

## Protocol – Discipline

### Essential Elements

#### Data Collection Name:

Discipline

#### Associated EDFacts File Numbers

Files containing unduplicated counts of children

1. FS005 — Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting
2. FS006 — Children with Disabilities (IDEA) Suspensions/Expulsions
3. FS088 — Children with Disabilities (IDEA) Disciplinary Removals
4. FS144 — Educational Services During Expulsion

Files containing unduplicated counts of disciplinary events

1. FS007 — Children with Disabilities (IDEA) Reasons for Unilateral Removal
2. FS143 — Children with Disabilities (IDEA) Total Disciplinary Removals

#### Data Stewards:

1. Executive Director, Office of Special Education, Provides final review, approval, and certification of all SPP/APR submissions and related data reports.
2. Education Program Administrator for Data and Reporting / Part B Data Manager, Office of Special Education, oversees data collection, validation, and analysis; coordinates timelines and ensures compliance with IDEA and federal reporting requirements; serves as primary liaison with Partner Support and OSEP.
3. Data and Reporting Data Specialists, Office of Special Education, Conduct data collection and validation; analyze district-level data; provide technical assistance to LEAs; ensure data accuracy in SharePoint and related systems.
4. Transition Coordinators, Office of Special Education, collect and validate postsecondary outcomes data (Indicator 14); provide technical assistance to LEAs on transition requirements; ensure accuracy of transition-related data in MSIS and SharePoint.
5. Director of Data Analysis and Reporting, Office of Technology and Strategic Services, pulls data from backend systems for Indicators 1–14; compiles data for the APR and LEA determinations; ensures consistency across state data systems.
6. EDFacts Coordinators, Office of Technology and Strategic Services, maintain EDFacts file specifications, formatting, and submission requirements; ensure alignment of all data files with federal reporting standards.

### **Data Collection Levels:**

1. SEA and LEA level
2. Student level
3. Event level
4. Type of removal
5. Duration of removal
6. Other: School

### **Federal Reporting Period and Submission Dates:**

1. Reporting Period: Entire school year (typically defined as July 1 through June 30).
2. Due Date: Due annually on the third Wednesday in February.

### **State Collection and Submission Schedule:**

#### **Discipline Data Collection, Validation, and Submission Process (MSIS)**

1. District-Level Data Entry:  
Schools begin collecting discipline data on the first day of school and enter incidents into their local Student Information System (SIS) as events occur. Local SIS platforms vary by district (e.g., PowerSchool, SAMS, or other state-approved systems). Data is transferred from the SIS to MSIS via API nightly. Discipline data is verified and certified in MSIS monthly.
2. End-of-Year Reminders:  
In late May or early June, the Office of Special Education (OSE) issues an official reminder to Special Education Directors emphasizing the requirement for districts to ensure that all discipline incidents involving students with disabilities are finalized and submitted before Month 9 certification.
3. District Certification:  
All LEAs must finalize and approve their Month 9 MSIS submission by June 30, which certifies that all discipline, enrollment, and related student data are complete and accurate for the school year.
4. Data Migration to Generate:  
In September, the Database Administration (DBA) Team migrates the finalized data from MSIS into the Generate system via the Extract, Transform, and Load (ETL) process. The process follows the protocols outlined in the *Generate High-Level Overview* documentation.
5. Data Verification:  
In October, the Generate Team compares data between MSIS and Generate to ensure complete and accurate migration. Any discrepancies are investigated and resolved prior to the next step.

6. File Creation and Validation:

In October, the Generate Team creates the official EDFacts files through Generate. The OTSS Data Analyst performs validation checks for duplicates, missing values, and logic inconsistencies. If issues are identified, OTSS notifies the Office of Safe and Orderly Schools and the OSE Data and Reporting Team for resolution.

7. Final Quality Review:

The OTSS Data Analyst runs the EDFacts files through the IDEA Data Center (IDC) Edit Check Tools to confirm compliance with federal formatting and business rules. The validated files are then prepared for certification and submission through EMAPS.

## Collection:

### Discipline Data Collection and Reporting — MSIS

1. Schools begin collecting discipline data on the first day of school and record incidents in their local Student Information System (SIS) on an ongoing basis as events occur. Data is transferred from the SIS to MSIS via API nightly. Discipline data is verified and certified in MSIS monthly.
2. Data are reported at the incident and student level and are pulled from local SIS packages into MSIS on a nightly basis for all data elements.
3. If an incident outcome changes after the initial entry (for example, from a suspension to an expulsion), the district updates the event in its local SIS by resubmitting the same incident record with the same incident date but an updated disposition type. This ensures continuity and accurate event tracking within MSIS.
4. The Office of Technology and Strategic Services (OTSS) provides guidance, documentation, and resources to support accurate discipline data reporting and validation. Updated information on incident and disposition coding, validation rules, and reporting procedures is available on the MDE OTSS website: <https://mdek12.org/msis/msis-resource-library/>
5. These materials are reviewed and updated by the MSIS team and associated Data Owners as needed to reflect system updates and federal reporting changes.
6. The Office of Special Education (OSE) and OTSS provide ongoing technical assistance on discipline data entry, validation, and coding throughout the year. This includes support through MDE Data Conferences, monthly Office Hours, and district consultation calls to ensure accurate reporting and alignment with state and federal requirements.

### **IDEA SSS Considerations:**

The Education Program Administrator for Data and Reporting reviews and completes the IDEA SSS in EDPass. MSIS data quality checks are aligned to the IDEA SSS.

### **Data Validation:**

Generate File Creation and Validation Process - The Office of Technology and Strategic Services (OTSS) run ETL processes to load data from MSIS to Generate. Since MSIS is a CEDS-based data system, minimal data transformation is required. All data sources and transformations are documented in the associated ETL Checklist for each EDFacts file.

After loading and validating the data in Generate, the official EDFacts-formatted output file is produced for EDPass submission.

After the EDFacts files are produced, OTSS runs them through the IDEA Data Center (IDC) Edit Check Tool to validate data structure, totals, and business rule compliance. The results of the edit checks are shared with the Education Program Administrator for Data and Compliance for review.

### **Internal Approval Process:**

OSE and other responsible program offices are represented in MDE's Data Governance Committee. Data quality checks and business rules are integrated into MSIS by control of the Data Governance Committee. Data received from LEAs is validated with automated data checks. The EDFacts data files are shared with OSE prior to submission.

### **Submission: EDFacts file on p. 1.**

EDFacts File Validation and Submission - The OTSS Data Analyst runs the EDFacts files generated through Generate using the IDEA Data Center (IDC) Edit Check Tools to verify that all data meet federal formatting, business rules, and validation requirements. Once the files pass the edit checks and are confirmed to align with MSIS source data, they are approved for submission.

The EDFacts Coordinator retrieves the certified files from Generate, completes the upload to EDPass, and confirms successful transmission to the Office of Special Education (OSE).

All final and interim submission files are stored on the OTSS network drive in the designated "EDFacts Submitted Files" directory. Multiple versions—including test runs

and certified submissions—are retained for audit, version control, and documentation in accordance with the MDE Data Retention and Governance Policy.

### **Response to OSEP Data Quality Report:**

When year-to-year data changes or anomalies are identified, the EDFacts Coordinator retrieves the data quality reports highlighting the areas of variance. These reports are provided to the Education Program Administrator for Data and Compliance for review.

The Education Program Administrator analyzes the reports, prepares data notes explaining the reasons for the year-to-year changes (such as program closures, district consolidations, or updates in reporting methodology), and submits the notes to the Director of Special Education for review and approval. Once approved, the Education Program Administrator forwards the finalized data notes to the EDFacts Coordinator, who enters them into EDPass as part of the official submission record.

### **Data Governance:**

Mississippi has an established data governance committee and procedures that outlines the process for change control. Any changes to data collections must be formally submitted to the Change Review Board, a subset of the data governance committee and voted upon and approved by data owners.

### **Public Reporting:**

Special Education Data is reported on MDE's website. Data comes from OTSS, and a PDF or locked spreadsheet is posted. <https://mdek12.org/ose>