Exception Request Instructions
Student Discipline Collection

Overview

Reporting Exceptions, or 'exceptions' refer to overriding Data Pipeline errors. CDE occasionally overrides these business rule errors because, although errors are legitimate, the case needs to be corrected to accurately reflect the discipline record. This occurs under unique circumstances when a discipline record does not follow the anticipated coding patterns outlined in the business rules for an interchange file or snapshot. When an exception is granted, it allows the district to leave the discipline record unchanged. The discipline coding must still fall within the parameters of the data collection for an exception to be granted.

Exception Determination

Districts may request an exception when they are unable to clear an error for a student who is accurately coded. Approved exceptions allow the data to remain unchanged.

> **Example 1:** The Discipline Interchange error DA043 will trigger if you have an incident date outside of the current school year. This occurs when the duration of the discipline action associated with the incident carries over from the prior school year. An exception may be used to allow the incident date to occur in the prior school year.

> **Example 2:** The Discipline Interchange error DA019 will trigger if you have a discipline start date outside of the current school year. This occurs when the discipline start date is in the prior school year. An exception may be used to allow the discipline start date to occur in the prior school year.

If you are unsure if a reporting exception is needed for a specific discipline situation, please reach out to the [Student Discipline](#) or [Special Education Discipline](#) collection leads.

Steps

1. Download the exception request template on the Discipline Interchange webpage found under the 'Templates' section.
   a. This is an excel document.
   b. IMPORTANT: Do not modify the excel file by adding, deleting or reordering columns.
2. Enter all information directly from your Error Detail Report in Data Pipeline or CEDAR/COGNOS. This will ensure that you have the correct Error Code, Error Type, District Code, School Code, SASID for your exception.
   a. IMPORTANT: The exception will not process if the request form information is not accurate.
   b. Each error requires a separate row on the exception request. Multiple exceptions are allowed on one sheet.
   c. Create a new exception form when additional exceptions are needed. Districts are encouraged to include the date in exception request documents because multiple exception request templates may be submitted through the collection cycle.
   d. The 'Reason for Exception' must be concise but detailed enough to explain the reason behind the exception. (300 characters or less)

e. Leading zeros are required. (District Code, Admin Unit Code, School Code)
f. Some exception requests require additional documentation/forms to be included with the request. These forms should also be uploaded to Syncplicity and referenced in the reason for exception.

Error Code	Error Type	District Code	Admin Unit Code	School Code	Grade Level (Leave Blank)	SASID	EDID (Leave Blank)	Primary Disability (Leave Blank)	Reason For Exception (300 character limit
DA019	E	1234	05678	9012		1234567890			Brief reason, 300 characters or less.

3. Save the exception request to your computer and then upload it to your district's discipline Syncplicity folder into the appropriate collection subfolder.
   a. Click here to access the Syncplicity website.
   b. Select the upload button ☁ and select a file to upload from your computer.

   File name: [_____] ⌄ | All Files ⌄ |
   Open ▾   Cancel

   c. Contact the specific Collection Lead if you do not have access to your district's discipline Syncplicity folder.
4. Email the Student Discipline or Special Education Discipline collection lead to notify them a document has been uploaded to Syncplicity.
   a. The Collection Lead will review your request and notify you of the outcome.
      i. Approved requests – reupload the interchange file and/or create a new snapshot to clear the error.
      ii. Denied requests – Collection Lead will provide next steps for clearing the error (this occurs when there is another way to code the student that fits their discipline history and the business rules for the collection)
      iii. Additional information needed – Collection Lead will request more information.