

Preschool Suspension, Expulsions, & Corporal Punishment (DISC) Module

The purpose of this document is to inform data submitters of helpful tips and to demonstrate how to accurately report Preschool Student Discipline data. This document provides helpful tips and to demonstrate how to accurately report DISC data, as well as key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

- **DISC-1: Preschool Corporal Punishment Indicator**
- **DISC-2: Instances of Preschool Corporal Punishment**
- **DISC-3: Instances of Preschool Corporal Punishment – Without Disabilities and With Disabilities (IDEA and Section 504 Only)**
- **DISC-4: Preschool Corporal Punishment**
- **DISC-5: Preschool Expulsion**
- **DISC-6: Instances of Preschool Suspension**
- **DISC-7: Instances of Preschool Suspension – Without Disabilities and With Disabilities (Section 504 Only)**
- **DISC-8: Preschool Suspension – Only One Out-of-School Suspension**
- **DISC-9: Preschool Suspension – More than One Out-of-School Suspension**

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

Resource Link

 [CRDC Resource Center Training Videos](#)

Dates

Report data from the 2021–22 school year. The data reported should be based on a "Fall snapshot" of data from October 1 (or the closest school day to October 1). LEAs should use the same Fall snapshot date to report data in this module.

Skip Logic

This module contains 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. The following DISC table utilizes skip logic:

- DISC-1: Preschool Corporal Punishment Indicator

DATA ELEMENT CHANGES FROM THE 2020-21 CRDC

NEW and REQUIRED

DISC-1: Preschool Corporal Punishment Indicator

NEW and OPTIONAL required for 2023-24

DISC-3 Instances of Preschool Corporal Punishment – Children Without Disabilities and With Disabilities (IDEA and Section 504 Only)

DISC-7 Instances of Preschool Suspension – Without Disabilities and With Disabilities (Section 504 Only)

REVISED AND REQUIRED

DISC-4: Preschool Corporal Punishment / Section 504 Only category new and optional for 2021–22

DISC-5 Preschool Expulsion / Section 504 Only category new and optional for 2021–22

RESTORED and REQUIRED

DISC-8 Preschool Suspension – Only One Out-of-School Suspension / Section 504 Only category new and optional for 2021–22

DISC-9 Preschool Suspension – More than One Out-of-School Suspension / Section 504 Only category new and optional for 2021–22

Special Guidance

For schools that complete Directional Indicator 1 (DIND-1), and select option “B. We offered only virtual 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 (DISC) module do not apply.**

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.

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 a school that already disaggregates student enrollment data to include nonbinary students, the nonbinary category in the Student Discipline module is OPTIONAL. For a school that does NOT already disaggregate student enrollment data to include nonbinary students, the nonbinary category in the Student Discipline module is SKIPPED.

KEY DEFINITIONS

Preschool refers to preschool programs and services for children ages 3 through 5.

Out-of-school suspension

For preschool students without disabilities and students with disabilities served solely under Section 504 of the Rehabilitation Act: Out-of-school suspension is an instance in which a child is temporarily removed from his/her regular school (in-person or virtual setting) for at least half a day (but less than the remainder of the school year) for disciplinary purposes to another setting (e.g., home, behavior center). Out-of-school suspensions include removals in which no educational services are provided, and removals in which educational services are provided (e.g., school-provided at home instruction or tutoring).

For preschool students with disabilities served under IDEA: Out-of-school suspension is an instance in which a child is temporarily removed from his/her regular school (in-person or virtual setting) for at least half a day for disciplinary purposes to another setting (e.g., home, behavior center). Out-of-school suspensions include both removals in which no individualized family service plan (IFSP) or individualized education plan (IEP) services are provided because the removal is 10 days or less as well as removals in which the child continues to receive services according to his/her IFSP or IEP.

Preschool expulsion refers to the permanent termination of a preschool child’s participation in a preschool program at a school or facility (in-person or remote setting) for disciplinary purposes. A preschool child who is transitioned directly from the classroom (in-person or remote setting) to a different setting deemed to be more appropriate for the child (e.g., special education, transitional classroom, or therapeutic preschool program) is not considered an expelled preschooler.

Instance refers to a disciplinary occurrence. For example, for a student who receives a one-day out-of-school suspension in the fall, and a three-day out-of-school suspension in the spring, the out-of-school suspensions would be considered two instances.

NEW
for 2021-22 CRDC

DISC-1: Preschool Corporal Punishment Indicator REQUIRED

Only for schools reporting greater than zero preschool enrollment

During the regular 2021-2022 school year, not including intersession or summer, does this school have any students who receive corporal punishment for disciplinary purposes?

	Yes/No
Please select "Yes" or "No"	<input type="text"/> <input type="text"/>

Figure 1 DISC-1 table

- Corporal Punishment refers to paddling, spanking or other forms of physical punishment imposed on a child.

DISC-3: Instances of Preschool Corporal Punishment – Children Without Disabilities and With Disabilities (IDEA and Section 504 Only) NEW AND OPTIONAL

Only for schools reporting greater than zero preschool enrollment, and using corporal punishment for disciplinary purposes

For the regular 2021-2022 school year, not including intersession or summer, enter the number of instances of corporal punishment for preschool children without disabilities and for preschool children with disabilities (504).

	Preschool Children Without Disabilities	Preschool Children With Disabilities (504)
Number of instances of corporal punishment:	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

Figure 2 DISC-3 table

DISC-4: Preschool Corporal Punishment REVISED - SECTION 504 ONLY CATEGORY NEW AND OPTIONAL

Only for schools reporting greater than zero preschool enrollment, and using corporal punishment for disciplinary purposes

- Disaggregated by race/ethnicity, EL, 504, IDEA and males and females.
- EL students and students with disabilities should be included in the race/ethnicity table.

- 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.

For the regular 2021-2022 school year, not including intersession or summer, enter the number of preschool children who received corporal punishment.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total
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
Total Number of Students:	0	0	0	0	0	0	0	0

Preschool Corporal Punishment - EL		Preschool Corporal Punishment - IDEA	
	EL		Students With Disabilities (IDEA)
EL males:	<input type="text"/>	Males with Disabilities:	<input type="text"/>
EL females:	<input type="text"/>	Females with Disabilities:	<input type="text"/>
Total EL Students:	0	Total Students With Disabilities:	0

Preschool Corporal Punishment - 504	
	Students With Disabilities (504)
Males with Disabilities:	<input type="text"/>
Females with Disabilities:	<input type="text"/>
Total Students With Disabilities:	0

Figure 3 DISC-4 table

DISC-5: Preschool Suspensions and Expulsions - Expulsions REVISED - SECTION 504 ONLY CATEGORY NEW AND OPTIONAL

Only for schools reporting greater than zero preschool enrollment

- Disaggregated by race/ethnicity, EL, 504, IDEA and males and females.
- EL students and students with disabilities should be included in the race/ethnicity table.
- 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.

For the regular 2021-2022 school year, not including intersession or summer, enter the number of preschool children who received an EXPULSION.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total
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
Total Number of Students:	0	0	0	0	0	0	0	0

Preschool Expulsions - [EL](#)

	EL
EL males:	<input type="text"/>
EL females:	<input type="text"/>
Total EL Students:	0

Preschool Expulsions - [IDEA](#)

	Students With Disabilities (IDEA)
Males with Disabilities:	<input type="text"/>
Females with Disabilities:	<input type="text"/>
Total Students With Disabilities:	0

Preschool Expulsions - [504](#)

	Students With Disabilities (504)
Males with Disabilities:	<input type="text"/>
Females with Disabilities:	<input type="text"/>
Total 504 Students With Disabilities:	0

Figure 4 DISC-5 table

DISC-7: Instances of Preschool Suspension – Children Without Disabilities and With Disabilities (Section 504 Only) NEW AND OPTIONAL

Only for schools reporting greater than zero preschool enrollment

For the regular 2021-2022 school year, not including intersession or summer, enter the number of instances of out-of-school suspension for preschool children without disabilities and for preschool children with disabilities (504).

	Preschool Children Without Disabilities	Preschool Children With Disabilities (504)
Number of instances of out-of-school suspension:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Figure 5 DISC 7 table

DISC-8: Preschool Suspension – Only One Out-of-School Suspension RESTORED AND REQUIRED SECTION 504 ONLY CATEGORY NEW AND OPTIONAL

Only for schools reporting greater than zero preschool enrollment

- Report the number the number of children who received only one out-of-school suspensions.
- A preschool child may be counted more than once in the table if the child was involved in multiple offenses and received an out-of-school suspension more than once.

For the regular 2021-2022 school year, not including intersession or summer, enter the number of preschool children who received only one out of school suspension.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total
Males:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Females:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Number of Students:	0	0	0	0	0	0	0	0

Preschool Only One Out of School Suspension - [EL](#)

	EL
EL males:	<input type="text"/>
	<input type="text"/>
EL females:	<input type="text"/>
	<input type="text"/>
Total EL Students:	0

Preschool Only One Out of School Suspension - [IDEA](#)

	Students With Disabilities (IDEA)
Males with Disabilities:	<input type="text"/>
	<input type="text"/>
Females with Disabilities:	<input type="text"/>
	<input type="text"/>
Total Students With Disabilities:	0

Figure 6 DISC 8 table (1 of 2 figures)

DISC-8: Preschool Suspension tables continued

Preschool Only One Out of School Suspension - 504	
	Students With Disabilities (504)
Males with Disabilities:	<input type="text"/>
	<input type="text"/>
Females with Disabilities:	<input type="text"/>
	<input type="text"/>
Total Students With Disabilities:	0

Figure 7 DISC 8 Table (2 of 2)

DISC-9: Preschool Suspension – More than One Out-of-School Suspension RESTORED AND REQUIRED / SECTION 504 ONLY CATEGORY NEW AND OPTIONAL

Only for schools reporting greater than zero preschool enrollment

For the regular 2021–22 school year, not including intersession or summer, enter the number of preschool children who received more than one preschool out-of-school suspension.

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

Preschool More Than One Out of School Suspension - EL		Preschool More Than One Out of School Suspension - IDEA	
EL males:	<input type="text"/>		Students With Disabilities (IDEA)
	<input type="text"/>	Males with Disabilities:	<input type="text"/>
EL females:	<input type="text"/>		<input type="text"/>
	<input type="text"/>	Females with Disabilities:	<input type="text"/>
Total EL Students:	0	Total Students With Disabilities:	0

Preschool More Than One Out of School Suspension - 504	
	Students With Disabilities (504)
Males with Disabilities:	<input type="text"/>
	<input type="text"/>
Females with Disabilities:	<input type="text"/>
	<input type="text"/>
Total Students With Disabilities:	0

Figure 8 DISC-9 tables

DISC-1 Preschool Corporal Punishment Indicator (All schools and justice facilities, Preschool-Grade 12, Ungraded)

SPECIAL INSTRUCTIONS

For schools that complete Directional Indicator 2 DIND-1: Directional Indicator - Instruction Type and select "B - We offered only remote instruction because of the coronavirus pandemic." then the corporal punishment items in the Student Discipline module do not apply.

During the regular 2021-2022 school year, not including intersession or summer, Did this school use corporal punishment to discipline children?

	Yes/No
Please select "Yes" or "No"	<input type="text"/>

Figure 10 DISC-1 Preschool Corporal Punishment Indicator table

- If **"Yes"** is selected, then **DISC-2: Instances of Preschool Corporal Punishment**, **DISC-3: Instances of Preschool Corporal Punishment – Children Without Disabilities and With Disabilities (IDEA and Section 504 Only)**, and **DISC-4: Preschool Corporal Punishment** **need to be completed and will be skipped**.
- If **"No"** is selected, then **DISC-2: Instances of Preschool Corporal Punishment**, **DISC-3: Instances of Preschool Corporal Punishment – Children Without Disabilities and With Disabilities (IDEA and Section 504 Only)**, and **DISC-4: Preschool Corporal Punishment** **do not need to be completed and will be skipped**.
- The Submission System will automatically populate those skipped tables with NA (Not Applicable).

DISC-2: Instances of Preschool Corporal Punishment Only for schools reporting greater than zero preschool enrollment, and using corporal punishment for disciplinary purposes)

For a preschool child who receives multiple corporal punishment sessions, each corporal punishment session should be counted as an instance of corporal punishment.

Example:

- Consider Students A, B, and, C from Table 2 - each student received Corporal Punishments **two** times and Student A was a Student with Disabilities (IDEA).
- There is a total of 6 instances of corporal punishment for All Preschool Children. Out of the six (6) instances, two (2) involved Preschool Children with Disabilities (IDEA).

Table 2		
	Instances of Corporal Punishment - All Preschool Children	Instances of Corporal Punishment - Preschool Children with Disabilities (IDEA)
Student A	2	2
Student B	2	
Student C	2	
Total	6	2

Figure 11 Example for Students A, B, and C receiving Corporal Punishments

	All Preschool Children	Preschool Children With Disabilities (IDEA)
Number of instances of corporal punishment:	6	2

Figure 12 Preschool Instances of Corporal Punishment

DISC-4: Preschool Corporal Punishment

Only for schools reporting greater than zero preschool enrollment, and using corporal punishment for disciplinary purposes

Instructions

- Report the number of **INSTANCES** of corporal punishment, not the number of children who received corporal punishment.
- A preschool child may be counted more than once in the table if the child was involved in multiple offenses and received corporal punishment more than once. For example, for a child who receives corporal punishment one time in the fall, and corporal punishment one time in the spring, corporal punishment would be considered two instances.

Example:

Consider the students below. Within the school year, Students A, B, and C each received **Corporal Punishments** in the following manner (Student B is a student with disabilities (IDEA)):

- Student A** x 2 Corporal Punishments → **1 Student**
- Student B** x 3 Corporal Punishments → **1 Student**
- Student C** x 4 Corporal Punishments → **1 Student**

Report each student who received Corporal Punishments only once in this table regardless of the number of instances. In this case below, there are 1 Hispanic Male Student, 1 Asian Male Student and 1 White Male Student who received Corporal Punishment.

For the regular 2021-2022 school year, not including intersession or summer, enter the number of instances of corporal punishment for all preschool children and for preschool children with disabilities (IDEA).

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isldr	Black	White	Two or more races	Total
Males:	1	0	1	0	0	1	0	3
Females:	0	0	0	0	0	0	0	0
Total Number of Students:	1	0	1	0	0	1	0	3

Preschool Corporal Punishment - EL		Preschool Corporal Punishment - IDEA	
EL males:	0	Males with Disabilities:	1
EL females:	0	Females with Disabilities:	0
Total EL Students:	0	Total Students With Disabilities:	1

Figure 13 DISC-4 Preschool Corporal Punishment table

DISC-5: Preschool Expulsions

Only for schools reporting greater than zero preschool enrollment

Instructions

A preschool child may be counted in both the "out-of-school suspension" table and the "expulsion" table.

The definition of preschool out-of-school suspension and preschool expulsion is different from K-12. See Key Definitions above.

Example:

Consider the table below. **Student A, Student B and Student C** are Female Hispanic Students who, within the school year, each received an **Expulsion**.

- Student A with disabilities (IDEA) x 1 Expulsion → **1 Student**
- Student B without disabilities x 1 Expulsion → **1 Student**
- Student C without disabilities x 1 Expulsion → **1 Student**

A student can only receive an Expulsion ONCE during their time in a preschool. In this case there are 3 Female Hispanic Students who received an Expulsion.

For the regular 2021-2022 school year, not including intersession or summer, enter the number of preschool children who received an **EXPULSION**.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total
Males:	0	0	0	0	0	0	0	0
Females:	3	0	0	0	0	0	0	3
Total Number of Students:	3	0	0	0	0	0	0	3

Preschool Expulsions - EL		Preschool Expulsions - Disabilities	
	EL		IDEA
EL males:	0	Males with Disabilities:	0
EL females:	0	Females with Disabilities:	1
Total EL Students:	0	Total Students With Disabilities:	1

	IDEA	Section 504 Only (Optional)
Males with Disabilities:	0	0
Females with Disabilities:	1	0
Total Students With Disabilities:	1	0

Note: A red arrow points from "Student A" to the value 1 in the "Females with Disabilities" row of the IDEA column.

Figure 14 Preschool Suspensions and Expulsions – Expulsions Table

DISC-6: Instances of Preschool Suspension

Only for schools reporting greater than zero preschool enrollment

Example:

Consider the scenario below. **Student A, Student B and Student C** are Hispanic female students. Student A is a Student with Disabilities (IDEA). Within the school year, they each received **Only One Out-of-School Suspension** in the following manner:

- Student A Student with Disabilities (IDEA) x 1 Out-of-School Suspension for 1 day → **1 Student**
- Student B Student without Disabilities x 1 Out-of-School Suspension for 2 days → **1 Student**
- Student C Student without Disabilities x 1 Out-of-School Suspension for 5 days → **1 Student**

IN THIS CASE, there are 3 Hispanic female students who received One or More Out-of-School suspensions. Therefore, report 3 Hispanic female students regardless of the number of days each student was suspended.

Note: *there is one student reported in the Females with Disabilities category. This means that out of the three Hispanic female students reported in the table above, one of the students is a Student with Disabilities (IDEA) and should be reported in both categories.*

For the regular 2021-2022 school year, not including intersession or summer, enter the number of instances of out-of-school suspension for all preschool children and for preschool children with disabilities (IDEA).

	All Preschool Children	Preschool Children With Disabilities (IDEA)
Number of instances of out-of-school suspension:	3	1

Figure 9 DISC-6: Instances of Preschool Suspension table

Frequently Asked Questions

1. How should I report half day suspensions?

If the student is suspended for 50% or more of a school day, then they should be counted as missing one full day

2. How should we report nonbinary preschool students?

For the 2021–22 CRDC, in the case of a preschooler who is identified as nonbinary or another category that is not collected in the CRDC, the preschooler should be reported as either male or female. OCR acknowledges that some LEAs list a preschooler's sex differently in different types of records, and some LEAs may use varying terminology for sex. Nevertheless, LEAs are expected to determine how to best translate sex category information in their records so that the preschool data reported align with the male

and female sex values used for the CRDC.

3. If we provide educational resources/ a tutor to a suspended student is this considered in or out of school suspension?

Out-of-school suspensions include removals in which no educational services are provided, and removals in which educational services are provided (e.g., school-provided at home instruction or tutoring)

In-school suspension is an instance in which a child is temporarily removed from his or her regular classroom(s) for at least half a day for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

4. There are warnings under the ZEROS entered in the DISC module, how do I clear these warnings?

The warnings you are encountering will not block your certification, but PSC recommends clearing all errors and warnings before certifying. Please note you do not need to remove the zeros, by default the warning message explains that upon certification they will default to NA. However, if you would like to clear the warnings you will need to.

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

Note if you are comfortable with submitting flat files, you 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 our technical assistance document on Skipped Field Warnings.

5. Some questions are blocked out and considered 'skipped,' but I need to enter data here. Where do I need to go to open these tables?

1. Schools that select “No” for SCHR-1 Preschool do not answer DISC-1a or 1b, DISC-2, DISC-3, DISC-4 or DISC-5.
2. DISC-3, DISC-4, DISC-5, DISC-6, DISC-7a, and DISC-9a are skipped for schools that complete DIND-2 and select option “B. Students were not physically in the school setting.”

6. Corporal punishment is blocked and unable to enter data. How can I enter corporal punishment data?

Please select “yes” for DISC-3: Corporal Punishment Indicator to enter data for DISC-4: Preschool Corporal Punishment, DISC-5: Preschool Instances of Corporal Punishment, DISC-6: Instances of Corporal Punishment K-12, UG, DISC-7a: Discipline of Students without Disabilities- Corporal Punishment, and DISC-9a: Discipline of Students with Disabilities - Corporal Punishment.

Schools that select “No” for DISC-3 Corporal Punishment Indicator do not answer “DISC-4, DISC-5 DISC-6, DISC-7a, and DISC-9a.

7. A student was transferred to an alternative school, but not considered expelled in our LEA. How do I report these students?

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-7e and DISC-9e).

To clear the error under DISC-8a: Transfer to Alternative School for Students without Disabilities and/or DISC-10: Transfer to Alternative School for Students with Disabilities, please submit the reason code, "Data are correct as reported," to explain these students were transferred to an alternative school but not considered expelled.

8. What date should we use for reporting the DISC module?

Report a cumulative count based on the entire 2021-22 regular school year, not including intersession or summer.

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 remembers information that has been entered in other tables and modules and uses that information to fill 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 filled 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 the on-screen data entry.**

When Data is Not Collected or Available

Contact the Partner Support Center to determine if your LEA will need to submit a quick plan or [action plan](#).

Partner Support Center

(855) 255-6901 | Email: crdc@aemcorp.com