

## Massachusetts Department of Elementary and Secondary Education Student Discipline Record 2011-2012

*Please complete an electronic copy of this form for every student disciplined for a violence or drug or criminal -related offense (as reported on a Violence or Drug- Related Incident Report), or any other General Education students receiving a suspension of more than 10 consecutive school days (including expulsion) for non-drug or violence related activities or all Special Education students receiving disciplinary action for non-drug or violence and drug related activities during the 2011-2012 school year.*

*If the same student is disciplined on more than one occasion, you must complete a separate form for every instance in which that student is disciplined. If you have any questions about completing this form, please contact Data Collection at (781) 338-3282.*

1.	<b>Incident Date</b> ____ / ____ / ____ (mm/dd/yyyy) Please enter the date the incident occurred. Date must be during 2011-12 school year.
2.	<b>Incident ID</b> _____ This number will be automatically generated by the Department.
3.	<b>SASID</b> _____ Please enter the State Assigned Student Identification number for the student.
4.	<b>First Name</b> _____ (This information will automatically be displayed by the Department)
5.	<b>Date of Birth</b> ____ / ____ / ____ (This information will automatically be displayed by the Department)
6.	<b>Program Status</b> (This information will automatically be displayed by the Department) ____ 1. General Education ____ 2. Special Education - student has an Individualized Education Plan
7a.	<b>Disciplinary action taken</b> (check only one) ____ 1. In-school suspension (1 day or more) ____ 2. Out-of-school suspension (1 day or more) ____ 3. Expulsion * ____ 4. Removed by an impartial hearing officer to an alternative setting ____ 5. Removed by school personnel to an alternative setting (Items 4 and 5 should only display if Program Status = 2. Special Education)
7b.	<b>Is this student being disciplined as the result of an incident that caused serious bodily injury?</b> ____ 1. Yes ____ 2. No (Item 7b should only display if Program Status = 2. Special Education)
8.	<b>Start Date</b> ____ / ____ / ____ (mm/dd/yyyy) Indicate date student was initially removed from school in this instance. Date must be during 2011-12 school year.
<b>Complete only ONE of the following two items.</b> (If student moved or transferred, complete 8-10 as if student remained enrolled there.)	
9.	<b>Date Returned to School</b> ____ / ____ / ____ (mm/dd/yyyy) Indicate date if the student returned to school.
10.	<b>Date Eligible to Return</b> ____ / ____ / ____ (mm/dd/yyyy) If the student has not yet returned to school and is eligible to return, indicate date eligible to return. Enter 09/01/11 if student was removed for remainder of the 2011-12 school year.
11.	<b>Number of school days missed due to disciplinary action</b> ____ Count number of school days from the start date of suspension/exclusion, to the return date or eligible return date. For exclusions through the end of the 2011-12 school year, or expulsions, count the number of days through the last day of the 2011-12 school year.
12.	<b>Alternative Education</b> Did the district provide the student with alternative education for the duration of exclusion ____ 1. Yes ____ 2. No
13.	<b>Type of Alternative Education</b> (if Yes checked in 12 above; otherwise leave blank) If the district provided the student with alternative education, in what setting were services provided? ____ 1. Home tutoring ____ 2. In-district alternative program ____ 3. Alternative program in another district ____ 4. Private alternative setting ____ 5. Work/community service setting
14.	<b>Alternative Education Not Provided</b> (if No checked in 12 above; otherwise leave blank) Indicate the reason why the student was not provided with alternative education. ____ 1. Moved/transferred ____ 2. Refused/did not respond ____ 3. Incarcerated * ____ 4. School exercised its right to not provide alternative education *

\* Students who are incarcerated may be expelled. Students with disabilities may be expelled, or removed from the current setting permanently for disciplinary reasons. However, IDEA regulations specify that continued educational services representing a free and appropriate public education (FAPE) must be provided, even though a student may not be allowed to return to the same setting, until they exit the school district.