Student Data Entry

An Overview of Reporting Requirements

ADA Compliant: 9/16/2022

This webinar will provide information on new and existing incident data reporting requirements including what needs to be reported, how data should be reported, how to review the data submitted to Utah Transcript Record Exchange (UTREx), and the upcoming *School Disciplinary and Law Enforcement Action* report.

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Presenters

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Learning Intentions

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- Participants will have an understanding of the *School Disciplinary and Law Enforcement Action* Annual Report, including new reporting requirements that they must meet.

- Participants will have an understanding of how to review their incident data after it has been submitted to UTREx.

Success Criteria

- Learners will review current policies and practices for incident reporting to ensure accurate reporting practices.

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Learning Norms

- Write any questions in the chat and presenters will answer when able.

- Q&A opportunity will take place at the end by raising the hand icon on the screen.

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Purpose of Collecting Data

- Identify student needs

- Identify resources

- Inform decision making on funding and legislation

- Data for annual reporting purposes including:
  - Superintendent's Annual Report
  - Office of Civil Rights Data Collection
  - EDFacts Disciplinary Removal Data Files
  - Office of Special Education Programs Annual Performance Report
  - IDEA Significant Disproportionality
  - Utah's Annual Report on Intergenerational Poverty
  - School Disciplinary and Law Enforcement Action Report

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LEA Reporting Requirements

In accordance with federal and state statutes, a record of incidents involving the following must be reported through UTREx to the Utah State Board of Education (USBE):

- Any act resulting in an in-school suspension, out-of-school suspension, or expulsion.

- Any assignment to an alternative school or alternative learning program and hearing officer removal.

- Any incident resulting in referrals to police, court, or program.

- Any indication if the student was part of a gang prevention program at the time of the incident.

- Any indication if the incident was gang related.

- Any use of emergency safety interventions as outlined in USBE Rule R277-609.

- Any incident of bullying, cyberbullying, hazing, and retaliation must be reported -- for all offenders as well as for all victims.

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LEA Reporting Requirements (cont'd)

Any of the following infractions when the student is removed from his/her regular educational setting for an extended period of time, regardless of the consequences assigned:

- Physical Assault
- Sexual Assault
- Homicide
- Fighting (mutual altercation)
- Harassment, non-sexual (physical, verbal, psychological)
- Harassment, sexual (unwelcomed sexual assault)
- Terroristic Threat
- Threat/Intimidation (causing fear or harm)
- Robbery
- Arson

- Alcohol
- Tobacco
- Marijuana
- Controlled substance
- Uncontrolled substance
- Distribution
- Bullying (as per R277-613 and LEA policy)
  - Required for both offender and victim
- Disruption
- Truancy
- Other

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New LEA Reporting Requirements
School Disciplinary and Law Enforcement Action report

An LEA shall work with the Superintendent and the relevant law enforcement agencies and school personnel to collect the following data for incidents that occurred on school grounds while school is in session or during a school-sponsored activity.

1. Arrests of a minor;
2. Other law enforcement activities as defined in Section 53E-3-516(1);
3. Disciplinary actions as defined in section 53E-3-516(1);
4. All other data as outlined in subsection 53E-3-516(3) and (4).

- USBE Rule R277-912-2

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Annual School Disciplinary and Law Enforcement Action Report

Reporting Requirements

Beginning on July 1, 2023, the state board shall develop an annual *School Disciplinary and Law Enforcement Action Report* regarding the following incidents that occur on school grounds while school is in session or during a school-sponsored activity:

(a) arrests of a minor;

(b) other law enforcement activities; and

(c) disciplinary actions.

- Utah Code 53E-3-516

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Reporting Elements

The report shall include the following information:

- Number of arrests of a minor, including:
  - the reason why the minor was arrested
- Number of other law enforcement activities, including the following information for each incident:
  - the reason for the other law enforcement activity
  - the type of other law enforcement activity used
- Number of disciplinary actions imposed, including:
  - the reason for the disciplinary action
  - the type of disciplinary action
  - the number of SROs employed
- Demographics of an individual who is subject to bullying, hazing, cyber-bullying, or retaliation.

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Definitions

- "*Physical Arrest Flag*" (required): Indicator of whether, related to the incident, the student was physically arrested.

- "*Search and Seizure Flag*" (required): Indicator of whether, related to the incident, the student was subject to a search and seizure by an SRO or law enforcement officer.

- "C*riminal Citation Flag*" (required): Indicator of whether, related to the incident, the student was issued a criminal citation by an SRO or law enforcement officer.

- "*Non-criminal citation*" (required): Indicator of whether, related to the incident, the student was issued a ticket (non-criminal citation) or summons by an SRO or law enforcement officer.

- "*Other law enforcement activity*" (optional): an open-ended field in which additional law enforcement activities, if any, can be described. Some examples include crisis intervention, mentorship, informal counseling, social welfare investigation, delinquency petition, issuance of summons, referral to probation officer, etc.

- "*Retaliation*" (required): Indicator of whether the incident was a retaliation, or an alleged retaliation, as defined in Utah Code [53G-9-601](#).

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Reviewing Your Incident Data in UTREx

Acronyms Used in This Training

LEA – Local Education Agency

SIS – Student Information System
- E.g. Aspire, Compass, Infinite Campus, Powerschool, Skyward.

UTREx – Utah Transcript Record Exchange
- The name of Utah's system for collecting student data from schools.

I1 Record – UTREx name for the incident record
- Information about the incident that is common to all students involved in the incident.
- A single incident should be reported under one I1 record.

I2 Record – UTREx name for the incident association record
- Information about individual student involvement in the incident.
- All incidents will have at least one I2 records, but could have many I2 records if more than one student is involved.

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Reporting Requirements

Every incident that generates a removal from the student's regular education setting (including in-school suspension, out-of-school suspension, expulsion, removal to an alternate setting, and if the parent comes to take the student home) must be submitted to UTREx.

Additionally, every incident of bullying, cyberbullying, hazing, and retaliation must be reported for all offenders and victims. All incidents that do not result in a removal should also be submitted to UTREx.

- UTREx Specification Manual

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Accessing the Data Gateway

USBE Home Page:
www.schools.utah.gov

Data Gateway URL:
www.datagateway.schools.u

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Logging in to the Data Gateway

- Log in to your account
  - If you don't have access, contact your Data Gateway LEA Admin.
  - You will need to be assigned one of the "roles" that has access to the reports, or your LEA may create a "custom role" that has access to the discipline reports.
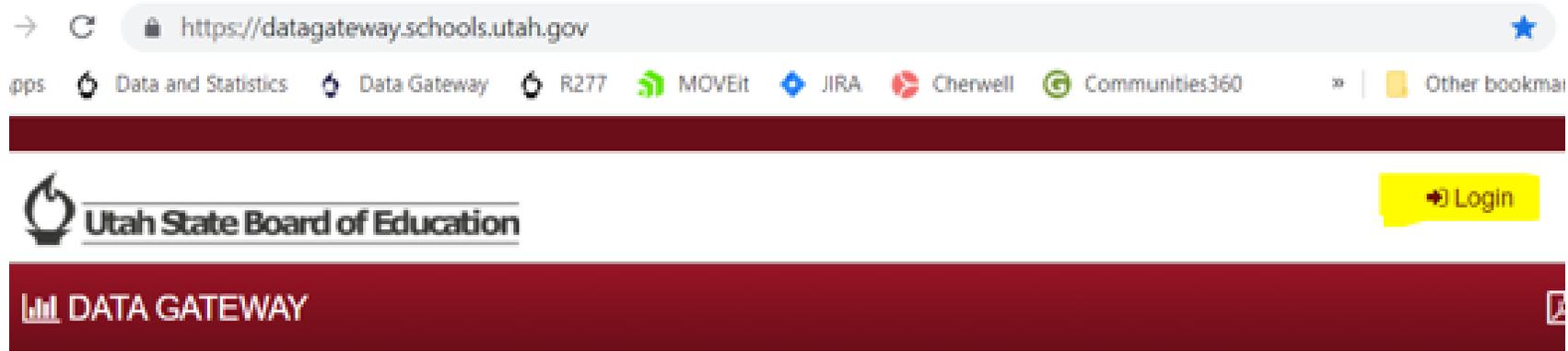
More About Roles

- Currently, there are two "default roles" in Data Gateway that have access to both discipline reports:
  - UTREx LEA User (School User)
  - UTREx Restricted LEA User (School User)

- In addition, the Special Education LEA User (School User) Role has access to the Discipline Incident Summary for SpEd.

- LEAs could set up "custom roles" with access to just the discipline reports.

- Work with your LEA Admin to determine the appropriate role for you.

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Accessing UTREx Incident Reports

- In the UTREx drop down menu, click on the "Reports" link.

- Special Ed LEA Users will click on "UTREx Special Education Reports" in the My Tools pull down menu.
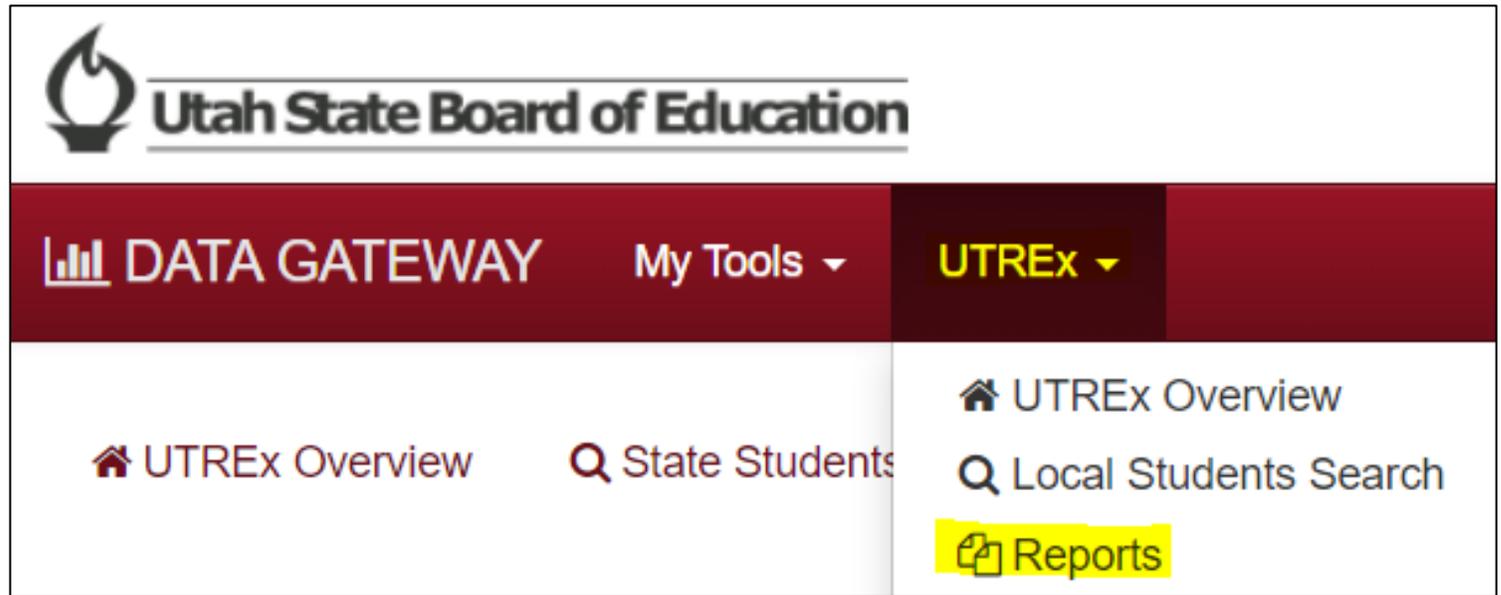
Reports to Review

- The *Discipline Incident Summary* report includes aggregate counts, by school, of all incident and discipline data.

- The *Discipline Incident Summary for SpEd* includes student level data.

Year Round Reports

Active Registration
Discipline Incident Summary
Discipline Incident Summary for SPED
Exited Students Current Year
Exited Students Previous Year
Grade Range Errors
Graduation Rate For Five Years
Graduation Rate For Four Years
Racial Survey and Detail of Enrollment
Student Summary

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Discipline Incident Summary Report

- Use this report to review and verify accuracy of incident and discipline data submitted from your SIS to UTREx.

- The file includes **total counts, by school**, of data submitted through the Incident Record (I1) and Incident Association Record (I2).

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Frequently Asked Questions (1)
(Discipline Incident Summary)

- What is the difference between distinct incidents and student incidents?

  - A single (distinct) incident can involve multiple students, and a single student can have multiple infractions per incident; thus, student incident counts may exceed distinct incident counts.

  - Each student can have only one primary infraction, but can have between 0 and 4 secondary infractions.
    - Column H is the only column in this file where secondary infractions are counted.

E	G	H
Distinct Incident Count	Student Incident Primary Infraction Count	Student Incident Secondary Infraction Count
1	10	3

Frequently Asked Questions (2)
(Discipline Incident Summary)

- Why are there more counts by "Weapon Reported" than of "Weapon Student Infraction Type"?
  - Column AC is the count of "weapon" as the primary infraction type.
  - All weapons are included in "weapon reported" counts (columns AD through AK) even if the primary infraction type is not "weapon".
  - For example, in a fight where a student used a textbook as a weapon the primary infraction is "fighting" so the "weapon student infraction type" is zero, while the "weapon reported – other object" is one.

AC	AD	AE	AF	AG	AH	AI	AJ	AK
Weapon Student-Infraction Type - Total Count	Weapon Reported - Handgun	Weapon Reported - Rifle	Weapon Reported - Shotgun	Weapon Reported - Other Explosive Device	Weapon Reported - Look Alike	Weapon Reported - Knife or Sharp Object	Weapon Reported - Other Object	Weapon Reported - Substance
0	0	0	0	0	0	0	1	0

Frequently Asked Questions (3)
(Discipline Incident Summary)

- How can I review my data for the new annual [School disciplinary and law enforcement action report](#)?

    o Counts of Physical Arrest, Search and Seizure, Criminal Citation, and Non-Criminal Citation can be reviewed in the Discipline Incident Summary.

AU	AV	AW	AX
Physical Arrest Count	Search And Seizure Count	Criminal Citation Count	Non-Criminal Citation Count
1	0	3	1	1

    o Retaliation data is not being collected in UTREx yet. We expect this by the Dec 1 submission. After we start collecting it in UTREx you will be able to see the retaliation totals in the Discipline Incident Summary report.

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Discipline Incident Summary for SpEd

- Use this report to review and verify accuracy of incident and discipline data submitted for students with disabilities.

- The file includes **student level data** on each incident in which a Special Education student was involved (and the student was suspended or expelled), and a sum of the total number of discipline days a student has received state-wide.

- Special Education Directors can use this report year-round to determine if services need to be provided to a student being disciplined, or to track disproportionality.

- For additional training on using this report please contact malia.mcilvenna@schools.utah.gov.

Questions

For questions or training requests on incident and discipline reporting or review contact willie.chen@schools.utah.gov.

For Special Education discipline incident data questions contact malia.mcilvenna@schools.utah.gov.

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Next Steps

Recommended Next Steps

- Review procedures for incident reporting.

- Ensure relevant staff is trained on incident reporting requirements.

- Ensure SIS meets technical requirements as per UTREx Specifications.

- Participate in the WestEd survey to help us better understand barriers to incident reporting.

- Incident data entry comprehensive training will be held on 9/22/22 @ 1:30 PM. Details will be sent via listservs.

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