

# Out-of-School Suspension, Instances of Suspension, and School Days Missed (K-12) (DISC) Module

The purpose of this document is to: 1) provide clarification on the form instructions and definitions, 2) provide examples of how to report, with a focus on clarifying the difference between reporting students who received only one out-of-school suspension vs. more than one out-of-school suspension, instances of suspension, and counting school days missed. This document provides key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

- **DISC-22:** Instances of Out-of-School Suspension
- **DISC-23:** Discipline of Students without Disabilities – Only One Out-of-School Suspension
- **DISC-24:** Discipline of Students with Disabilities – Only One Out-of-School Suspension
- **DISC-25:** Discipline of Students without Disabilities – More than One Out-of-School Suspension
- **DISC-26:** Discipline of Students with Disabilities – More than One Out-of-School Suspension
- **DISC-27:** School Days Missed Due to 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 Links

[DISC: Student Discipline \(Suspension, Expulsion, Corporal Punishment\) Module Video Link](#)

[Supplemental Information for Justice Facilities](#)

[Suspension \(K-12\) \(DISC\) Module](#)

[Corporal Punishment and In-school Suspension \(K-12\) \(DISC\) Module](#)

[Expulsion and Transfer to Alternative School \(K-12\) \(DISC\) Module](#)

[Preschool Suspension, Expulsion and Corporal Punishment \(DISC\) Module](#)

## Dates

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

## Skip Logic

**This module DOES NOT contain 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.

**DATA ELEMENT CHANGES  
FROM THE 2021-22CRDC**

**NO NEW OR REVISED ELEMENTS**

**NEW**

## for 2021-22 CRDC

For the CRDC, using **nonbinary** as a third value for the sex category is appropriate for students whose sex is not listed as male or female in their school records.

- **Nonbinary** means not exclusively male or female. Transgender students may be reported as male, female, or nonbinary.
- [Reporting Nonbinary for K-12 Students](#)

### Special Guidance

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 schools that complete Directional Indicator 1 (DIND-1) and select option “B. We offered only remote 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 module do not apply.

For schools that complete the SCHR-1: Fully Virtual School Indicator and select “Yes,” the corporal punishment items in the Student Discipline module do not apply.

If the school has any nonbinary students in its enrollment records, then the nonbinary category in the Student Discipline module is **OPTIONAL**.

If the school does NOT have nonbinary students in its enrollment records, then the nonbinary category in the Student Discipline module is **SKIPPED**.

## KEY DEFINITIONS

### Out-of-school suspension:

#### **For 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 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.

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### **FOR VIRTUAL OUT-OF-SCHOOL SUSPENSION WITH EDUCATIONAL SERVICES:**

- Students are temporarily blocked from their typical virtual classroom(s), but they are allowed to access their virtual classroom assignments to complete on their own, or they are given assignments to complete on their own.
- Students are temporarily blocked from their typical virtual classroom(s), but they continue to receive educational services according to their individualized family service plans or individualized education plans, or as decided by the LEA.

### **FOR VIRTUAL OUT-OF-SCHOOL SUSPENSION WITHOUT EDUCATIONAL SERVICES:**

- Students are temporarily blocked from their typical virtual classroom(s), and they do not receive any educational services.

Instance refers to a disciplinary occurrence. For example, for a child 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.

## DISC-23: Discipline of Students without Disabilities - ONLY ONE Out-of-School Suspension

**Example:** Consider **Figure 1** below. **Student A, Student B and Student C** are female Hispanic students without disabilities. Within the school year, they each received **Only One Out-of-School Suspension** in the following manner:

- Student A x 1 Out-of-School Suspension for 1 day → **1 Student**
- Student B x 1 Out-of-School Suspension for 2 days → **1 Student**
- Student C x 1 Out-of-School Suspension for 5 days → **1 Student**

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total Students Without Disabilities
Males:	0	0	1	0	2	7	0	10
Females:	0	0	0	1	0	0	0	1
Nonbinary:	3	0	0	0	0	1	0	4
Total Number of Students:	3	0	1	1	2	8	0	15

Figure 1 Discipline of Students without Disabilities - ONLY ONE Out-of-School Suspension

Report each student who received Only One Out-of-School Suspension only once in this table. In this example, there are 3 female Hispanic students who received Only One Out-of-School Suspension. Therefore, report 3 female Hispanic students regardless of the number of days each student was suspended.

The same methodology also applies to **DISC-9c: Discipline of Students with Disabilities - ONLY ONE Out-of-School Suspension.**

### DISC-25: Discipline of Students without Disabilities – MORE THAN ONE Out-of-School Suspension

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total Students Without Disabilities
Males:	0	0	1	0	2	0	0	3
Females:	0	0	0	1	0	1	0	2
Nonbinary:	3	0	0	0	0	1	0	4
Total Number of Students:	3	0	1	1	2	2	0	9

Figure 2 Discipline of Students without Disabilities – MORE THAN ONE Out-of-School Suspension

**Example:** Consider the table above. **Student A and Student B** are Black male students without disabilities. **Student C** is a white female student without disabilities. Within the school year, they each received **More than One Out-of-School Suspension** in the following manner:

- Student A x 2 Out-of-School Suspensions x 2 Days Suspended each time → **1 Student**

- Student B x 3 Out-of-School Suspensions x 1 Days Suspended each time → **1 Student**
- Student C x 2 Out-of-School Suspensions x 3 Days Suspended each time → **1 Student**

Report each student who received More Than One Out-of-School Suspension only once in this table. In this case there are 2 Black male students who received More Than One Out-of-School Suspension and 1 White female student who received More Than One Out-of-School Suspension. Therefore, report 2 Black male students and 1 White female student regardless of the number of instances or days each student was suspended (Shown in Figure 2).

The same methodology also applies to **DISC-9c: Discipline of Students with Disabilities - ONLY ONE Out-of-School Suspension.**

### DISC-11: Instances of Out-of-School Suspension

For this question, report the number of combined **INSTANCES** of Out-of-School Suspensions, not the number of students who received Out-of-School Suspensions or number of suspended days.

- Student A (without disabilities) received an Out-of-School Suspension 2 times for the school year
- Student (without disabilities) B received an Out-of-School Suspension 3 times for the school year
- These are the only two students who received any Out-of-School Suspension for the school year.

	Students Without Disabilities	Students With Disabilities (IDEA)	Students With Disabilities (Section 504 Only)
Number of instances of out-of-school suspensions for K-12 students (or the ungraded equivalent)	5	0	0

Figure 3 Instances of out-of-school suspension

The total number of Instances of Suspensions would be 5, while the count of students would be 2.

**The total count of students suspended should never exceed the total number of instances. Count each instance as a separate instance, regardless of whether the suspension was delivered to the same student, more than once.**

**Example:** Student A, B, C, D, E, and F have each received Out-of-School Suspensions in the following manner:

In the table to the right, Student A (red) has 1 instance of Suspension whereas Student E (purple) has 3 Instances of Suspensions. The total Instances of Suspension for Students A through F in this case will be **10** instances.

Student A	Male Hispanic	Student without Disabilities	1 Out-of-School Suspension
Student B	Female Asian	Student without Disabilities	1 Out-of-School Suspension
Student C	Female Black	Student with Disabilities (IDEA)	1 Out-of-School Suspension
Student D	Male Black	Student without Disabilities	2 Out-of-School Suspensions
Student E	Female White	Student with Disabilities (Section 504)	3 Out-of-School Suspensions
Student F	Male White	Student without Disabilities (IDEA)	2 Out-of-School Suspensions

Figure 4 Students A-F with Disabilities and Number of Suspensions data

Instances of Out-of-School Suspension Students without Disabilities

**= 4**

Instances of Out-of-School Suspension Students with Disabilities

**= 3**

Instances of Out-of-School Suspension Students with Disabilities (Section 504)

**= 3**

### DISC-27: School Days Missed due to Out-of-School Suspension

DISC-27 includes three tables in total. The largest table on top collects the total number School Days Missed due to Out-of-School Suspensions disaggregated by race/ethnicity and sex. The number reported in this table should include the total number of school days missed by students reported in tables DISC-23, DISC-24, DISC-25 and DISC-26.

The two smaller tables in the table set below are subsets of the larger table.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total
Days missed by males:	0	0	0	0	30	5	0	35
Days missed by females:	0	0	0	0	10	0	0	10
<b>Days Missed By All Students:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>5</b>	<b>0</b>	<b>45</b>

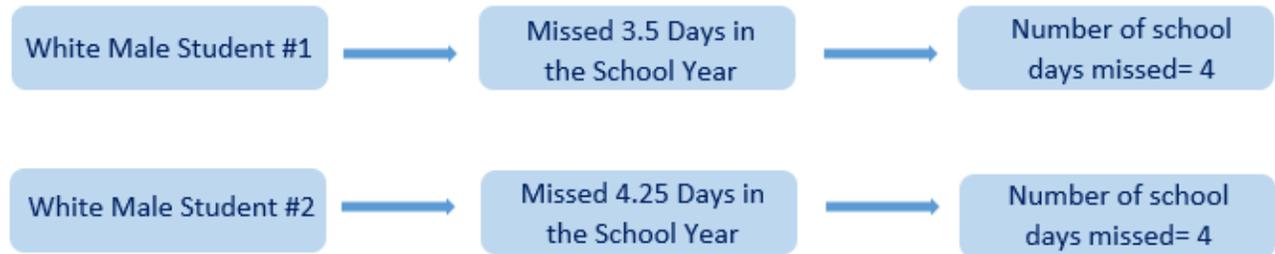
School Days Missed - <a href="#">EL</a>		School Days Missed - <a href="#">Disabilities</a>	
	EL	Students With Disabilities (IDEA)	Students With Disabilities (Section 504 Only)
Days missed by EL males:	16	11	1
Days missed by EL females:	0	2	0
<b>Days Missed By All EL Students:</b>	<b>16</b>	<b>13</b>	<b>1</b>

Figure 5 School Days Missed due to Out-of-School suspension

### Reporting School Days Missed Due to Out-of-School Suspension if a student is suspended for less than 50% of the school day.

When reporting School Days Missed Due to Out-of-School Suspension, partial days are not allowed. If the suspension was less than half of a day, then it is not counted as a day of Out-of-School Suspension. See the example below.

A school has 2 White male students who received an Out-of-School Suspension, and the school uses decimal values to record days missed.



## Frequently Asked Questions

### 1. Should I include In-school suspensions?

No. Report the number of INSTANCES of out-of-school suspensions, not the number of in-school suspensions.

### 2. How do I count suspensions spanning school years?

Suspensions should be counted for the school year(s) in which the student is temporarily removed from the classroom or school. For example, if a student received a suspension in the 2020-21 school year that carried over into the 2021-22 school year, this suspension would be counted in the 2021-22 school year. If a student received a suspension in the 2021-22 school year that carried over into the 2022-23 school year, this suspension would be counted for 2021-22.

### 3. Can a student be counted more than once?

A student may be counted more than once in the table if the student was involved in multiple offenses and received corporal punishment more than once.

### 4. Are counts duplicated or unduplicated?

Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns).

Students counted in the race/ethnicity category may also be counted in the Students with Disabilities (IDEA), Students with Disabilities (Section 504 Only), and Students who are English Learners (EL) categories. For example, the following may occur:

A Hispanic/Latino student with a disability served under IDEA and who is EL will be counted three times in some tables, once under race/ethnicity, once under Students with Disabilities (IDEA), and once under Students who are EL.

A student with a disability served under section 504 and who is EL will be counted in both the Students with Disabilities (Section 504 Only) category and the Students who are EL category.

For tables that include data by race/ethnicity by sex, the Web-based survey tool will keep a running total of the values you enter in the race/ethnicity columns for each row. As you enter a number in any race/ethnicity category, that number will automatically be added to the Total column. Therefore, the sum of the counts that you enter for race/ethnicity by sex will be the total count of students for the particular row. Because it is not possible for your LEA to modify the total, you must ensure that every

student is included in one and only one race/ethnicity category.  
Cells that are colored grey are filled in automatically.

**5. What if a student is served under IDEA and Section 504?**

The "Section 504 Only" column refers to students with disabilities who receive related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended, and not under IDEA.

Need more help with Section 504 Students? View the [“Reporting Students with Disabilities”](#) Data Tip.

**6. What if the student was suspended once at multiple schools?**

If students are only suspended once at each school, then they should be counted at each school as having been suspended once.

**7. What if a student is suspended once at a school and multiple times at another?**

If students are suspended more than once at one school, but once at another, then they should be counted as suspended more than once at one school but as suspended only once at the other school.

**8. How do I report students who changed schools?**

Each disciplinary action should be counted at the school where it occurred.

For example, consider a student that attended School “A” for the first part of the year and School “B” for the second part of the year. If the student received an in-school suspension at School “A” and also at School “B”, then the student should be included in the count of students receiving an in-school suspension in both School A and School B.

**9. Can I count students in more than one race/ethnicity column?**

No. Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns). The sum of the counts that you enter for race/ethnicity by sex will automatically be calculated in the online tool in the gray cells. It is not possible for your LEA to modify the gray cells, so you must ensure that every student is included in one and only one race/ethnicity category.

**10. How should submitters monitor and track In-school suspension and Out-of-school suspension in a virtual setting?**

**What should be counted as in-school suspension?**

- For schools that had students who were physically in the school setting, 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.
- For schools that had students who were not physically in the school setting because of the coronavirus pandemic, when it comes to an in-school suspension, a “regular classroom” is a virtual setting where virtual learning takes place. Also, “direct supervision” refers to school personnel who are in the same virtual setting as students under their supervision. For in-school suspensions of students who are learning remotely, schools should count students who are temporarily blocked from their typical virtual classroom(s) and are transitioned to another supervised virtual setting.

### **What should be counted as an Out-of-school suspension?**

- For schools that had students who were: physically in the school setting, not physically in the school setting, or both, the following out-of-school suspension definitions apply:
- For 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.
- For 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 schools that had students who were not physically in the school setting because of the coronavirus pandemic, when it comes to an out-of-school suspension, a “regular school” is a virtual setting where virtual learning takes place. For out-of-school suspensions of students who are learning remotely, schools should count students who are temporarily blocked from their typical virtual classroom(s) for at least half a day.

#### **11. Should I include EL students and students with disabilities in the race/ethnicity table?**

Yes. The race/ethnicity table includes ALL students.

#### **12. How do I report students who are both EL and have a disability (504)?**

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.

#### **13. How should days missed from part-day programs be counted?**

Each day missed from a part-day program (e.g., part-day kindergarten) should be counted as one full day.

#### **14. 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

#### **15. 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.

**16. How should we report students who were transferred to a JJAEP/DAEP?**

Report student as transferred to alternative school in DISC-14b or DISC-15b; if student was suspended, report days spent at DAEP as days missed due to OSS (DISC-27); if student was expelled, report student as expelled with educational services (DISC-14a and DISC-15a).

**17. 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 is explaining that upon certification they will default to NA. However, if you would like to clear the warnings you will need to.

- a. Change the indicator question from “No” to “Yes”
- b. Return to table with warnings and manually remove the zeros
- c. 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](#).

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

Please see the [Skip Logic document](#) to see what previous tables have skipped the tables in DISC.

For example, if you have selected ‘no’ for Preschool in SCHR-3. Grades with Students Enrolled, then the submission system will automatically skip DISC-1 through DISC-9 as it does not apply to your school.

**19. 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-14a and DISC-15a).

To clear the error under DISC-14b: Discipline of Students without Disabilities – Transfer to Alternative School and/or DISC-15b: Discipline of Students with Disabilities – Transfer to Alternative School, please submit the reason code, "Data are correct as reported," to explain these students were transferred to an alternative school but not considered expelled.

**20. There is an error under DISC-11: Instances of Corporal Punishment – Students Without Disabilities and With Disabilities (IDEA and Section 504 Only).**

Some questions within the CRDC are only applicable to high schools, while others apply to only a certain range of grades. By entering your grades offered first, the CRDC submission system will know which questions no longer apply and will skip those questions for schools where they do not apply. See also the data tip for

[Skip Logic](#) and [Submission Warnings and Errors | Skipped Fields](#).

**21. Which tables do I check to verify or edit the data entered?**

Please refer to tables:

DISC-1: Preschool Corporal Punishment Indicator

DISC-10: Corporal Punishment Indicator\*

**22. Student A and Student B are students without disabilities who both received one out-of-school suspension for a physical altercation (fighting) with each other. How do I report this disciplinary action?**

Student A and Student B should be reported once each for a total of two in the appropriate count of students' question (DISC-23). The out-of-school suspension received by Student A and Student B should also be reported once each for a total of two in the appropriate count of instances question (DISC-22) if this is the students' only suspension for the reporting year. Then the number of school days missed due to these out-of-school suspensions should be reported in DISC-27.

The physical fight should be reported as in the Offenses module. See related data tips and definitions for more details.

### 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](mailto:crdc@aemcorp.com)