![Colorado Department of Education logo]

2023-2024 Special Education Discipline Timeline

ROLES AND RESPONSIBILITIES	
DISTRICTS	**ADMINISTRATIVE UNITS**
• Upload Discipline Action File consisting of all students with a reportable discipline during the current reporting period July 1, 2023 – June 30, 2024. • Adjust data in file to resolve interchange and snapshot errors according to the due dates in the timeline.	• Submit Special Education IEP Child and Participation Files consisting of students with disabilities who received services from your AU during the current reporting period July 1, 2023 – June 30, 2024. • Create Special Education Discipline Snapshots. • Review reports with the Special Ed Directors during report review week. • Submit data to CDE at the close of the collection. • Upload final signed reports to the Data Management System.

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	**ADMINISTRATIVE UNIT RESPONSIBILITY**
Monday, April 15, 2024	Discipline Interchange open. Discipline Action File may be uploaded in the Data Pipeline.	
Wednesday, May 1, 2024		Special Education Discipline Snapshot available.
Thursday, May 23, 2024	Date by which the following interchange files should be uploaded at least once or updated with the full 23-24 school year data: ☐ Discipline Action – Discipline Interchange ☐ Student Demographics – Student Interchange (untagged file - same file used for EOY) ☐ Student School Association – Student Interchange (untagged file - same file used for EOY)	Date by which the following interchange files should be updated with the full 23-24 school year data at least once: ☐ Special Ed Child–Special Education IEP Interchange (same file used for Sped EOY) ☐ Special Ed Participation-Special Education IEP Interchange (same file used for Sped EOY)

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	**ADMINISTRATIVE UNIT RESPONSIBILITY**
Thursday, June 27, 2024	Date by which all Discipline Action Interchange errors need to be resolved. ☐ Discipline Action File errors resolved Once the AU respondent has created the Special Education Discipline Snapshot, the district will have access in the Discipline Interchange Cognos Reports folder to see the snapshot validation errors for the district. District respondent must work with AU respondent to clear snapshot errors by the interim due dates.	Date by which all IEP Child/Participation Interchange errors need to be resolved and at least one Special Education Discipline Snapshot created in Data Pipeline. ☐ Special Education Child File errors resolved ☐ Special Education Participation File errors resolved ☐ At least one 23-24 Sped Discipline Snapshot created Please let district respondent(s) know when a snapshot has been created so they can check for snapshot errors that would require changes in their Discipline Action file.
June 30, 2024	**End of the 2023-2024 Special Education Discipline Data Reporting Period**	
Thursday, Aug. 15, 2024		Date by which **all snapshot exception requests** must be received by CDE to allow sufficient time for processing.
Thursday, Aug. 22, 2024	Date by which the AU should have a complete Special Education Discipline Snapshot by passing all interchange and snapshot validations in preparation for report review. ☐ Discipline Action errors resolved ☐ Special Education Discipline Snapshot errors resolved	
Thursday, Aug. 22 - Thursday, Aug. 29, 2024	Districts should be available to make any data changes needed in the Discipline Action File.	**REPORT REVIEW.** AUs review reports in detail and make any data corrections necessary to ensure valid and reliable data.
Thursday, Aug. 29, 2024	All data file changes are required by this date and a complete Special Education Discipline Snapshot is ready for submission to CDE.	

March 2024

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	**ADMINISTRATIVE UNIT RESPONSIBILITY**
Thursday, Aug. 29, 2024		**FINAL DATA FILE APPROVAL AND REPORT SUBMISSION** Date by which final Special Education Discipline Snapshot submission is due to CDE: ☐ Approve final snapshot in the Data Pipeline by clicking "Submit to CDE" green button ☐ Upload signed reports to the ESSU Data Management System under 'Documents' (signed reports should display a printed date on or after your final Special Education Discipline Snapshot) The following signed reports are due by this date. Reports must contain all pages of the reports listed below: ☐ **Sped Discipline Data Summary Report** ☐ **Sped Discipline Year to Year Comparison Type of Disciplines Report** ☐ **Flag Explanation Document for "A" flags (if applicable)**

For more information, visit the Special Education Discipline Snapshot webpage or email SpedDiscipline@cde.state.co.us.