Reporting Student Counts vs. Instances (ARRS, DISC, and RSTR)

Use this document to ensure correct reporting of **instances of suspensions, corporal punishment, referrals to law enforcement, arrests, physical/mechanical restraints and seclusion,** and the **counts of students involved**. Examples are provided to distinguish between reporting counts of students and counts of instances.

This document provides key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

DISC: Student Discipline (Suspension, Expulsion, Corporal Punishment)

RSTR: Restraint & Seclusion

ARRS: Referrals to Law Enforcement & School-related Arrests

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

Resource Links

- [Corporal Punishment and In-school Suspension (K-12) (DISC) Module](#)
- [Duplicated and Unduplicated Student Counts](#)
- [Out-of-School Suspension, Instances of Suspension, and School Days Missed (K-12) (DISC) Module](#)
- [Restraint and Seclusion (RSTR) Module](#)
- [Referrals to Law Enforcement & School-Related Arrests (ARRS) Module](#)

KEY DEFINITIONS

Instances refers to the number of times an act of restraint, seclusion, suspension, or corporal punishment occurred at your school.

Count of Students refers to the unduplicated number of students restrained, secluded, suspended, or who received corporal punishment at your school.

Referral to law enforcement is an action by which a student is reported by a school official or that official's designee to any law enforcement agency or official, such as a school police unit, for an incident that occurs on school grounds, during school-related events (in-person or remote), or while taking school transportation, regardless of whether official action is taken. Citations, tickets, court referrals, and school-related arrests are considered referrals to law enforcement

School-related arrest occurs when a law enforcement officer takes a student into custody, and intends to or appears to intend to seek charges against the student for a specific offense or offenses for any school-related activity. School-related activities include any activity conducted on school grounds, during off-campus school activities (in-person or remote), while taking school transportation, or due to a referral by any school official or that official's designee. All school-related arrests are considered referrals to law enforcement.

Reporting Count of Students

For every question asking for a count of students, **report each student only once**, even if a student received more than one intervention during the same school year.

Example: Reporting Count of Students

If Student A receives four out-of-school suspensions, and Student B receives three out-of-school suspensions, **the count of students entered as receiving out-of-school suspensions is TWO.**

Reporting Instances

For every question asking for instances, **report each instance separately**, regardless of whether the instance happened to the same student more than once, or if it lasted longer than one school day.

Example: Reporting Count of Instances

If Student A receives four out-of-school suspensions, and Student B receives three out-of-school suspensions, **the count of instances of out-of-school suspensions between these students is SEVEN.**

> The total count of students should **never exceed the total count of instances.**
>
> Each student should only be reported **once**. Each instance should be reported cumulatively.

Submission System Details

> **The DISC: Student Discipline (Suspension, Expulsion, Corporal Punishment), ARRS: Referrals to Law Enforcement and School-related Arrests** and **RSTR: Restraint & Seclusion** are the only modules with tables that ask for a count of students and a count of instances.

The following questions in the submission system ask for a **count of instances**:
- DISC-3: Preschool Instances of Corporal Punishment – Children Without Disabilities and With Disabilities (IDEA and Section 504 Only)
- DISC-6: Instances of Preschool Suspension
- DISC-10: Instances of Corporal Punishment – Students Without Disabilities and With Disabilities (IDEA and Section 504 Only)
- DISC-21: Instances of Out-of-School Suspension
- ARRS-1: Instances of Referrals to Law Enforcement
- ARRS-4: Instances of School-Related Arrests
- RSTR-2: Instances of Restraint or Seclusion

The following questions in the submission system ask for a **count of students**:
- DISC-4: Preschool Corporal Punishment
- DISC-7: Preschool Suspensions – Only One Out-of-School Suspension
- DISC-8: Preschool Suspensions – More than One-of-School Suspension
- DISC-11: Discipline of Students without Disabilities – Corporal Punishment
- DISC-12: Discipline of Students with Disabilities – Corporal Punishment
- DISC-22: Discipline of Students without Disabilities – Only One Out-of-School Suspension

- DISC-23: Discipline of Students with Disabilities – Only One Out-of-School Suspension
- DISC-24: Discipline of Students without Disabilities – More than One Out-of-School Suspension
- DISC-25: Discipline of Students with Disabilities – More than One Out-of-School Suspension
- ARRS-2: Discipline of Students without Disabilities - Referred to Law Enforcement
- ARRS-3: Discipline of Students with Disabilities - Referred to Law Enforcement
- ARRS-5: Students without Disabilities – School-Related Arrest
- ARRS-6: Students with Disabilities – School-Related Arrest
- RSTR-3: Non-IDEA Students Subjected to Restraint or Seclusion – Mechanical Restraint
- RSTR-4: IDEA Students Subjected to Restraint or Seclusion – Mechanical Restraint
- RSTR-5: Non-IDEA Students Subjected to Restraint or Seclusion – Physical Restraint
- RSTR-6: IDEA Students Subjected to Restraint or Seclusion – Physical Restraint
- RSTR-7: Non-IDEA Students Subjected to Restraint or Seclusion – SeclusionRSTR-8: IDEA Students Subjected to Restraint or Seclusion – Seclusion

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 is populated with information that has been entered in other tables and modules and uses that information to populate 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 English Learners (EL), other tables that ask for counts of females who are EL will be automatically populated with a zero.

When to Use Null Values

When entering data on the 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 on-screen data entry.**

When Data is Not Collected or Available

Contact the Partner Support Center (PSC) to determine if the LEA will need to submit an action plan.

Contact the Partner Support Center

(855) 255-6901 | PSC Contact Us