intersession or summer, enter the number of students without disabilities in grades K-12 (or the ungraded equivalent) who were transferred to an alternative school for disciplinary reasons.**

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isldr	Black	White	Two or more races	Total
Males who were transferred:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Females who were transferred:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Nonbinary who were transferred:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Total Number of Students Who Were Transferred:</b>	0	0	0	0	0	0	0	0

Transfer to an Alternative School - [EL](#)

	EL Students Without Disabilities
EL males who were transferred:	<input type="text"/>
EL females who were transferred:	<input type="text"/>
EL Nonbinary who were transferred:	<input type="text"/>
<b>Total EL Students Who Were Transferred:</b>	0

Figure 3. DISC-13b: Discipline of Students without Disabilities – Transfer to Alternative School.

## DISC-14a: Discipline of Students with Disabilities – Expulsion with Educational Services

Schools, grades K-12, UG

### Instructions:

- A student may not be counted in both the **Expulsion with Educational Services** table and the **Expulsion without Educational Services** table.
- **EL Students with Disabilities** refers to English Learner (EL) students with disabilities served under IDEA only, Section 504 only, or both.

For the regular 2023–24 school year, not including intersession or summer, enter the number of students with disabilities in grades K-12 (or the ungraded equivalent) by IDEA, EL, or Section 504 status as specified, who received an expulsion with educational services.

	Hispanic (IDEA Only)	Amer. Indian / Alaska Native (IDEA Only)	Asian (IDEA Only)	Native Hawaiian / Pacific Islr (IDEA Only)	Black (IDEA Only)	White (IDEA Only)	Two or more races (IDEA Only)	Total Students With Disabilities (IDEA Only)
Males (IDEA only):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Females (IDEA only):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Nonbinary (IDEA only):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Total Students With Disabilities (IDEA Only):</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Expulsions With Educational Services - <a href="#">EL</a>		Expulsions With Educational Services - <a href="#">Section 504 Only</a>	
	EL Students With Disabilities (Inclusive of 504 and IDEA)		Students With Disabilities (Section 504 Only)
EL Males (IDEA or Section 504):	<input type="text"/>	Males (Section 504):	<input type="text"/>
EL Females (IDEA or Section 504):	<input type="text"/>	Females (Section 504):	<input type="text"/>
EL Nonbinary (IDEA or Section 504):	<input type="text"/>	Nonbinary (Section 504):	<input type="text"/>
<b>Total EL Students:</b>	<b>0</b>	<b>Total Students With Disabilities:</b>	<b>0</b>

Figure 4. DISC-14a: Discipline of Students with Disabilities – Expulsion with Educational Services.

## DISC-14b: Discipline of Students with Disabilities – Transfer to Alternative School

Schools, grades K-12, UG

### Instructions:

- 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). Therefore, a student counted in the **Transfer to Alternative School** table should also be counted in the **Expulsion with Educational Services** table.
- Include only students who were transferred due to disciplinary reasons as decided by the school.

For the regular 2023-2024 school year, not including intersession or summer, enter the number of students with disabilities in GRADES K-12 (or the ungraded equivalent) by IDEA, EL, or Section 504 status as specified, who were transferred to an alternative school for disciplinary reasons.

	Hispanic (IDEA Only)	Amer. Indian / Alaska Native (IDEA Only)	Asian (IDEA Only)	Native Hawaiian / Pacific Islr (IDEA Only)	Black (IDEA Only)	White (IDEA Only)	Two or more races (IDEA Only)	Total (IDEA Only)
Males who were transferred:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Females who were transferred:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Nonbinary who were transferred:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Total Number of Students Who Were Transferred:</b>	0	0	0	0	0	0	0	0

Transfer to an Alternative School - <a href="#">EL</a>		Transfer to an Alternative School - <a href="#">Section 504 Only</a>	
	EL Students With Disabilities (Inclusive of 504 and IDEA)		Students With Disabilities (Section 504 Only)
EL males who were transferred:	<input type="text"/>	Males with Disabilities were transferred:	<input type="text"/>
EL females who were transferred:	<input type="text"/>	Females with Disabilities who were transferred:	<input type="text"/>
EL Nonbinary who were transferred:	<input type="text"/>	Nonbinary with Disabilities who were transferred:	<input type="text"/>
<b>Total EL Students Who Were Transferred:</b>	0	<b>Total Students With Disabilities Who Were Transferred:</b>	0

Figure 5. DISC-14b: Discipline of Students with Disabilities – Transfer to Alternative School.

## DISC-15: Discipline of Students without Disabilities - Expulsion without Educational Services

Schools and justice facilities, grades K-12, UG

**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.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isldr	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
<b>Total Number of Students:</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>5</b>

Figure 6. DISC-15: Discipline of Students without Disabilities - Expulsion without Educational Services table.

### Example:

Consider the table above. Student A and 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-16: Discipline of Students with Disabilities - Expulsion with Educational Services.

## DISC-16: Discipline of Students with Disabilities - Expulsion without Educational Services

Schools and justice facilities, grades K-12, UG

### Instructions:

- A student may not be counted in both the **Expulsion with Educational Services** table and the **Expulsion without Educational Services** table.

For the regular 2023-2024 school year, not including intersession or summer, enter the number of students with disabilities in GRADES K-12 (or the ungraded equivalent) by IDEA, EL, or Section 504 status as specified, who received expulsions without educational services.

	Hispanic (IDEA Only)	Amer. Indian / Alaska Native (IDEA Only)	Asian (IDEA Only)	Native Hawaiian / Pacific Isldr (IDEA Only)	Black (IDEA Only)	White (IDEA Only)	Two or more races (IDEA Only)	Total Students With Disabilities (IDEA Only)
Males (IDEA only):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Females (IDEA only):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Nonbinary (IDEA only):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Total Students With Disabilities (IDEA Only):</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Expulsions without Educational Services - <a href="#">EL</a>		Expulsions without Educational Services - <a href="#">Section 504 Only</a>	
	EL Students With Disabilities (Inclusive of 504 and IDEA)		Students With Disabilities (Section 504 Only)
EL Males (IDEA or Section 504):	<input type="text"/>	Males (Section 504):	<input type="text"/>
EL Females (IDEA or Section 504):	<input type="text"/>	Females (Section 504):	<input type="text"/>
EL nonbinary (IDEA or Section 504):	<input type="text"/>	Nonbinary (Section 504):	<input type="text"/>
<b>Total EL Students:</b>	<b>0</b>	<b>Total Students With Disabilities:</b>	<b>0</b>

Figure 7. DISC-16: Discipline of Students with Disabilities - Expulsion without Educational Services.

## DISC-17: Discipline of Students without Disabilities - Expulsion Under Zero-Tolerance Policies

Schools and justice facilities, grades K-12, UG

### Instructions:

- 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.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islldr	Black	White	Two or more races	Total Students Without Disabilities
Males:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Females:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Nonbinary:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Total Number of Students:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Expulsions Under Zero Tolerance Policies - [EL](#)

	EL Students Without Disabilities
EL Males:	<input type="text"/>
EL Females:	<input type="text"/>
EL Nonbinary:	<input type="text"/>
<b>Total EL Students:</b>	<b>0</b>

Figure 8. DISC-17: Discipline of Students without Disabilities - Expulsion 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-18: Discipline of Students with Disabilities – Expulsion Under Zero-Tolerance Policies

Schools and justice facilities, grades K-12, UG

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

**Instructions:**

- 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.

**For the regular 2023–24 school year, not including intersession or summer, enter the number of students with disabilities in grades K-12 (or the ungraded equivalent) by IDEA, EL, or Section 504 status as specified, who received an expulsion under zero tolerance.**

	Hispanic (IDEA Only)	Amer. Indian / Alaska Native (IDEA Only)	Asian (IDEA Only)	Native Hawaiian / Pacific Islander (IDEA Only)	Black (IDEA Only)	White (IDEA Only)	Two or more races (IDEA Only)	Total Students With Disabilities (IDEA Only)
Males (IDEA only):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Females (IDEA only):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Nonbinary (IDEA only):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Total Students With Disabilities (IDEA Only):</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Expulsion Under Zero Tolerance Policies - <a href="#">EL</a>		Expulsion Under Zero Tolerance Policies - <a href="#">Section 504 Only</a>	
	EL Students With Disabilities (Inclusive of 504 and IDEA)		Students With Disabilities (Section 504 Only)
EL Males (IDEA or Section 504):	<input type="text"/>	Males (Section 504):	<input type="text"/>
EL Females (IDEA or Section 504):	<input type="text"/>	Females (Section 504):	<input type="text"/>
EL nonbinary (IDEA or Section 504):	<input type="text"/>	Nonbinary (Section 504):	<input type="text"/>
<b>Total EL Students:</b>	<b>0</b>	<b>Total Students With Disabilities:</b>	<b>0</b>

Figure 9. DISC-18: Discipline of Students with Disabilities – Expulsion Under Zero-Tolerance Policies.

## Additional Instructions

### Transfer to Alternative School without an Expulsion

#### DISC-13b: Discipline of Students without Disabilities – Transfer to Alternative School


#### DISC-14b: 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-13a or DISC-14a). 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-24 and DISC-25)** and as students who were **Transferred to an Alternative School (DISC-13b and DISC-14b)**.

The CRDC submission system will trigger an error when the **Transferred to an Alternative School** student count exceeds the count of students who received an **Expulsion with Educational Services**. Please see the example below, including how to resolve the error. In this example, notice that in table **DISC-13a: Discipline of Students without Disabilities - Expulsions with Educational Services**, there are zero students reported.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total Students Without Disabilities
Males without disabilities who received an expulsion with educational services:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Females without disabilities who received an expulsion with educational services:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Nonbinary students without disabilities who received an expulsion with educational services:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
<b>Total Number of Students:</b>	0	0	0	0	0	0	0	0

Figure 10. DISC-13a: Discipline of Students without Disabilities - Expulsions with Educational Services table.

However, in **DISC-13b: Discipline of Students without Disabilities - Transfer to Alternative School**, 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:	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	14
	<input type="text" value="x"/>	<input type="text" value="x"/>	<input type="text" value="x"/>	<input type="text" value="x"/>	<input type="text" value="x"/>	<input type="text" value="x"/>	<input type="text" value="x"/>	
Females who were transferred:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="9"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Nonbinary who were transferred:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="9"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Total Number of Students Who Were Transferred:</b>	2	2	2	2	2	2	2	14

Figure 11. DISC-13b: Discipline of Students without 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 DEFINITION**

**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 an LEA include EL students in the race/ethnicity table?**

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

**2. Can an LEA 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 entered for race/ethnicity by sex will automatically be calculated in the online tool in the gray cells. It is not possible for the LEA to modify the gray cells, so every student must be included in 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 students be counted 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 entered for race/ethnicity by sex will automatically be calculated in the online tool in the gray cells. It is not possible for the LEA to modify the gray cells, so every student must be included in only one race/ethnicity category.

**5. How should an LEA 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 entered in the race/ethnicity columns for each row. As numbers are entered in any race/ethnicity category, that number will automatically be added to the **Total** column. Therefore, the sum of the counts that entered for race/ethnicity by sex will be the total count of students for the row. Because it is not possible for the LEA to modify the total, every student must be included in only one race/ethnicity category.

Cells that are colored gray are filled in automatically.

**8. How does an LEA 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 students be reported who were transferred to a Juvenile Justice Alternative Education Program (JJAEP) / Disciplinary Alternative Education Programs (DAEP)?**

Report a student as transferred to an alternative school in **DISC-13b** or **DISC-14b**; if the student was suspended, report the number of days spent at DAEP as days missed due to out-of-school suspensions (**DISC-26**); if the student was expelled, report the student as expelled with educational services (**DISC-14a** and **DISC-15a**).

**10. There are warnings under the ZEROS entered in the DISC module, how does an LEA clear these warnings?**

**Zeros should not be submitted unless the data was collected, and the count was zero. Do not enter zeros if the table should be skipped.**

The warnings in the table will not block the certification, however PSC recommends clearing all errors and warnings before certifying. Please note the zeros do not need to be removed, as the warning message explains that upon certification they will default to **NA**. However, the following steps can be taken to clear the warnings, if necessary:

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

**Note:** Users that are comfortable with submitting flat files 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 the technical assistance document on the [Skipped Field Warnings resource document](#).

**11. A student was transferred to an alternative school, but not considered expelled in the LEA. How should the LEA report this student?**

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-13a** and **DISC-14a**).

To clear the error under **DISC-13b: Discipline of Students without Disabilities - Transfer to Alternative School** and/or **DISC-14b: Discipline of Students with Disabilities - Transfer to Alternative School**, please submit the reason code, "Data are correct as reported," to explain that 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 populates information that has been entered in other tables and modules and uses that information to populate 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 populated 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 the LEA will need to submit an [action plan](#).

## Contact the Partner Support Center

(855) 255-6901 | [PSC Contact Us](#)