

What do I need to know about discipline reporting?

Washington Definition of Suspension

A suspension occurs when a school district denies a student attendance at any subject/class or full schedule of subjects/classes in response to a behavioral violation. A suspension may be *within* or *from* school.

Washington Definition of Short-Term Suspension

A short-term suspension occurs when a school district excludes a student from school for any subject/class or full schedule of subjects/classes in response to a behavioral violation for up to ten consecutive school days. A short-term suspension is an *out-of-school* exclusionary discipline action.

Short-Term Suspension CEDARS Reporting

Short-term suspension (SS) is a valid value under Element R11 – Exclusionary Action Applied.

• **Suspension length:** Any suspension must have an end date. A short-term suspension is the exclusion of a student from a single subject/class or a full schedule of subjects/classes for up to ten consecutive school days. The duration of a suspension refers to the total number of consecutive school days the student is suspended, as reported in full day increments under Element R13 – Duration of Exclusionary Action Days.

• **Suspension time:** Any suspension results in a student being excluded from a particular classroom or instructional or activity area for the period of suspension. The total amount of time refers to the summative time that a student is denied attendance at their regular educational setting for the duration of the suspension, as reported in increments of 0.1—with 1.0 equaling that student's average school day of seat-time classes—under Element R14 – Total Amount of Exclusionary Time.

• **Short-term suspension and classroom exclusion:** Although classroom exclusion always occurs within school, a short-term suspension is always from school—they are procedurally and categorically different. In practice, if a school administers a short-term suspension following a classroom exclusion in response to the same incident, both actions would be reportable to CEDARS.



Data Entry and Data Quality

Incident and Exclusionary Action Data

All data is uploaded from the district Student Information System (SIS) to CEDARS.

Incident data includes student records for a single incident submitted to CEDARS for Elements R01 through R10.

Exclusionary Action data includes student records with information specific to the exclusionary action submitted to CEDARS for Elements R11 through R23.

Multiple Exclusionary Actions

If a student receives more than one exclusionary action in response to a single incident, each exclusionary action must be reported to include identical incident information (Elements R01–R10) and information specific to each exclusionary action (Elements R11–R23).

Data Quality Directions

1. Review student-level data that populates into CEDARS for accuracy.
2. If any data is incorrect or incomplete, verify or enter the data in your SIS.
 - If the data in your SIS is incorrect, update and resubmit the data to CEDARS.
 - If the data in your SIS is correct, check with your CEDARS District Administrator. It is possible that CEDARS has not pulled the correct data yet or that errors are occurring in CEDARS.

Resources

- [CEDARS Data Manual and Reporting Guidance](#)
- [Washington State Report Card – Discipline Rate](#)
- [Student Discipline Rules Q&A: A Technical Guide](#)

Have Questions? Need Help?

- Email Student Information: AskSI@k12.wa.us

