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DEPARTMENT OF EDUCATION  
LANSING



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## MEMORANDUM

**TO:** Intermediate School District Special Education Directors

**FROM:** Jacquelyn J. Thompson, Ph.D., Director  
Office of Special Education and Early Intervention Services

Margaret Ropp, Ph.D., Director  
Center for Educational Performance and Information

**DATE:** November 15, 2004

**SUBJECT:** Review of the 2004 Suspension/Disciplinary End of the Year Single Record Student Database (SRSD) Data Submission

**ACTION:** *Distribute to Local District Special Education Contacts*

Suspension data from the *End of the Year (EOY) Single Record Student Database (SRSD) collection for 2004* has been compiled. A summary of this data for your Intermediate School District (ISD) is attached. The Office of Special Education and Early Intervention Services (OSE/EIS) is concerned that these figures appear to be low. Please review this data summary and the Individuals with Disabilities Education Act (IDEA) requirements for submitting Suspension/Discipline data with your local Special Education Directors. The attached data summary shows a count of students who experienced a single long-term out of school suspension or multiple short-term out of school suspensions as reported for the End of the Year 2004 SRSD submission.

In order to meet IDEA requirements, the OSE/EIS in cooperation with the Center for Educational Performance and Information (CEPI) continues to collect information on special education student disciplinary actions through the *SRSD data submissions for the 2004-2005 school year (Fall, Spring, and End of Year)*.

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CEPI has worked closely with the OSE/EIS to define fields to collect special education suspension/disciplinary actions. These SRSD fields are 47a, 47b, 47c, 47d and 48, which are outlined in the *Fall 2004 SRSD Manual*. Select "MEIS Data Services" from the left-side navigation bar of the CEPI Web site at: <http://www.michigan.gov/cepi>. The data field descriptions are found in the yellow box when you select "Single Record Student Database" from MEIS Data Services page.

Please review these SRSD fields to ensure that school personnel and your data processing divisions are familiar with their use.

- 47a Removal based on a hearing officer determination of likely injury to self or others.
- 47b Unilateral removal following a weapon offense.
- 47c Unilateral removal following a drug offense.
- 47d Long-term out-of-school suspension/expulsion of more than 10 days.
- 48 Multiple short-term out-of-school suspensions summing to more than 10 days.

Intermediate School Districts (ISDs), local education agencies (LEAs) and public school academies (PSAs) will again be asked to submit special education suspension/expulsion/disciplinary actions data for the 2004-2005 school year. ***These data should be integrated into the SRSD 2004-2005 data submission cycles.*** Attached are some instructions that should help you in this process.

KR:JN/ys

Attachments (2)

## Attachment A

Form: SE-4568-SUSPENSION  
Authority: PL 105-17, IDEA 97  
Completion: REQUIRED

Michigan Department of Education  
Office of Special Education and Early Intervention Services

Contact: Dr. James R. Nuttall  
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### **Special Education Students with Disabilities Subject To Unilateral Removal, Removal Based On a Hearing Officer Determination Regarding Likely Injury, Or a Long-Term Suspension/Expulsion**

Special education personnel at Intermediate School Districts (ISDs), local education agencies (LEAs) and public school academies (PSAs) must submit special education suspension/disciplinary actions data for the 2003-2004 school year. This data should be sent to your local data personnel responsible for the Single Record Student Database (SRSD) 2004-2005 data submission. This requires your local office of special education to collect suspension/expulsion /disciplinary actions data which then must be key punched and integrated into your SRSD 2004-2005 data submissions (Fall, Spring and End of Year). Data submitted is on an individual student basis. The suspension/expulsion/disciplinary actions data must be integrated into a student's SRSD data record.

Therefore, when informing your SRSD data submission personnel of suspension/disciplinary actions provide them with the student's name and the type of suspension/disciplinary actions involving the special education child/student. This includes reporting suspension/expulsion/disciplinary actions for special education students 3 to 21 years of age. Special education suspension/disciplinary actions include the following:

<b>Field</b>	<b>Type of Special Education Disciplinary Action</b>
47a	Removal based on a hearing officer determination of likely injury to self or others.
47b	Unilateral removal following a weapon offense.
47c	Unilateral removal following a drug offense.
47d	Long-term out-of-school suspension/expulsion of more than 10 days.
48	Multiple short-term out-of-school suspensions summing to more than 10 days.

Students may experience more than one type of suspension/expulsion/disciplinary action.

### **Definitions**

**Unilateral Removal** - Instances in which school personnel (not the IEP team) order the removal of child/student with disabilities from their current educational placement to an appropriate interim alternative educational setting for the same amount of time that child/student without disabilities would be subject to discipline, but for not more than 45 days, if the child/student carry a weapon to school or to a school function, knowingly possess or use illegal drugs while at school or a school function, or sell or solicit the sale of a controlled substance while at school or a school function.

**Removal by a Hearing Officer** - Those instances in which an impartial hearing officer orders the removal of child/student with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 days based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child and youth, or others.

**Dangerous Weapon** - A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2-1/2 inches in length (18 U.S.C. § 930).

**Drug Offenses** - The use, possession, sale, or solicitation of drugs as identified in 21 U.S.C. §812; this does not include alcohol or tobacco.

**School Day** - Means any day, including a partial day, that child/student are in attendance at school for instructional purposes. The term school day has the same meaning for all child/student in school, including child/student with and without disabilities.

#### **SRSD 2004-2005 Data Fields**

These counts are collected in the five SRSD 2004-2005 fields, Fields 47a, 47b, 47c, 47d and Field 48. Summary data from these fields will be reported to the Office of Special Education Programs (OESP) as required under Section 618 of the Individuals with Disabilities Education Act (IDEA). Additionally, counts and rankings will also be added to the MI-CIS Special Education Data Portraits. The five fields, 47a, 47b, 47c, 47d, and Field 48 correspond to the five method of suspension/removal types as defined in IDEA. Reports to OSEP only require an incident count and do not require a count of days. These suspension/disciplinary action fields are reviewed below.

**Field47a:** Special Education Disciplinary actions: Number of Removals (Year-To-Date) by Hearing Officer.

**Data:** Specify the number of times, year-to-date, that the student was removed to an interim alternative educational setting based on special education hearing officer's determination.

**Definition:** These are instances in which an impartial hearing officer orders the removal of child/student with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 days based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child or others.

**Field 47b:** Special Education Disciplinary actions: Number of Unilateral Removals (Year-To-Date) Following a Weapons Offense.

**Data:** Specify the number of times, year-to-date, that the student was removed by school personnel to an interim alternative educational setting following a weapons offense.

**Definition:** These are instances in which school personnel (not the IEP team) order the removal of child/student with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 days, where the incident involves a weapon. Unilateral removals do NOT include decisions by the IEP team to change a student's placement.

**Field 47c:** Special Education Disciplinary actions: Number of Unilateral Removals (Year-To-Date) Following a Drug Offense.

**Data:** Specify the number of times, year-to-date, that the student was removed following a drug offense.

**Definition:** These are instances in which school personnel (not the IEP team) order the removal of child/student with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 days, where the incident involves the use, possession, sale, or solicitation of drugs. These incidents do not include alcohol or tobacco. Unilateral removals do NOT include decisions by the IEP team to change a student's placement.

**Field 47d:** Special Education Disciplinary actions: Number of Individual Out-Of-School Suspensions (Year-To-Date) Greater than 10 Days.

**Data:** Specify the number of separate times, year-to-date, that the student was subject to a single, long-term, out-of-school suspension for more than 10 days.

**Definition:** These are instances in which the student was subject to a single long-term, out-of-school suspension for more than 10 days. Include only out-of-school suspensions. A student can have multiple long-term suspensions.

**Field 48:** Special Education Disciplinary actions: Multiple Short-Term Out-Of-School Suspensions Accumulating to More than 10 Days (Year-To-Date).

**Data:** Record if the student was subject to multiple (10 day or less) out-of-school suspensions that together accumulate to a total of more than 10 days.

**Definition:** These are cases in which the student was subject to multiple short-term out-of-school suspensions summing to more than 10 days. Each suspension must be less than or equal to 10 days, otherwise it would be reported in Field 47d. Multiple short-term out-of-school suspensions are accumulated and summed for the entire school year. A student can only be counted once in this category, even if additional out-of-school suspensions occur, so the value of Field 48 can only be zero (0) or one (1). An out-of-school suspension for any part of a day is calculated as a full-day suspension.

***Example #1:***

During the school year a student experienced 1 unilateral removal for bringing drugs as school and also experienced one long-term 11 day out-of-school suspension, i.e. out-of-school for more than 10 days. The following information would be reported for the students.

Field 47c      enter "1" occurrence unilateral removal drug offense.

Field 47d      enter "1" occurrence of long-term out-of-school suspension.

***Example # 2:***

During the school year a student experiences 2 removals by a hearing officer due to likely injury to self or others.

Field 47a      enter "2" occurrences removal by hearing officer.

***Example #3:***

During the school year a student experiences 4 short-term out-of-school suspension summing to 15 days, i.e. greater than 10 days.

Field 48      enter "1" indicating YES experiences multiple short-term suspension summing to more than 10 days.