COLORADO
Department of Education

2026-2027 Discipline Interchange–Discipline Action File Layout

Purpose:

The purpose of the Discipline Action File is to collect students' discipline actions with the most serious behavior type.

Dependencies:

Students have been assigned a SASID and updated in the RITS system.

Record Expectation:

Each record represents a student, a behavior and a discipline action.

- An incident is a behavior that leads to discipline action.
- If multiple behaviors are associated with an incident, the most serious behavior type is reported ***for each student***.
- If multiple discipline actions are associated with an incident, each discipline action is reported.
- Each incident may have multiple records (with a duplicate incident identifier and one or more behaviors) if more than one student was involved.
- A student may have multiple records if they are involved in multiple incidents or have multiple discipline actions associated with an incident.

Use Summary:

Fields from this file are used in the following CDE Collections, which require LEA/AU effort:
Student Discipline Snapshot and Special Education Discipline Snapshot.

File Notes:

- New changes from 2025-2026 are emphasized with yellow shading.
- *Indicates primary key
- **Zero fill all non-applicable data fields**
- A header row is required for .csv and .xlsx files



Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Admin Unit/SOP Code	5	1	5	1	A2	30011	
School District/BOCES Code	4	6	9	2	B2	1420	
School Code	4	10	13	3	C2	0187	
Special Education Program Code	4	14	17	4	D2	0004	
Student's State ID (SASID)	10	18	27	5	E2	1234567891	Validated against RITS
Student's First Name	30	28	57	6	F2	valid name	Validated against RITS
Student's Last Name	30	58	87	7	G2	valid name	Validated against RITS
Student's Gender	2	88	89	8	H2	01	Validated against RITS
Student's Date of Birth	8	90	97	9	I2	06152005	Validated against RITS
Special Education Status	1	98	98	10	J2	1	
Section 504 Status	1	99	99	11	K2	1	
Incident Identifier	10	100	109	12	L2	1345768923	
Date of Incident	8	110	117	13	M2	12052016	Format is MMDDYYYY
Behavior Type	2	118	119	14	N2	01	
Discipline Action Identifier	10	120	129	15	O2	3579847612	
Discipline Action Type	2	130	131	16	P2	01	
Discipline Action Length	4	132	135	17	Q2	0100	
Discipline Start Date	8	136	143	18	R2	10182025	Format is MMDDYYYY.
Weapon Type	2	144	145	19	S2	00	
Off Campus Behavior Flag	1	146	146	20	T2	0	
Referral to Law Enforcement	1	147	147	21	U2	0	
School-Related Arrest Status	1	148	148	22	V2	1	
Handcuffed Status	1	149	149	23	W2	1	
Received Education Services During Expulsion	1	150	150	24	X2	0	Zero-fill if not applicable.
Calendar Year Expulsion	1	151	151	25	Y2	1	Zero-fill if not applicable.

Data Fields Retired:

- Special Education Removal Type
- Special Education Removal Reason
- Transferred to Alternative School (for Disciplinary Reasons) **

Codes Retired:

Data Field Name	Code	Code Short Description
Behavior	17-43	CRDC Behaviors
Discipline Action	00	Used for CRDC/Unilateral Removals

Data Field Descriptions:

Admin Unit/SOP Code

A unique code assigned to an Administrative Unit/State Operated Program by CDE. Refer to the Administrative Unit and District Codes list found under Frequently Requested Codes. May be zero-filled and field will automatically populate in the snapshot based on district code.

School District/BOCES Code

Enter a valid four-digit district code for each student's District of Attendance.

School Code

A unique code assigned to a school by CDE. Refer to School Building Codes list under Frequently Requested Codes link. Report the School Code student was attending at the time of the discipline incident.

Special Education Program Code

A unique code assigned to an AU run Special Education Program by CDE. List found under Frequently Requested Codes. Zero-fill, unless incident took place at a program with a CDE issued Special Education Program code.

Student's State ID (SASID)

A unique ten-digit number assigned to each student by CDE.

Student's First Name

A name given to an individual at birth, baptism or during another naming ceremony; or through legal change.

Student's Last Name

The name borne in common by members of a family.

Student's Gender

An individual's sex.

Code	Description
01	Female – identifies as female (including a transgender student who identifies exclusively as female).
02	Male – identifies as male (including a transgender student who identifies exclusively as male).
03	Non-binary - does not identify exclusively as male or female. Non-binary does not refer to a transgender student who identifies exclusively as either male or female

Student's Date of Birth

The month, day, and year on which an individual was born (i.e., 09152005). Calculated age must be <22 as of December Annual Count Date.

Special Education Status

The student's special education status at the time of the discipline action.

Code	Description
0	No
1	Yes

Section 504 Status

The student was identified as having a disability under regulations implementing Section 504 of the Rehabilitation Act of 1973 at the time of the discipline.

Code	Description
0	No
1	Yes

Incident Identifier

A locally assigned ten-digit number for each incident. An Incident Identifier may be duplicated in cases where a student incurs more than one discipline action associated with the incident or more than one student is involved in the incident.

Date of Incident

The month, day, year (MMDDYYYY) the discipline incident occurred.

Behavior Type

Provide the behavior type for the incident that occurred.

Code	Behavior	Description
01	**Drug Violation**	Use, possession, or sale of a drug or controlled substance other than marijuana on school grounds, in school vehicles, or at school activities or sanctioned events.
02	**Alcohol Violation**	Use, possession, or sale of alcohol on school grounds, in school vehicles, or at school activities or sanctioned events.
03	**Tobacco Violation**	Use or possession of tobacco products on school grounds, in school vehicles, or at school activities or sanctioned events.
04	**1st, 2nd Degree or Vehicular Assault**	Commission of an act on school grounds that if committed by an adult, would be considered First Degree Assault, as described in Section 18-3-202, C.R.S., Second Degree Assault, as described in section 18-3-203, C.R.S., or Vehicular Assault, as described in Section 18-3-205, C.R.S.
05	**Dangerous Weapons**	Carrying, bringing, using, or possessing a dangerous weapon on school grounds, in school vehicles, or at school activities or sanctioned events without the authorization of the school or the school district. A firearm, whether loaded or unloaded, any pellet or BB gun or other device, whether operational or not designed to propel projectiles by spring action or compressed air; a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches; or any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
06	**Robbery**	Commission of an act on school grounds that, if committed by an adult, would be considered robbery. Robbery is a class four felony.
07	**Other Felony**	Commission of an act on school grounds that, if committed by an adult, would be considered a felony.

Code	Behavior	Description
08	**Disobedience/ Defiant or Repeated Interference**	Being willfully disobedient or openly and persistently defiant or repeatedly interfering with the school's ability to provide educational opportunities to and a safe environment for other students.
09	**Detrimental Behavior**	Behavior on school grounds, in a school vehicle, or at a school activity or sanctioned event that is detrimental to the welfare or safety of other students or school personnel, including but not limited to *behavior that creates a threat of physical harm* to the student or to other students.
10	**Destruction of School Property**	Willful destruction or defacement of school property.
11	**Bullying**	Bullying means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to a student.
12	**Other Violation of Code of Conduct**	Other violations of the Local Board of Education's code of conduct that resulted in suspensions, expulsions or resulting referrals to law enforcement, not already been reported in another category. These violations may or may not be documented in a student's record (22-32-109(1) (2) (B)).
13	**3rd Degree Assault/Disorderly Conduct**	Commission of an act on school grounds that, if committed by an adult would be considered third degree assault, as described in section 18-3-204, C.R.S., or Disorderly Conduct, as described in section 18-9-106 (1) (d), C.R.S. referring to fights.
14	**Marijuana Violation**	The unlawful use, possession, or sale of marijuana on school grounds, in a school vehicle, or at a school activity or sanctioned event.
15	**Sexual Violence/ Battery (other than Rape)**	Acts of sexual violence on school grounds, in a school vehicle, or at a school activity or sanctioned event. Sexual Violence means a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent. Incidents of sexual violence/battery (other than rape) - An incident that includes threatened rape, fondling, indecent liberties, child molestation, or sodomy. Non-binary, male, and female can be victims of sexual battery. Classification of these incidents should take into consideration the age and developmentally appropriate behavior of the offender(s).
16	**Rape or Attempted Rape**	Incidents of rape or attempted rape on school grounds, in a school vehicle, or at a school activity or sanctioned event. Rape refers to forced sexual intercourse (vaginal, anal, or oral penetration). This includes penetration from a foreign object. Non-binary, male, and female students can be victims of rape. Rape is not defined as a physical attack or fight.

Discipline Action Identifier

A locally assigned ten-digit number assigned to each discipline action. Must be unique and unduplicated. If an action spans two school years, the same Incident Identifier, Incident Date, and Discipline Action Identifier should be used to report the record in both school years.

Discipline Action Type

Indicates whether the student was suspended, expelled, or removed from the classroom due to the incident.

Code	Description
10	Classroom removal in accordance with board policy that last less than a ½ day.
11	In-School Suspension - Instances in which a child is temporarily removed from their regular classroom(s) 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. The discipline action lasts a ½ day or more.
12	Out-of-School Suspension - Instances in which a child is temporarily removed from their regular school for disciplinary purposes to another setting (e.g., home, behavior center). For special education students, this includes both removals in which no 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 their IEP.
13	Expulsion - An action taken by the LEA removing a child from their regular school for disciplinary purposes for the remainder of the school year or longer in accordance with local educational agency policy.
14	Any other form of discipline, which shall be officially identified as part of a board policy.
15	Unilateral Removal by School Personnel
16	Removal Based on a Hearing Officer's Determination
17	Removal for other reasons such as death, withdrawal, or incarceration

Notes on Special Education Removals:
Students who were removed by school personnel for drugs, weapons, or serious bodily injury for 10 days or less and were not sent to an interim alternative educational setting should be reported as having been suspended.

In instances in which the IEP team meets to determine the appropriate setting where a child will receive educational services following a unilateral removal by school personnel, a removal by a hearing officer for likely injury, or a suspension or expulsion, the removal *must* be reported on the discipline report.

If, following a discipline offense, the IEP team meets and determines that the child's current placement is not the least restrictive environment for that child, and therefore makes a *permanent change in the child's IEP placement, DO NOT report that specific

action on the discipline file. If the child is suspended *pending* an IEP team meeting in which his or her IEP placement is changed, the suspension must be reported.

*A permanent change of placement is a situation in which, following a student's violation of a code of student conduct, the IEP Team decides to change the student's placement, and such placement is intended to be permanent, i.e., extend beyond the period of any disciplinary action.

Discipline Action Length

The number of school days missed from the regular classroom because of the discipline. An action that spans two school years should be reported in both collection years and reflect the number of school days missed within each year.

Must be four characters and between a half day and 260 days (0005 and 2600). Half days are represented in the fourth position (0005). The fourth position must either be 0 or 5. Zero-filled on records with Discipline Action Type 10 and 14.

Based on the discipline start date, the discipline action length entered cannot indicate that the student was removed past June 30th of the reporting year.

Discipline Start Date

The start date of the discipline action. An action that spans two school years should contain the start date of the days missed from school within each reporting year.

Weapon Type

Provide the weapon associated with the incident or threat of physical attack. Zero-fill if no weapon was involved in the incident.

Code	Weapon	Weapon Description
00	**No Weapon**	No weapon involved in the incident.
01	**Handgun**	A firearm which has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described previously can be assembled as defined in Title 18 United States Code 921(a).
02	**Rifle/Shotgun**	A rifle is a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. A short-barreled rifle is a rifle having one or more barrels less than sixteen inches in length and any weapon made from a rifle (whether by alteration, modification, or otherwise) if such weapon, as modified, has an overall length of less than twenty-six inches as defined in Title 18 United States Code 921(a). A shotgun is a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. A short-barreled shotgun is a shotgun having one or more barrels less than eighteen inches in length and any weapon made from a shotgun (whether by alteration, modification or otherwise) if such a weapon as modified has an overall length of less than twenty-six inches as defined in Title 18 United States Code 921(a).
03	**Other Firearms**	The following are included as a type of Other Firearm, according to Section 921 in 18 USC 921: (1)any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2)the frame or receiver of any weapon described above; (3)any firearm muffler or firearm silencer (4)any destructive device, which includes any explosive, incendiary, or poison gas (Bomb, Grenade, Rocket having a propellant charge of more than four ounces, Missile having an explosive or incendiary charge of more than one-quarter ounce, Mine, or similar device), (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter or (6) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. *(Note: This definition does not apply to items such as toy guns, facsimiles, cap guns, bee-bee guns, and pellet guns.)*
04	**Multiple Firearms**	Two or more of the firearms listed above (01, 02, or 03) were associated with the incident.
05	**Other Weapon**	A weapon, not a firearm listed above, is any instrument or object used with the intent to threaten, injure, or kill. This includes look-alikes if they are used to threaten others. Using words that refer to a weapon would not be considered with a weapon.

Off Campus Behavior Flag

Indicate whether the behavior occurred off the local education provider's property. Safe school reporting requirements, as outlined in C.R.S. 22-32-109.1, includes three categories in which behavior could occur off campus: (08 behavior code) Disobedience/Defiant or Repeated Interference, (11 behavior code) Bullying, and (12 behavior code) Other Violation of Code of Conduct. All other behaviors should be indicated as on campus.

On Campus: Behavior that occurred on the local education provider's property, including on school grounds, in a school vehicle, or at a school activity or sanctioned event.

Off Campus: Behavior that occurred off the local education provider's property.

Code	Description
0	No (On Campus)
1	Yes (Off Campus)

A district can suspend or expel for off-campus conduct and should first consider whether the off-campus conduct is something that can be subject to discipline. The grounds for suspension and expulsion are in C.R.S. 22-33-106(1).

Suspension or expulsion for off-campus conduct is permitted by law; however, there must be a nexus to the school. It must be detrimental to the welfare or safety of other pupils or of the school personnel. It cannot just be punishment for what the student did if it doesn't impact other students or school personnel.

For each instance in which a student is disciplined for one of the off-campus behavior types that has a nexus to school, that can be reported in the corresponding behavior category. For example, if a student is disciplined for off-campus bullying that has a nexus to school, that can be reported in the bullying category.

Referral to Law Enforcement

Indicate if the student was also referred to law enforcement due to the incident.

"Referral to Law Enforcement" means a communication between a school administrator, teacher, or other school employee and law enforcement that:

Is initiated by the school administrator, teacher, or other school employee; and
Concerns behavior by a student that the school administrator, teacher, or other school employee believes may constitute a violation of the school conduct and discipline code or a criminal or delinquent offense and for which the school administrator, teacher, or other school employee requests an investigation or other involvement by law enforcement.

"Referral to Law Enforcement" does not include:

Contact with law enforcement that is made for the purpose of education, prevention, or intervention regarding a student's behavior.
Routine or incidental communication between a school administrator, teacher, or other school employee and law enforcement; or
any incident or communication that is initiated by law enforcement.

Code	Description
0	No
1	Yes

School-Related Arrest Status

Indicate if student was arrested for any activity conducted on school grounds, during off-campus school activities, or due to a referral by any school official.

Code	Description
0	No
1	Yes

Handcuffed Status

An indicator if the student was handcuffed.

Code	Description
0	No
1	Yes

Received Education Services During Expulsion

Indicate whether the student received educational services during the expulsion period. Only applicable when Discipline Action Type is '13- Expulsion'. Zero-fill if not applicable.

Code	Description
0	No
1	Yes

Calendar Year Expulsion

Indicate whether the student was expelled for a calendar year, 365 days. Only applicable when Discipline Action Type is '13-Expulsion'. Zero-fill if not applicable.

Code	Description
0	No
1	Yes

Document Changes:

Collection Year	Type of Change	Description of Change	Reason for Change	Element(s) Affected
2026-2027	Text	EDAC stamp updated	Approved by EDAC	EDAC stamp updated
2026-2027	Field/Code	Capture Student removal using Discipline Action Type Code 17, Removal for other reasons such as death, withdrawal, or incarceration. No longer would need the additional field	More straight forward way to capture the data	Discipline Action Type/Student Removal Field(do not add for 2026-2027)
2026-2027	Text	EDAC stamp updated	Approved by EDAC	EDAC stamp updated
2026-2027	Text	Updated Record Expectation to requirement that most serious behavior is per student	Clarification	Record Expectation
2026-2027	Field	Added Calendar Year Expulsion	EdFacts Firearm File Requirement	NEW
2026-2027	Field	Added Section 504 Status	Capture 504 status at the time of the incident	NEW
2026-2027	Text	Updated Discipline Action Length Description	Clarification	Discipline Action Length
2026-2027	Field	Added Student Removal	EdFacts requirement	NEW
2026-2027	Field	Changed name of Admin Unit Code to Admin Unit/SOP Code	Consistency across collections	Admin Unit Code
2026-2027	Field	Changed name of Special Education Action Flag to Special Education Status	Consistency across collections	Special Education Action Flag
2026-2027	Field	Reordered Fields in Data Field List	Logical order	Field Order
2026-2027	Field	Student Removal	Required for EdFacts	NEW
2026-2027	Text	Removed reference to unilateral removals and CRDC throughout document	Removing CRDC related data from this collection and consolidating special education removals into Discipline Action Type	Document Text
2026-2027	Code	Added Discipline Action Type Code 16, Removal Based on a Hearing Officer's Determination	Consolidating	NEW-Discipline Action Type

Collection Year	Type of Change	Description of Change	Reason for Change	Element(s) Affected
2026-2027	Code	Added Discipline Action Type Code 15, Unilateral Removal by School Personnel	Consolidating	NEW-Discipline Action Type
2026-2027	Code	Remove Discipline Action Type Code 00	Removing CRDC related data from this collection	Discipline Action Type
2026-2027	Code	Remove Behavior Types 17-43	Removing CRDC related data from this collection	Behavior Types 17-43
2026-2027	Field	Removed Transferred to Alternative School (for Disciplinary Reasons)	Removing CRDC related data from this collection	Removed Transferred to Alternative School (for Disciplinary Reasons)
2026-2027	Field	Removed Special Education Removal Type and Special Education Removal Reason	Consolidating into Discipline Action Type	Special Education Removal Type and Special Education Removal Reason
2025-2026	Text	EDAC stamp updated	Approved by EDAC	EDAC stamp updated
2025-2026	Text	Modified the Record Expectation section for clarification	Provide more details to this section	Record Expectation
2025-2026	Text	Change time of incident to time of discipline action	Reference correct date	Special Education Action Flag
2025-2026	Text	Require Discipline Action Code 00 for Behaviors 17-43	Support business rule	Discipline Action Code for CRDC behaviors
2025-2026	Field	Discipline Start Date cannot be zero-filled	Support business rule	Discipline Start Date
2025-2026	Text	Remove Restraint and Seclusion wording from Discipline Action Start Date description.	No longer collected in file	Discipline Action Start Date Description
2025-2026	Text	EDAC stamp added	Approved by EDAC	EDAC stamp added
2025-2026	Text	Added Off Campus Behavior Flag field		Off Campus Flag
2025-2026	Code	Removed Behavior Type code 00	Restraint and seclusion now collected in separate collection	Behavior Type
2025-2026	Field	Removed the 3 restraint and seclusion fields	Restraint and seclusion to be collected in a separate Data Pipeline file starting in 25-26	Physical Restraint, Mechanical Restraint, and Placed in Seclusion
2024-2025	Text	Added EDAC stamp	Approved by EDAC	EDAC stamp added

Collection Year	Type of Change	Description of Change	Reason for Change	Element(s) Affected
2024-2025	Code	Added Behavior code 00	For LEAs to report restraint and seclusion data	Behavior code added
2023-2024	Text	Added EDAC stamp	Approved by EDAC	EDAC stamp added
2023-2024		Updated to include all student-level discipline data reporting requirements	SB22-1376 requirements	Data file