



**Georgia State Discipline  
SASlxp GAE07 extract  
Kathe Ferguson-SASlxp Support**

All state reportable incidents and/or dispositions are reported to the state of Georgia for grades KK thru 12, active and inactive students for the 2003-04 SASlxp school year.

**Tables to populate used by the GAE07 state discipline extract.**

**X98 table  
DSP table  
ILC table  
GAE table  
GA8 table**

Included are examples of the X98 table: SASIxp and State incident (what the student did wrong) codes.

**Table Definition**

Table List | Table Definition

Group: Georgia | GA Discipline Codes | 3

Ln	Type	Table Description	Ln	Code	Description	Alt Code
31	GAT	Georgia Gifted Eligibility	1	009	SER DSRPT BEH	06
32	GAU	Georgia Gifted Referral	2	020	DMG SCH PROP	20
33	GAV	Georgia Gifted Served Code	3	021	B & E SCH PROP	04
34	GAW	Georgia Gifted Ability Test	4	022	THEFT SCH PROP	11
35	GAX	Georgia Gifted Ach Test	5	023	VEH THEFT SCH	12
36	GAZ	Georgia Gifted Creativity	6	025	ARSN SCH PROP	02
37	GCC	Gifted Content Area	7	030	DMG PRIV PROP	20
38	GDM	Gifted Delivery Model	8	032	THEFT PRIV PROP	11
39	TYP	Disposition Data Type	9	033	VEH THEFT PRIV	12
40	X98	GA Discipline Codes	10	035	ARSN PRIV PROP	02
41	Y12	GA FTE Weight	11	040	THREAT SCH EMP	17
42	Y40	SRC GA FTE03 Program Category	12	042	SEX BTRY EMP	14
			13	043	FIGHT SCH EMP	08
			14	044	ROB SCH EMP	13
			15	045	KDNP SCH EMP	10
			16	046	HMCD SCH EMP	09
			17	047	BTRY SCH EMP	03
			18	050	THREATEN STUDENT	17
			19	052	SEX BTRY STUDENT	14
			20	053	FIGHT STUDENT	08
			21	054	ROB STUDENT	13
			22	055	KDNP STUDENT	10
			23	056	HMCD STUDENT	09

Ad

Table Definition

Table List | Table Definition

Group: Georgia

GA Discipline Codes 3

Ln	Type	Table Description	Ln	Code	Description	Alt Code
41	X98	GA Discipline Codes	1	01	Alcohol (1A)	01
42	Y12	GA FTE Weight	2	02	Drug Viol (1A)	07
43	Y40	SRC GA FTE03 Program Category	3	03	Drug Viol (1B)	07
44	Y57	Class Service Type	4	04	Med. Viol (2)	
45	Y58	Other Instruction Flag	5	05	vWeapon-Handgun	25
46	Y59	LEP Student Primary ID Method	6	06	vWeapon-Pellet	23
47	Y60	Deferred Placement	7	07	vWeapon - Other Pr	23
48	Y61	Test Non Participation Reason	8	08	vWeap-Knife>2.4"	22
49	Y62	Plan of Special Services	9	09	vWeap-Kni 2-2.4"	22
50	Y63	Planning Type	10	10	vWeap-Knife<2"	22
51	Y64	Class Type	11	11	vWeap-Explosive	23
52	Y65	ETS	12	12	vWeapon-Other	23
			13	13	Disrespect Emp	
			14	14	Verb Asslt-Emp	
			15	15	Battery-Emp	03
			16	16	Disrespect-Stu	06
			17	17	Verb Asslt-Stu	
			18	18	Battery-Student	03
			19	19	Kidnapping	10
			20	20	Fighting	08
			21	21	Homicide	09
			22	22	Battery-Sexual	14
			23	23	Tobacco	18
			24	24	Off Campus Crime	
			25	25	Vandalism	20
			26	26	Arson	02
			27	27	Break/Ent/Burglary	04
			28	28	Computer Trespass	05

These tables are examples only.

Code column-your schools discipline (incident) codes from the Discipline Codes atom.

Description column-descriptions of these incidents.

Alt Code column-populated **only** for the state reportable incidents using the state 2 digit incident codes.

For visual purposes most districts populate the X98 table with **ALL** codes the district uses from the Discipline Codes atom. If you have listed all codes in the X98 table, **ONLY** populate the Alt Code column for state reportable incidents. It is

only necessary to populate the X98 table for all state reportable incident codes along with the alt code.

Example, if your Discipline Code is 001 with a description of Chewing Gun, the Alt Code field is left empty for this line, chewing gum is not state reportable. If your Discipline Code for Fighting is 200, the Alt Code field will be populated with the state code for fighting, 08.

If a student has a non state reportable incident code, say Chewing Gum, but a state reportable action code, say ISS, when the GAE07 extract is ran, in the GA Discipline Maintenance atom and your GAE07.txt file, this incident will be coded with a state code of 24. In reverse, if a student has a state reportable incident and non state reportable disposition (action taken) then action code will extract to the GAE07 and GA Discipline atom with a code of 80. These are built in defaults and acceptable by the state of Georgia.

FYI-2 new incident codes have been added to the 2004 discipline records and one code eliminated.

New code, Weapons-handgun, alt code will be 25

New code, Weapons-rifle, alt code will be 26

Eliminated code, Weapons, alt code 21

Verification with the GA DOE-

Sawed off Shotgun-school code that is associated to alt code 26

BB Gun-school code that is associated to alt code 23

Paint Ball Gun-school code that is associated to alt code 23

Pellet Gun-school code that is associated to alt code 23

Please enter the alt codes for these tables with the 2 digits codes, listed exactly as the state discipline document indicates.

State incident codes can be found in the FY2004 Student Record Data Collection Discipline Data Element Detailed document on the state website.

<http://techservices.doe.k12.ga.us/admin/datacollect/studentrecord>

Included are examples of the DSP table: SASIxp and State action, (disposition, action taken to the student) codes.

Table Definition

Table List      Table Definition

Group: All Tables      Disposition Code      4

Ln	Type	Table Description	Ln	Code	Description	Alt Code
48	CPT	College Prep Tag	1			
49	CRT	Course Type	2	00	Continued Action-PriorInc	00
50	CSL	CS Course/Section Rules	3	400	Student Conference/wrng	
51	CTR	Country Code	4	405	Parent notification	
52	DIS	SRC Discipline	5	410	Parent conference/wrng	
53	DLD	Discipline Length Difference	6	415	Principal conference/wrng	
54	DPL	Diploma Type	7	417	Principal confnc/tribunal	
55	DPT	Department Code	8	420	Conference/other	
56	DSP	Disposition Code	9	430	TimeoutOffic/OpprtnyRm	
57	DU1	Discipline User Code 1	10	440	Restitution	
58	DU2	Discipline User Code 2	11	445	Public detention	
59	DU3	Discipline User Code 3	12	450	Bus misconduct referral	
			13	455	BUS SUSPENSION 1-10	50
			14	456	BUS SUSPENSION >10	50
			15	460	IN-SCHOOL SUSPENSION	20
			16	465	Saturday opportunity sch	
			17	470	OUTOFSCH SUSPENSION	30
			18	471	TCHR RMV-ADM SUPPORT	91
			19	472	TCHR RMV-ADM RETURN	92
			20	473	TCHR RMV-PNL SUPPORT	93
			21	474	TCHR RMV-PNL RETURN	94
			22	475	SST referral	
			23	480	SSWVT referral	
			24	481	COURT/JUVENILE REFERL	70
			25	485	Counselor referral	
			26	490	Informal hearing referral	
			27	495	Tribunal hearing referral	

**Table Definition**

Table List | Table Definition

Group: Discipline Disposition Code 4

Ln	Type	Table Description	Ln	Code	Description	Alt Code
1	DLD	Discipline Length Difference	15	DISP	Disciplinary Probation	
2	DSP	Disposition Code	16	DUE	Due Process	
3	DU1	Discipline User Code 1	17	EXP	Expulsion	40
4	DU2	Discipline User Code 2	18	FIN	Financial Restitution	
5	DU3	Discipline User Code 3	19	FULL	Full Day Isolation	91
6	DU4	Discipline User Code 4	20	HEAR	Hearing/Tribunal	
7	DU5	Discipline User Code 5	21	ISS	In-School Suspension	20
8	ILC	Incident Location	22	JUVN	Juvenile Complaint	70
9	IRA	Involvement Code	23	LNCH	Lunch Detention	
10	IRB	Security Measures	24	LOSS	No Recess/Free Time	
11	IRC	Incident Type	25	N G	Not Guilty	
12	IRD	Service Type	26	OFF	Office Detention	
			27	OSS	Out-Of-School Suspension	30
			28	PART	Partial Day Isolation	
			29	PTC	Parent/Student/Teacher Co	
			30	REST	Restriction from Assemblies	
			31	RMV1	Removed - Alt Setting Adm	91
			32	RMV2	Rem - Returned Admin	92
			33	RMV3	Removed - Alt Setting Panel	93
			34	RMV4	Rem - Returned Panel	94
			35	SAT	Saturday Work Detention	
			36	SRO	School Resource Office C	
			37	SSP	School Service Project	
			38	TEAC	Another Teacher's Classroom	
			39	TIME	Office Time-Out	
			40	WRIT	Writing Assignment	
			41	WRN	Reprimand or Warning	
			42	ZERO	Zero Tolerance Policy	

Add Del Close

Code column-the actual codes schools use for dispositions when entering disposition data.

Description-description of the disposition action.

Alt code column-used for mapping your school disposition code to the state action code.

The Alt Code is only populated for state reportable action/auxiliary codes. In the case of state code 90, Removal From Class at Teachers Request, in order for the auxiliary code to populate correctly in the GAE07 extract, (GA Discipline Maintenance atom), populate the Alt Code column with the actual Discipline Action Auxiliary code, 91, 92, 93, or 94.

State action (disposition) codes are listed in the FY2004 Student Record Data Collection Discipline Data Element Detailed document on the state website.

<http://techservices.doe.k12.ga.us/admin/datacollect/studentrecord>

## Example of the ILC table (incident locations)

The screenshot shows a software interface titled 'Table Definition'. It has two tabs: 'Table List' and 'Table Definition'. The 'Table List' tab is active, showing a list of tables under the group 'Discipline'. The 'Incident Location' table is selected, and its details are shown in the 'Table Definition' tab. The 'Incident Location' table has 10 rows, each with a line number (Ln), a code, and a description.

Ln	Type	Table Description
1	DLD	Discipline Length Difference
2	DSP	Disposition Code
3	DU1	Discipline User Code 1
4	DU2	Discipline User Code 2
5	DU3	Discipline User Code 3
6	DU4	Discipline User Code 4
7	DU5	Discipline User Code 5
8	ILC	Incident Location
9	IRA	Involvement Code
10	IRB	Security Measures
11	IRC	Incident Type
12	IRD	Service Type

Ln	Code	Description
1	11	During School/On Campus
2	12	During Sch/Off Cam Schl Act
3	13	During School/Bus
4	14	During Schl Hrs/Off Sch NS Act
5	21	After School Actv/On Campus
6	22	After School Actv/Off Campus
7	23	After School Actv/Bus
8	31	Outside Sch/On Campus
9	32	Outside Sch/Assoc. w/Sch
10	33	Outside Sch/No assoc. w/sch

State incident location codes are listed in the FY2003 Student Record Data Collection Discipline Data Element Detailed document on the state website.  
<http://techservices.doe.k12.ga.us/admin/datacollect/studentrecord>

## Example of the GAE table

The screenshot shows a software window titled "Table Definition" with two tabs: "Table List" and "Table Definition". The "Table List" tab is active, showing a list of tables for the state of Georgia. The "GAE" table, "Georgia Demog Alt School Code", is selected and highlighted in blue. To the right of the main list, a detailed view of the "GAE" table is shown, listing 7 rows of alternative school codes and their descriptions. The "Add" and "Del" buttons are visible at the bottom right of the table list, and a "Close" button is at the bottom right of the window.

Ln	Type	Table Description	Ln	Code	Description	Alt Code
8	GA5	Georgia Demog County of Res	1	1	Crossroads Alt School	
9	GA6	Georgia Crossroads Reason Code	2	2	Other Alt Sch for Disruptiv	
10	GA7	Special Needs Codes	3	3	Other Alt Sch for Non-Disr	
11	GA8	Alt Sch #	4	4	Not enrolled in Alt Sch	
12	GAA	Georgia Supplemental Inclusion	5	5	Community-Based Alt Ed P	
13	GAB	Georgia Demograph Record Type	6	6	In-School Suspension	
14	GAC	Georgia Demograph Under Age	7	7	School-Community Guidan	
15	GAD	Georgia Demog Pre-Kindgtn Prog				
16	GAE	Georgia Demog Alt School Code				
17	GAF	Georgia Demog Diploma Type				
18	GAG	Georgia Demog Grd Pgm of Study				
19	GAH	Georgia Demog PG Occupation				

State Alternative School Code's are listed on the state web site, document FY2004 Student Record Data Collection Data Element Detail.

<http://techservices.doe.k12.ga.us/admin/datacollect/studentrecord>

## Example of the GA8 table

The screenshot shows a software window titled "Table Definition" with two tabs: "Table List" and "Table Definition". The "Table List" tab is active. At the top, there is a "Group:" dropdown menu set to "Georgia" and an "Alt Sch #" input field containing the number "4". Below this is a table with two columns: "Ln" (Line Number) and "Table Description". The table lists 12 entries, with the 12th entry, "GA8 Alt Sch #", highlighted in blue. To the right of the table is a vertical scrollbar. Below the table are "Add" and "Del" buttons. At the bottom right of the window is a "Close" button.

Ln	Type	Table Description
1	COR	County of Residence
2	G10	HOPE Subject Area
3	G11	HOPE Specific Subject
4	G12	HOPE Curriculum Conversion
5	GA1	Georgia Gifted Motivation
6	GA2	Georgia FTE Actual Codes
7	GA3	Georgia ESOL Segment Itinerant
8	GA4	Georgia ESOL Seg Non-Itinerant
9	GA5	Georgia Demog County of Res
10	GA6	Georgia Crossroads Reason Code
11	GA7	Special Needs Codes
12	GA8	Alt Sch #

The above codes will be your district alternative schools 4 digit school ID's.

## Entering Discipline for Georgia

Minimum fields required:

Incid Date – Incident Date

Incid Loc – Incident Location

Disc CD – Discipline Code

Disp Code – Disposition code

Strt Date – Start Date – required for all types of suspensions and expulsions

End Date – End Date – required for all types of suspensions and expulsions

TimeIn - populate for any ISS less than 1 day

TimeOut – populate for any ISS less than 1 day

Action Taken By – Holds the social security number of administrator assigning disposition. Format for entering SSN is 9 digits, left justified, **without dashes or periods**, i.e. 111002222. Action Taken By is required for all state reportable dispositions.

Action Taken By(2) – Holds the social security number of the classroom teacher if the disposition is one of the state “Teacher Removal” action auxiliary codes 91, 92, 93 or 94. Again, enter the SSN without dashes or periods, left justified and 9 digits.

The Data Indicator Type field that is required in the GAE07 extract is now internally calculated per the data entry of their discipline incidents/dispositions.

The system will calculate the Data type indicator in the following way:

- Data Type Indicator 1
- If there is one discipline incident at one location, with one disposition code:
  - The user should enter the discipline code, disposition code and location code of the discipline incident as well as the start and end dates for the disposition and administrator SSN
  - The system will calculate a data type indicator of 1
  
- Data Type Indicator 2
- If there are multiple discipline incidents at one location, with one disposition code:
  - The user should enter the discipline incident codes and location codes for each discipline incident
  - The user should enter a disposition code, as well as start and end dates for the first discipline incident and the administrator SSN
  - The user should enter a disposition code of 00, as well as start and end dates and administrator SSN for the remaining discipline incidents

- The system will calculate a data type indicator of 1 for the first incident that has the disposition code and a data type of 2 will be calculated for the remaining discipline incidents that have the 00 disposition code.
- Data Type Indicator 3
- If there is one discipline incident at one location with multiple dispositions:
  - The user should enter the discipline code, the location code, and the disposition code for the discipline incident as well as the start and end dates and administrator SSN for the disposition.
  - Once this information is entered, the record should be saved. Then the disposition button should be pressed again and the additional disposition codes should be entered for the remaining discipline incidents
  - The system will calculate a data type indicator of 1 for the first incident that has the discipline incident code and a data type of 3 will be calculated for the remaining disposition records associated with that discipline incident

The Auxiliary code required in the GAE07 extract is calculated per entry into to the discipline atom, GA Supplemental atom and table files.

- State code 10, the auxiliary code is not populated.
- State codes 20, 30, 40, and 50 are calculated per the start and end dates of the disposition code entered into the disposition line of the incident, these are mapped in the DSP table. The auxiliary code will be populated per:
  1. 20-# of days from the start and end dates of the disposition, 99 if less than 1 day
  2. 30-10 days or less=1  
Greater than 10 days=2
  3. 40-expelled for a specific time frame=1  
Permanently expelled=2
  4. 50-10 days or less=1  
Greater than 10 day=2
- State codes 60, 61, 62, and 63. The 4 digit school code from the Alt Sch # field in GA Supplemental atom is populated in the auxiliary code when codes 60, 61, 62 and 63 are used for a disposition.
- State codes 70 and 80, the auxiliary codes are not populated.
- State code 90, the auxiliary code is populated with either a 1, 2, 3, or 4 per the alt code column in the DSP table (codes 91, 92, 93 or 94 in alt code, reading the 1 in 91, 2 in 92, 3 in 93 and 4 in 94) .

State auxiliary codes are listed in the FY2004 Student Record Data Collection Discipline Data Element Detailed document on the state website.

<http://techservices.doe.k12.ga.us/admin/datacollect/studentrecord/>

How a single incident, single disposition discipline entry should look like in the discipline atom, data type indicator 1.

**Teststudent2, Pang - Discipline**

Last Name	First Name	Middle Name	Grd	Gen	Student ID
Teststudent2	Pang		10	F	33210
Total Disposition Days		Total Disposition Hours		Total Demerits	Total Incidents
0		0.0		0	1
Ethnic		I/S Code		Disciplinary User Code	
Asian - A		Regular			

Ln	Incid Date	Num	Cd	Description	Disposition Code	Disposition Des	Disposition Num	Incid Loc
1	05/21/03	1	17	Obscenity	ISS	In-School Suspensio	1	11

**Teststudent2, Pang - Discipline (Detailed)**

Last Name	First Name	Middle Name	Grd	Gen	Student ID
Teststudent2	Pang		10	F	33210

Incid Date	Incid #	Incid Loc	Disc Cd	Disc Description	Disp Cd	Disp Description	Disp #
05/21/03	1	11	17	Obscenity	ISS	In-School Suspens	1

Day	Hours	Dmt	S/L	Referred By	Refer Date	School	Con	Zone	Incid ID#
			5		05/21/03	031	1		

Report First Name: Report Last Name: State Incd #: Ethnic: Action Setting: Len: Rsn:

0310018725 A

**Disposition**

Incid Date	Incid#	Des Cd	Description	Referred By	Refer Date	S/L
05/21/03	1	17	Obscenity		05/21/03	5

Ln	Disposition	Disp Desc	Disp Num	Disp Days	Strt Date	End Date	TimeIn	TimeOut	Action Taken By
1	ISS	In-School Suspensio	1		05/21/03	05/23/03			999999999

Screen shot of this student after GAE07 extract is ran, GA Discipline Maintenance atom.

**Teststudent2, Pang - GA Discipline Maintenance**

Last Name	First Name	Middle Name	Grd	Gen	Student ID
Teststudent2	Pang		10	F	33210
Soc. Sec. No.	Ethnic Code	Birth Date	Fiscal Yr	Sch Num	
111-22-3333	A	09/20/87	2003	031	

Ln	System	School	Inc Num	Type	Incid Date	Incid Code	Incid Loc	Teacher ID	Act Code	Aux Code	Admin ID
1	747	4050	E001	1	05/21/03	06	11		20	3	999999999

How a multiple incident, single disposition entry should look in discipline atom, data type indicator 2.

**Teststudent, Karen L. Discipline**

Last Name	First Name	Middle Name	Grd	Gen	Student ID
Teststudent	Karen	Leslie	10	F	1994
Total Disposition Days	Total Disposition Hours	Total Demerits	Total Incidents		
0	0.0	0	2		
Ethnic	I/S Code	Disciplinary User Code			
White	Regular				

Ln	Incid Date	Num	Cd	Description	Disposition Code	Disposition Des	Disposition Num	Incid Loc
1	05/20/03	1	06	Fail to obey	OSS	Out-Of-School Suspe	1	11
2	05/20/03	2	05	Willful Refusal	00	Continuation of Acti	1	11

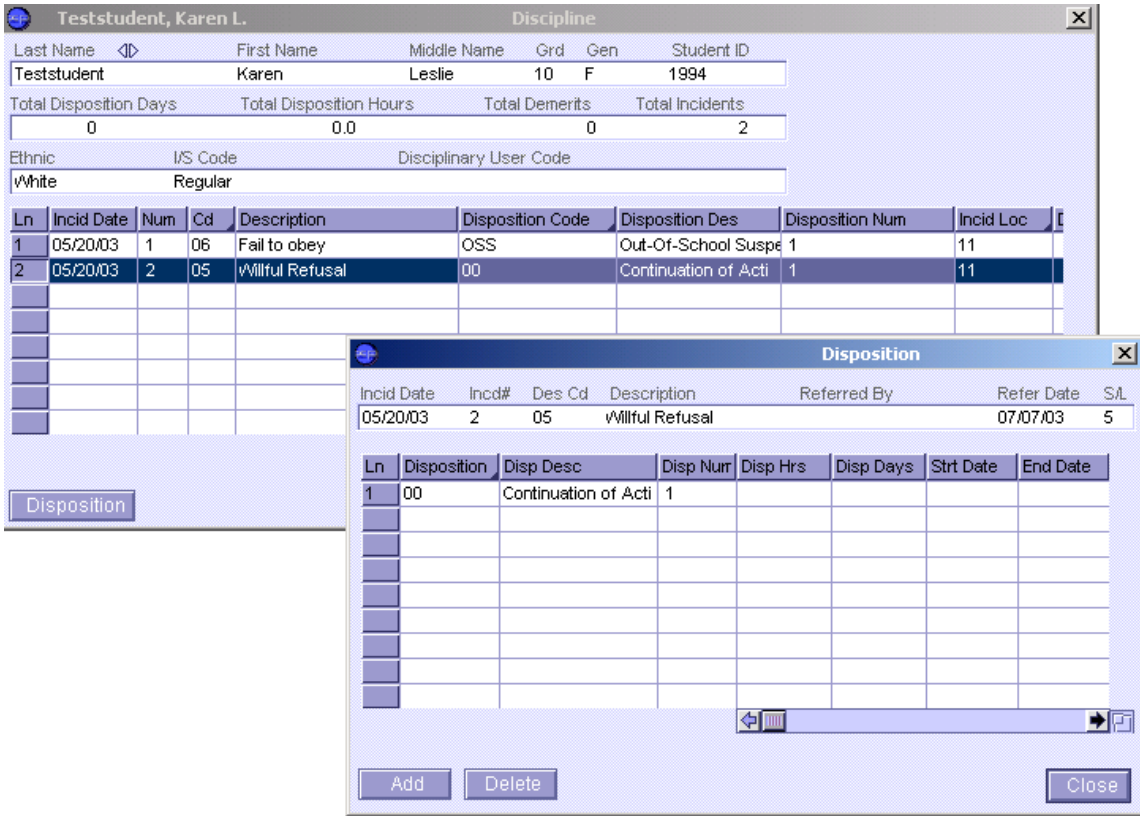
**Disposition**

Incid Date	Incid#	Des Cd	Description	Referred By	Refer Date	S/L
05/20/03	1	06	Fail to obey		05/20/03	5

Ln	Disposition	Disp Desc	Disp Nurr	Disp Hrs	Disp Days	Strt Date	End Date
1	OSS	Out-Of-School Susp	1			05/20/03	05/20/03

Disposition

Add Delete Close



User will enter the 1<sup>st</sup> incident, along with the disposition. Then they will enter the 2<sup>nd</sup> incident with a disposition of 00-Continuation of Incident.

Results from the GAE07 extract, GA Maintenance atom:

Teststudent, Karen		GA Discipline Maintenance									
Last Name	First Name	Middle Name	Grd	Gen	Student ID						
Teststudent	Karen	Leslie	10	F	1994						
Soc. Sec. No.	Ethnic Code	Birth Date	Fiscal Yr	Sch Num							
888-66-7777	w	02/07/87	2003	031							
Ln	System	School	Inc Num	Type	Inc Date	Inc Code	Inc Loc	Teacher ID	Act Code	Aux Code	Admin ID
1	747	4050	E001	1	05/20/03	24	11		30	1	99999999
2	747	4050	E001	2	05/20/03	24	11		00		99999999

How a single incident, multiple disposition entry should look in discipline atom, data type indicator 3.

TestStudent3, Katie N. Discipline

Last Name	First Name	Middle Name	Grd	Gen	Student ID
TestStudent3	Katie	Naomi	10	F	3306

Total Disposition Days	Total Disposition Hours	Total Demerits	Total Incidents
0	0.0	0	1

Ethnic: vWhite I/S Code: Regular Disciplinary User Code:

Ln	Incid Date	Num	Cd	Description	Disposition Code	Disposition Des	Disposition Num	Incid Loc
1	05/16/03	1	69	Bus - Noise	BUS	Bus - Suspension	1	13

Disposition

TestStudent3, Katie N. Discipline

Last Name	First Name	Middle Name	Grd	Gen	Student ID
TestStudent3	Katie	Naomi	10	F	3306

Incid Date	Incid #	Incid Loc	Disc Cd	Disc Description	Disp Cd	Disp Description	Disp #
05/16/03	1	13	69	Bus - Noise	BUS	Bus - Suspension	1

Day	Hours	Dmt	S/L	Referred By	Refer Date	School	Con	Zone	Incid ID#
0	0.0		5		05/16/03	031	1		

Report First Name: Report Last Name: State Incd #: Ethnic: Action Setting: Len: Rsn:

Disc User: 0310018726 vW

Disposition

Incid Date	Incid#	Des Cd	Description	Referred By	Refer Date	S/L
05/16/03	1	69	Bus - Noise		05/16/03	5

Ln	Disposition	Disp Desc	Disp Num	Disp Hrs	Disp Days	Strt Date	End Date
1	AUTH	Authorities Called	1				
2	BUS	Bus - Suspension	1			05/16/03	05/20/03

Results after the GAE07 extract was ran, GA Discipline Maintenance atom.

TestStudent3, Katie GA Discipline Maintenance

Last Name	First Name	Middle Name	Grd	Gen	Student ID
TestStudent3	Katie	Naomi	10	F	3306

Soc. Sec. No.	Ethnic Code	Birth Date	Fiscal Yr	Sch Num
222-33-4444	vW	06/05/87	2003	031

Ln	System	School	Inc Num	Type	Inc Date	Inc Code	Inc Loc	Teacher ID	Act Code	Aux Code	Admin ID
1	747	4050	E001	1	05/16/03	24	13		50	1	999999999
2	747	4050	E001	3	05/16/03	00	00		80		999999999

## Running the GAE07 extract

Schools will run the GAE07, GA Discipline Extract, from the GA State Report Launcher.

The screenshot shows the 'State Report Launcher' application window. At the top, the 'State' is set to 'Georgia'. Below this is a table listing various reports. The 'GA Discipline Extract' (Report ID GAE07) is highlighted. Below the table is the 'Extract User Interface' for GAE07, which includes a 'Report ID' field with 'GAE07', a 'GA Discipline Extract' section with a 'Generic' dropdown, and an 'Enter Parameters for Extract' section with an 'Options' tab. Under the 'Options' tab, there are fields for 'School Process' (set to 'Extract & Data Verification') and 'Fiscal Year' (set to '2004'). At the bottom right of the interface are 'Close' and 'Continue' buttons.

Ln	Report ID	Report Description
1	FTE01	Master Segment Collection Report
2	FTE02	FTE Count Data Report
3	FTE03	FTE Summary Data Report
4	FTE04	FTE Spe Ed Summary Data Report
5	FTE062	FTE Special Ed. Child Count Data Report
6	GAE01	GA FTE School Extract
7	GAE02	GA FTE District Extract
8	GAE03	GA System Level Extract
9	GAE04	GA Student Level Extract
10	GAE05	GA School Level Extract
11	GAE06	GA Student Course Level Extract
12	GAE07	GA Discipline Extract

Extract User Interface

Report ID: GAE07

GA Discipline Extract

Generic

Enter Parameters for Extract

Options

School Process: Extract & Data Verification

Fiscal Year: 2004

Close Continue

Once this extract is run, schools can view the data in the GA Discipline Maintenance atom or query the SGAQ file. There will be an error log generated that schools can use to make corrections in their data. The error log will be named GAE07.err and can be found in the schools datafile folder on the drive where SASIxp is located.

At the district office, data will be uploaded through the overnight process or a manual process. The files to consolidate will be SGAM, SGAP, SGAS, SGAT, SGAL, SGAQ, ASTU and AENR. After consolidation is run, the district office will run the

GAE07, Discipline Extract from the state report launcher. Screen shots are the same as above.

The GAE07.txt will look like this: Student 22222222 has 3 discipline records reported to the state, student 33333333 has 8 records, student 44444444 has 6 records and student 55555555 has 1 record.

20031680305022222222E0031200210032423	50	1252844503
20031680305022222222E0041200303052411	20	1258117272
20031680305022222222E0051200304232411	20	2252844503
2003168030503333333333E0051200302042423	20	2252844503
2003168030503333333333E0071200302182423	20	3252844503
2003168030503333333333E0081200303042411	10	252844503
2003168030503333333333E0091200303242411	20	2252844503
2003168030503333333333E0101200304102411	20	2252844503
2003168030503333333333E0111200305012411	10	260626575
2003168030503333333333E0121200305072411	20	3252844503
2003168030503333333333E0131200305122411	20	5252844503
2003168030504444444444E0041200301222423	20	3252844503
2003168030504444444444E0061200302032411	20	2252844503
2003168030504444444444E0071200302122413	50	1260626575
2003168030504444444444E0081200303242423	50	1252844503
2003168030504444444444E0091200304112423	20	5252844503
2003168030504444444444E0101200304182411	20	1252844503
200316803050555555555E0111200303042411	20	2252844503

### **Fields Reported in GAE07.txt file**

Listed below are the fields that are reported to the state in the GAE07.txt file. To view a detailed state document on discipline data file layout see state web site. [http://techservices.doe.k12.ga.us/admin/datacollect/studentrecord/FY2004\\_Student\\_Record\\_Data\\_Collection\\_Discipline\\_layout.pdf](http://techservices.doe.k12.ga.us/admin/datacollect/studentrecord/FY2004_Student_Record_Data_Collection_Discipline_layout.pdf)

Fiscal Year – information populated from the GAE07 report interface. Positions 1 thru 4 in the text document.

Period – internally populated, in regards to student record discipline reporting period always equals 1. Position 5 in the text document.

System Code – located in the school atom, localization page. 3 digit district ID number. To query the file: ASCH DistNum. Positions 6 thru 8 in the text document.

School Code – 4 digit alt school number in the school atom. To query the file: ASCH AltNumber. Positions 9 thru 12 in the text document.

Student ID – the 9 digit social security number or state approved social security like number, must be the same number as reported in FTE for each individual student reporting discipline incidents/dispositions. To query the file: ASTU SocSecNum. Positions 13 thru 21 in the text document.

Discipline Incident Number – indicates specific discipline incidents for a given student. Each discrete discipline incident will have a unique discipline incident number. Sample: E001 for the 1<sup>st</sup> incident, E002 for a second incident on a different date. To query the file: SGAQ IncidNum. Positions 22 thru 25 in the text document.

Date Type Indicator – indicates whether a complete record with the incident and action completed, or whether it is a continuation of a multiple incident or action event, codes will be 1, 2 or 3. SGAQ DataType. Position 26 in text document.

Discipline Incident Date – for each discipline incident, a date of occurrence must be entered. ADIS ReportDate. Positions 27 thru 34 in the text document.

Discipline Incident Type – identifies the type of infraction for each discipline incident.  
ADIS DescCode. Positions 35 thru 36 in the text document.

Discipline Incident-Context and Location – indicates the location which the incident occurred. ADIS IncidLoc. Positions 37 thru 38 in the text document.

Teacher ID – social security number of the teacher removing student from class. ADPO ActionBy2. Positions 39 thru 47 in the text document.

Discipline Action code – indicates the codes for discipline action taken. ADPO DispCode. Positions 48 thru 49 in the text document.

Discipline Action Auxiliary Code – indicates auxiliary information. SGAQ ActAuxCd. Position 50 thru 53 in the text document.

Administrator ID – social security number of the principal or principal's designee that administered the specific discipline action. ADPO ActionBy. Positions 54 thru 62 in the text document.

## **Troubleshooting GAE07 discipline extract**

Problem: We received errors from the state that all incidents are being reported as a code 24-Other Discipline Incident for a State-Reported Discipline Action.  
Resolution: In the X98 table, schools did not have their codes mapped to the state codes in the Alt Code column. All incidents that are reported to the state must have the Alt Code populated with the states incident code. **It is also very important that your consolidated school X98 and DSP tables are mapped accurately with the alt codes.**

Problem: The Auxiliary code is not getting populated in the Discipline Maintenance atom after the GAE07 extract is ran.  
Resolution: In many cases the problem occurs for suspensions or expulsions. The start and end dates for the “in school suspensions”, “out of school suspension”, “bus suspensions”, and “expulsions” must be populated. For a permanent expulsion the end date is left blank. For students assigned to Alternative school, codes 60 thru 63, the 4 digit alternative school number must be populated in the GA Supplemental atom, Alt School # field in the demographics page. For the Removal from class codes of 91 thru 94, the alt code must be populated in the X98 table in order for the 1, 2, 3 or 4 to populate in the Aux Code.

Problem: School ran the GAE07 extract and the incident is in the GA Discipline maintenance file but the disposition is not listed.  
Resolution: In the DSP table, the alt codes were populated with a 0 fill; instead of 01 they had entered 001. **Alt codes must be populated exactly the same as the states code, 2 digits only.**

Problem: School ran the GAE07 extract and some of the incidents/dispositions that should be reported were not in GA Discipline Maintenance atom.  
Resolution: In the Discipline Codes atom, school has the codes listed as a 3 digit code, example 001 with the description of Alcohol. In the X98 table the codes were listed as a 2 digit code, 01 with the description of Alcohol and the alt code of 01. The first code column must match the exact code that you have in the Discipline Codes atom. Once this code was corrected to 001 Alcohol keeping the alt code 01, a new GAE07 extract was ran and the incident was then reported in the GA Discipline Maintenance atom.

**Ninety percent of support calls regarding the Discipline Extract, GAE07, result in problems with the X98 and DSP tables. Verify that these 2 tables are populated accurately with the alt codes populated for state reportable incidents and dispositions.**

## Conversion Issue

Problem: some schools were reporting that the converted state reportable incidents/dispositions were not extracting into the GAE07.txt file, (SGAQ) but the incidents/dispositions entered after conversion were in the extract file.

Resolution: Support found when double clicking on the specific incident for a students converted discipline, the school number field in the incident, 3<sup>rd</sup> line down, 7<sup>th</sup> field over, had 3 0's or was empty for incidents. This field must be populated in order for the discipline incidents/dispositions to get into the GAE07 extract file. Normally this field is auto populated when entering a discipline record for a student.

To correct this issue, a query change was ran, remember always have a valid backup of your schools datafile folder before running query changes.

CHANGE ADIS DisSchNum = xxx IF ReportDate >= "08/08/02", click show inactive records, replace the 3 x's with the school number, replace the date with the first day of schools date. This query will change **all** records in the discipline file from 08/08/02 and on, you may need to define this query specific to empty records only since you can have discipline records in your file that were transferred from another school in your district. Use your discretion.

## Querying the Discipline Extract file and fields

When the GAE07 extract is ran, the SGAQ file is populated, along with the GA Discipline Maintenance atom.

If a school wants to see all fields that were populated for all students who had state reportable incidents/dispositions, can run this query:

#### DISPLAY SGAQ ALL

- Click show inactive records. This is the data that will be uploaded to the district server and consolidated into the consolidated school. At the consolidated school, the district office will again run the GAE07 extract, at this point in time a GAE07.txt file is created and this file is sent to the state DOE for reporting purposes.

If a school has chosen to enter the teacher/administrators name into the Action Taken By field until the end of the year, here is a query that schools can use to mass change the name to the SSN.

```
CHANGE ADIS ADPO 2,ActionBy = xxxxxxxxx IF REPORTDATE >= "08/08/03"  
AND 2,ACTIONBY = "Pickles, L"
```

- Click show inactive records, replace the 9 x's with the teacher/administrators social security number, replace the date with your first day of school. This query will have to be run for each teacher/administrators name used in the Action Taken By field exactly as they are typed in the disposition screen. The same query can be run if the same occurs in the Action Taken By(2) field, replacing the 2,ActionBy with 2,ActionBy2

To verify discipline data that is hand inputted into the discipline file, you can run a query such as this: This way you can verify what data is missing and should be populated.

```
ASTU ADPO ADIS AADD PERMNUM SOCSECNUM LN FN REPORTDATE  
Descript 2,DISPCODE 2,DISPDESC 2,ACTIONBY 2,DispStrtDt 2,DispEndDt  
3,IncidLoc 3,IncdContxt IF ReportDate >= "08/08/03" Sort 2,DISPCODE
```