



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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TO: Intermediate School District Superintendents  
Intermediate School District Directors of Special Education  
Local Educational Agency Superintendents  
Local Educational Agency Special Education Contacts  
Public School Academy Administrators  
Single Record Student Database Authorized Users

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

SUBJECT: Accurate Entry of Special Education **Discipline Data** in Current SRSD Submission

The U.S. Department of Education, Office of Special Education Programs (OSEP) requires states to report disciplinary actions taken with students with disabilities. The Office of Special Education and Early Intervention Services (OSE/EIS) collects this information using the Single Record Student Database (SRSD), maintained by the Center for Education Performance and Information (CEPI). Data are captured in Fields 126 – 137, respectively. **In 2009, the OSE/EIS will publicly report this SRSD 2007-2008 data at the local district level.**

Between February 14, 2008, and March 13, 2008, school districts submit their SRSD data to their intermediate school district (ISD). The submission reflects the February 13, 2008, count date. ISDs then submit all data to the CEPI between March 19, 2008, and April 2, 2008. All discipline data reported in the SRSD should be reported within each submission cycle (i.e., do not wait until the end of year (EOY) to report discipline data). This is particularly important relative to students who may exit the district prior to the end of the school year. In order to meet OSEP requirements, the OSE/EIS now captures data on all in-school and out-of-school suspensions of ½ day or more in length among students receiving special education programs/services. Please work with your data entry personnel to assure that your district's data is correct. An explanation of each field follows.

Field 126 – Total Number of Removals by a Hearing Officer. Please note that for the purpose of this reporting, a hearing officer is an administrative law judge .

Field 127 – Total Days of Removal by a Hearing Officer (administrative law judge)

Field 128 – Total Number of Unilateral Removals Following a Weapons Offense

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Field 129 – Total Days of Removal Following a Weapons Offense

Field 130 – Total Number of Unilateral Removals Following a Drug Offense

Field 131 – Total Days of Removals Following a Drug Offense

Field 132 – Total Number of Unilateral Removals Following a Serious Bodily Injury-- defined for this reporting as *a bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty*((18 U.S.C. §1365(3)(h))

Field 133 – Total Days of Removal Following a Serious Bodily Injury

Field 134 – Total Number of Times/Occurrences of In-School Suspensions

Field 135 – Accumulated Days of In-School Suspensions

Field 136 – Total Number of Times/Occurrences of Out-of-School Suspensions

Field 137 – Accumulated Days of Out-of-School Suspensions

**Expulsions:** Please note that when a student who receives special education programs/services is expelled from school through official board action, your district needs to complete fields 112 – 120 as you would for any other student.

To view the Spring/EOY 2008 Data Field Descriptions, go to [www.michigan.gov/cepi](http://www.michigan.gov/cepi) and follow these steps:

1. On the left-hand navigation bar, click on *MEIS Data Services*.
2. On the left-hand navigation bar, click on *Single Record Student Database*.
3. Under *SRSD Data Manual*, click on *Spring/EOY 2008 Data Field Descriptions*.
4. Descriptions of Fields 126 - 137 begin on page 247.

If you have additional questions, please contact your local or ISD SRSD authorized user or James Nuttall, Ph.D., Office of Special Education and Early Intervention Services at (517) 335-0454, or via electronic mail at [nuttallj@michigan.gov](mailto:nuttallj@michigan.gov).

JJT/FL/jn

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