



GEORGIA  
Appleseed

GEORGIA APPLESEED CENTER FOR LAW & JUSTICE

# EFFECTIVE STUDENT DISCIPLINE: KEEPING KIDS IN CLASS

IMPROVING THE “SCHOOL TO SUCCESS PIPELINE”



AN ASSESSMENT OF GEORGIA’S PUBLIC  
SCHOOL DISCIPLINARY POLICIES,  
PRACTICES AND OUTCOMES AND  
RECOMMENDATIONS FOR CHANGE

## APPENDIX D PUBLIC SCHOOL STUDENT DISCIPLINE DATA SUMMARY REPORT

JUNE 2011 | A REPORT IN ASSOCIATION WITH

**JUST**  **Georgia**  
building justice and safety for children

**APPENDIX D**  
**DATA SUMMARY**

File Summary:

<b>File Type</b>	<b>School Years Provided</b>	<b>Summary</b>
Student Discipline	2004-2010	Listing of all discipline incidents by student
Student Enrollment	2004-2010	Listing of enrollment by student for each system and school
Student Information	2004-2010	Listing of student demographic information
Certified Personnel Information	2004-2010	Listing of administrator demographic information
Metadata files	2004-2010	Lookup tables for detailed files provided

This document contains a description of the data files provided to Georgia Appleseed in response to the request for data for the Effective Student Discipline Project, Phase II.

**FILES PROVIDED:**

**sr\_fy2004-2010.zip** – this zip archive contains the following fixed-width text files:

sr2010\_student\_doe\_id.txt  
sr2010\_stu\_enroll\_doe\_id.txt  
sr2010\_discipline\_doe\_id.txt  
sr2009\_student\_doe\_id.txt  
sr2009\_stu\_enroll\_doe\_id.txt  
sr2009\_discipline\_doe\_id.txt  
sr2008\_student\_doe\_id.txt  
sr2008\_stu\_enroll\_doe\_id.txt  
sr2008\_discipline\_doe\_id.txt  
sr2007\_student\_doe\_id.txt  
sr2007\_stu\_enroll\_doe\_id.txt  
sr2007\_discipline\_doe\_id.txt  
sr2006\_student\_doe\_id.txt  
sr2006\_stu\_enroll\_doe\_id.txt  
sr2006\_discipline\_doe\_id.txt  
sr2005\_student\_doe\_id.txt  
sr2005\_stu\_enroll\_doe\_id.txt  
sr2005\_discipline\_doe\_id.txt  
sr2004\_student\_doe\_id.txt  
sr2004\_stu\_enroll\_doe\_id.txt

sr2004\_discipline\_doe\_id.txt

**cpi\_FY2004-FY2010.zip** – this zip archive contains the following fixed-width text files:

cpi\_2010\_1\_a\_doe\_id.txt  
cpi\_2010\_1\_b\_doe\_id.txt  
cpi\_2010\_1\_c\_doe\_id.txt  
cpi\_2010\_2\_a\_doe\_id.txt  
cpi\_2010\_2\_b\_doe\_id.txt  
cpi\_2010\_2\_c\_doe\_id.txt  
cpi\_2009\_1\_a\_doe\_id.txt  
cpi\_2009\_1\_b\_doe\_id.txt  
cpi\_2009\_1\_c\_doe\_id.txt  
cpi\_2009\_2\_a\_doe\_id.txt  
cpi\_2009\_2\_b\_doe\_id.txt  
cpi\_2009\_2\_c\_doe\_id.txt  
cpi\_2008\_1\_a\_doe\_id.txt  
cpi\_2008\_1\_b\_doe\_id.txt  
cpi\_2008\_1\_c\_doe\_id.txt  
cpi\_2008\_2\_a\_doe\_id.txt  
cpi\_2008\_2\_b\_doe\_id.txt  
cpi\_2008\_2\_c\_doe\_id.txt  
cpi\_2007\_1\_a\_doe\_id.txt  
cpi\_2007\_1\_b\_doe\_id.txt  
cpi\_2007\_1\_c\_doe\_id.txt  
cpi\_2007\_2\_a\_doe\_id.txt  
cpi\_2007\_2\_b\_doe\_id.txt  
cpi\_2007\_2\_c\_doe\_id.txt  
cpi\_2006\_1\_a\_doe\_id.txt  
cpi\_2006\_1\_b\_doe\_id.txt  
cpi\_2006\_1\_c\_doe\_id.txt  
cpi\_2006\_2\_a\_doe\_id.txt  
cpi\_2006\_2\_b\_doe\_id.txt  
cpi\_2006\_2\_c\_doe\_id.txt  
cpi\_2005\_1\_a\_doe\_id.txt  
cpi\_2005\_1\_b\_doe\_id.txt  
cpi\_2005\_1\_c\_doe\_id.txt  
cpi\_2005\_2\_a\_doe\_id.txt  
cpi\_2005\_2\_b\_doe\_id.txt  
cpi\_2005\_2\_c\_doe\_id.txt  
cpi\_2004\_1\_a\_doe\_id.txt  
cpi\_2004\_1\_b\_doe\_id.txt  
cpi\_2004\_1\_c\_doe\_id.txt  
cpi\_2004\_2\_a\_doe\_id.txt  
cpi\_2004\_2\_b\_doe\_id.txt  
cpi\_2004\_2\_c\_doe\_id.txt

**cpi\_code\_tables\_through\_2009-2.zip**– this zip archive contains code tables for the fields in CPI files for the years 2004 through 2009. The code table files are in Excel format.

**cpi\_code\_tables\_2010-1\_and\_later.zip** – this zip archive contains code tables for the fields in CPI files for the 2010 school year. The code table files are in Excel format.

**sr\_code\_tables.xls** – this Excel file contains the code tables for fields in SR files for all school years provided.

**sr\_discipline\_study\_file\_layouts.xls** – this Excel file contains the file layouts for the SR data files. There are columns for field name, length, start and end position of field.

**cpi\_file\_layouts.xls** – This Excel file contains the file layouts for the CPI data files. There are columns for field name, length, start and end position of field.

**doe\_data\_collection\_file\_layouts.zip** – this zip archive contains file layouts and edits rules for the CPI and SR data as collected by DOE. While these file layouts are different from the data provided with regards to the physical layout of the provided data files, they contain descriptions and code tables for all of the fields provided in the data files. These file layout/field definition documents are in Word format.

## **Data Set Descriptions**

### **Student Record**

The discipline data collected by the State of Georgia is collected as part of the Student Record (SR) data collection system. Student Record is collected once per school year, at the end of the school year, with the normal collection window taking most of the month of June. The data collected are a cumulative record covering the entire school year. The data requested by Georgia Appleseed are contained within the student-level records, the student enrollment records, and the student discipline records.

One student-level record is reported from each school for each student who attended the school at any time during the school year. One enrollment record is reported for each continuous enrollment period for which the student attended the school. One or more discipline records are reported for each discipline incident the student was involved in during the school year. These records may be linked together by joining on the fields SYSTEM\_ID, SCHOOL\_ID, and STUDENT\_DOE\_ID. The STUDENT\_DOE\_ID is an encrypted number that preserves student anonymity while still providing a unique number identifying all of the data records for a single student. For mobile students, one can search for a single STUDENT\_DOE\_ID in the entire record set to find the student's data from all of the schools the student attended during the school year. This field also links across years, so one may link across different years of SR data to find longitudinal data for students.

To compile enrollment data per student for a complete school year, one can order the school entries and withdrawals by using the school entry date and withdrawal date fields. If a student has multiple enrollment records per school due to transience, sum up the days present and days absent to arrive at total days present and absent at that particular school. Similarly, a

student's total year enrollment may be found by summing only on a student ID basis, so that days enrolled are counted from multiple schools or systems. A student's final end-of-year status is found by identifying the withdrawal reason with the most recent date. Null fields for withdrawal reason code and date indicate that the student finished the year in active status at the indicated school. A student may be reported as active in only one location in a given SR year, though the student may be reported as withdrawn from multiple locations. (Caveat – due to differences in bookkeeping methods at a school level, there may be cases where a student is reported as withdrawn from more than one location on a single date.)

Discipline events may be reported in one or more records per event. While most discipline events can be captured in a single record (with one offense/Incident Type and one Action), allowances are made to report either multiple incidents per event or multiple actions per event. All discipline events are tied to students by linking the `SYSTEM_ID`, `SCHOOL_ID`, and `STUDENT_DOE_ID`. The Incident Number (`INCIDENT_NO`) is used to identify distinct discipline events – these numbers increment per student, and multiple records for a single student with the same `INCIDENT_NO` value are tied to the same event and will report either multiple incidents or multiple actions. The `INCIDENT_INDICATOR` field will distinguish between records that contain both the incident type and action for the event (`INCIDENT_INDICATOR=1`), second or other incident types for the same event (`INCIDENT_INDICATOR=2`), or second or other actions for the same event (`INCIDENT_INDICATOR=3`).

In the `doe_data_collection_file_layouts` ZIP archive, DOE Data Collection file layouts for the SR student records, enrollment records, and discipline records are provided. These contain brief descriptions of the fields and code tables where applicable, and a review of the edit rules will show how the fields fit together. Please note that the field lengths/positions in these files do not correspond to the provided data files, and that some fields are defined in these documents that are not provided as part of this request.

### Certified Personnel Information (CPI)

A portion of the request relates to information for school personnel involved in discipline events. The discipline records contain a field for the administrator ID and, for the discipline action code 90 – Removed from Class at Teacher's Request, a field for the teacher ID of the teacher requesting the student's removal. Both of these fields map to the `SSN_DOE_ID` field in the provided Certified Personnel Information (CPI) data files. For any given school year there are two CPI collections: the CPI-1 count in October of the school year (e.g. CPI 2010-1 is the CPI count from October 2009, the first CPI count of the 2009-2010 school year) and the CPI-2 count in May of all school years 2008-09 and prior and in March for school years 2009-10 and later.

Each CPI count is a full roster of all certified and classified (non-certified) personnel employed in the school system during the collection window and of all employees who have terminated since the last CPI count (e.g. CPI 2009-2 reports those employees active in May 2009 and who have terminated between the October 2008 count and the May 2009 count). There are three record types which combine together to provide the full record set of an employee. The "A" record set contains the person's name and personal demographics (age, gender, race/ethnicity). The "B" record set contains the person's professional demographics –

employment basis for certified or classified employment, contract salary, contract days, National Board Certification status, years of experience, etc., as well as the termination code and date for terminated employees. The “C” record set contains the assignment data for each job to which an employee is assigned – this includes job code, facility/school code, subject matter, certificate field, funding source, and percent of time assigned to the job. With a couple of exceptions detailed in the CPI documentation, every employee (active or terminated) will receive one A record and one B record per system in which they are assigned, and active employees will receive one or more C records, one per job assignment (i.e. any variation in school, job code, subject matter, fund source, etc. requires a separate assignment record, with the appropriate percent of time filled out). All records for an employee may be found by linking all three record sets from any given CPI count on SYSTEM\_ID and SSN\_DOE\_ID. As with the student IDs, the encryption method preserves employee anonymity while providing a unique identifier that may be linked either within a data set or across different data sets to find longitudinal data. Both the Teacher ID and Administrator IDs in the SR Discipline data map to the SSN\_DOE\_ID field in CPI, but any employee reported in a given SR year may be found in either or both CPI counts of the same school year.

In the doe\_data\_collection\_file\_layouts ZIP archive, DOE Data Collection file layouts for the CPI records are provided. These contain brief descriptions of the fields and code tables where applicable, and a review of the edit rules will show how the fields fit together. Please note that the field lengths/positions in these files do not correspond to the provided data files, and that some fields are defined in these documents that are not provided as part of this request.