

# Disciplinary Offense Extract (Connecticut)

Last Modified on 10/22/2022 10:16 am CDT

[Report Logic](#) | [Extract Format](#) | [Referring Party Codes](#)

**Classic View:** [CT State Reporting](#) > [Disciplinary Offense Extract](#)

**Search Terms:** [Disciplinary Offense Extract](#)

This extract reports all disciplinary actions including school policy offenses that result in a bus suspension, in-school suspension, out-of-school suspension or expulsion. In addition, all serious offenses, weapons, and drug/alcohol/tobacco offenses are included in the report regardless of the type of sanction imposed.

For more information about the tools used to capture disciplinary actions, see the [Behavior Editors](#) article.

### Disciplinary Offense Extract ☆

Reporting > CT State Reporting > Disciplinary Offense Extract

#### Disciplinary Offense Extract

This tool will extract data to complete the CT State-defined ED 166 Disciplinary Offense Extract. A record reports when the Incident Date falls on or within the date range of the Start and End Dates. Leave the Start and End Date blank to generate the report for the date range of the earliest Calendar's Start Date to the latest Calendar's End Date, across all calendars selected. Choose the State Format for submission to the state or one of the other formats for data review and verification.

#### Extract Options

Start Date:

End Date:

Format:

Ad Hoc Filter:

#### Select Calendars

Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

**20-21**

- 20-21 Booth Hill Elementary Sc
- 20-21 Daniels Farm Elementary
- 20-21 Eval
- 20-21 Frenchtown Elementary Sc
- 20-21 Hillcrest Middle School
- 20-21 Jane Ryan Elementary Sch
- 20-21 Madison Middle School
- 20-21 Middlebrook Elementary S
- 20-21 Midvale School for the G
- 20-21 Midvale SIS-145945
- 20-21 Out-of-System
- 20-21 Out-Placed
- 20-21 Tashua Elementary School
- 20-21 Trumbull Early Childhood
- 20-21 Trumbull High School

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 04/13/2021 and 04/20/2021

Batch Queue List			
Queued Time	Report Title	Status	Download

*Example Disciplinary Offense Extract Editor*

## Report Logic

- This extract reports one record per student offender per event which falls within the parameters selected on the extract editor.
  - A record reports when the Incident Date falls on or within the date range defined by the Start and End Dates. Leave the Start and End Date blank to generate the report for the date range of the earliest Calendar's Start Date to the latest Calendar's End Date across all calendars selected.
- Incidents within an Enrollment date range also report.
- Resolutions of the same type are aggregated together.
- This extract reports one record per student offender or participant per incident.
- This extract reports all events with the Bullying Code **02 - Yes Protected Class** or **03 - Yes Non-protected Class**.
- This extract include records with a role of O: Offender and/or P: Participant.
- Only 1 record per student per incident will report for up to two events based on lowest event IDs.
- All serious incidents report regardless of the sanction assigned. The following incidents are considered Serious:

<ul style="list-style-type: none"> <li>◦ 1100: Arson</li> <li>◦ 1400: Burglary/Breaking and Entering</li> <li>◦ 1410: Theft/Stealing</li> <li>◦ 1420: Robbery</li> <li>◦ 1700: Fighting-Physical Aggression</li> <li>◦ 1710: Physical Altercation</li> <li>◦ 1711: Verbal Altercation</li> <li>◦ 1712: Inciting a Fight/Riot</li> <li>◦ 1720: Battery/Assault</li> <li>◦ 1730: Throwing an Object (Serious)</li> <li>◦ 1740: Serious Disorderly Conduct</li> <li>◦ 1800: Harassment (Non-Sexual)</li> <li>◦ 1810: Threat/Intimidation/Verbal Harassment</li> <li>◦ 1811: Racial Slurs/Hate Crimes</li> <li>◦ 1813: Hazing</li> <li>◦ 1814: Teasing</li> <li>◦ 1817: Threats of Bodily Harm</li> <li>◦ 1818: Physical Intimidation</li> <li>◦ 1820: Foreign substance - bodily secretions</li> <li>◦ 1821: Foreign substance (prescription medications)</li> <li>◦ 1822: Foreign substance (Illegal drugs)</li> </ul>	<ul style="list-style-type: none"> <li>◦ 1823: Foreign substance (dirt, clay, crayons, etc.)</li> <li>◦ 1824: Foreign substance onto a person</li> <li>◦ 1825: Intentionally endangering an individual</li> <li>◦ 1900: Harassment-Sexual</li> <li>◦ 1901: Image-Based Sexual Abuse</li> <li>◦ 1910: Sexual Battery</li> <li>◦ 1920: Sexual Offense</li> <li>◦ 2000: Homicide</li> <li>◦ 2100: Stabbing</li> <li>◦ 2200: Blackmail</li> <li>◦ 2300: Kidnapping (Abduction)</li> <li>◦ 2700: School Threat/Bomb Threat</li> <li>◦ 3500: Vandalism</li> <li>◦ 3700: Weapons</li> <li>◦ 3800: Drugs/Alcohol/Tobacco only</li> <li>◦ 3510: Destruction of Personal Property</li> <li>◦ 3600: Policy Violation - Arrest</li> <li>◦ 3700: Weapons</li> <li>◦ 3800: Drugs/Alcohol/Tobacco</li> </ul>
--	---

- Non-serious incidents report if one of the following sanctions is assigned:
  - 1000: Expulsion
  - 1001: Suspended Out-of-School Pending Expulsion Hearing
  - 1002: Expulsion Reinstated
  - 1005: Suspended Out-of-School Pending Investigation
  - 1010: Out of School Suspension
  - 1020: In-School Suspension
  - 1030: Bus suspension
- Records report when the Weapon dropdown list on an Event is not Null and not code "0000".
- Records report when the Drug, Alcohol, or Tobacco dropdown list on an Event is not Null and not code "0000".
- Victims will report for any state reported event that is reported and has a victim associated with it.

When the participant's role is "Victim" and the Relationship to the school is...	Then the records for all participants associated with the reportable event report "Y" in field...
1: Certified Staff	14 CERTSTAFFVICTIMS

When the participant's role is "Victim" and the Relationship to the school is...	Then the records for all participants associated with the reportable event report "Y" in field...
2: Non school person	17 NONSCHVICTIMS
3: Other Staff	16 OTHSTAFFVICTIMS
4: Student	13 STUVICTIMS
5: Substitute Teacher	15 SUBSTAFFVICTIMS
6: Student from Another School	13 STUVICTIMS

- Does NOT report incidents from the Referral Editor. However, once a referral is submitted and the incident is moved from the Incident Referral Editor and added to the Behavior Management tool, the submitted referral reports a record.

## Extract Format

Element Name	Description	Campus Location
<b>STATEID</b>	The state assigned student ID.  <i>Alphanumeric, 10 characters</i>	Census > Demographics > State Student ID  Person.stateID
<b>DOB</b>	The student's date of birth.  <i>Date field, 8 characters MMDDYYYY</i>	Census > Demographics > Birth date  Identity.birthdate
<b>DIST</b>	The three-digit code for the district of attendance.  <i>Numeric, 3 characters</i>	System Administration > Resources > District Information > State District Number  District.number

Element Name	Description	Campus Location
<p><b>FACILITY</b></p>	<p>The seven-digit facility code of the school attended by the student. This field reports the facility code from the Facility Code Override field on the student's most recent enrollment record that was active on the Date of Incident. If the Facility Code Override field is null, this field reports the 3-digit State District Number + 2-digit School Number + 2-digit Institution Code.</p> <p><i>Alphanumeric, 7 characters</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting &gt; Facility Code Override System Administration &gt; Resources &gt; District Info&gt; State District Number; System Administration &gt; Resources &gt; School &gt; School Editor &gt; School Detail &gt; State School Number; System Administration &gt; Resources &gt; School&gt; School Editor &gt; School Detail &gt; Institution code</p> <p>CustomStudent.value OR District.number ( + ) School.number ( + ) School.type</p>
<p><b>INCDNUM</b></p>	<p>The local incident number. This is a unique number assigned by the Reporting District for each specific incident. An incident that involves more than one student is reported for each student using the same incident number. This number allows for the accurate reporting of the total number of incidents. Reports the Behavior Incident ID.</p> <p>Alphanumeric, 6 characters</p>	<p>Behavior &gt; Behavior Management &gt; Incident Detail</p> <p>Behavior.IncidentID</p>

Element Name	Description	Campus Location
<b>DOF</b>	<p>The date the incident occurred using the MMDDYYYY format. If a student receives a suspension followed by an expulsion for the same offense, the student's record is updated to indicate the correct number of total days disciplined and the most severe sanction the student received.</p> <p><i>Date field, 8 characters MMDDYYYY</i></p>	<p>Behavior &gt; Behavior Management &gt; Incident Detail &gt; Date of Incident</p> <p>BehaviorEvent.eventDate</p>
<b>TOF</b>	<p>The time the incident occurred using the standard (hhmm am/pm) or military time (hhmm).</p> <p><i>Alphanumeric, 6 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Event Editor &gt; Event Time</p> <p>BehaviorIncident.timestamp</p>

Element Name	Description	Campus Location
<p><b>BULLYING</b></p>	<p>The bullying code reported on the incident. This field indicates whether a protected class was involved in the incident. The following codes report:</p> <ul style="list-style-type: none"> <li>• 01 - No</li> <li>• 02 - Yes Protected Class</li> <li>• 03 - Yes Non-protected Class</li> </ul> <p>The code from any state reported event with which the student is associated (Incident Type 1 or 2) reports. When a Harassment event has more than one Bullying Code selected, the first code entered reports.</p> <p><i>Numeric, 2 digits</i></p>	<p>Behavior &gt; Behavior Management &gt; Event and Participant Details</p> <p>BehaviorEvent.bullyingCode</p>
<p><b>INCTYPE</b></p>	<p>The Incident Type. This field reports all disciplinary incidents a student commits. If the incident involves more than one offense, the first offense reports.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Event Editor &gt; Event Detail &gt; Event</p> <p>BehaviorType.stateEventCode</p>

Element Name	Description	Campus Location
<b>INCTYPE2</b>	<p>This field reports the second offense in an incident if there is one. Students must have more than 1 state mapped behavior event for this field to report. If 2 or more events exist, the 2nd lowest behavior event ID reports.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Event Editor &gt; Event Detail &gt; Event</p> <p>BehaviorType.stateEventCode</p>
<b>WEAPON</b>	<p>This field indicates the type of weapon that was involved. A weapon is any object that is designed to, or may readily be converted to, harm an individual. A weapon offense may involve possession, use, and/or sale of a weapon. When more than one event has a weapon code selected (Not 0000), the code from Incident 1 reports.</p> <p>The default code for Weapon Involvement is "0000" indicating no weapon or no weapon involved.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Event and Participant Details</p> <p>BehaviorWeapon.weaponType</p>



Element Name	Description	Campus Location
<b>SUBSTANCE INVOLVEMENT</b>	<p>This field indicates the type of Drug/Alcohol/Tobacco involvement.</p> <p>The violation of laws or district/school policy prohibiting the distribution and/or use of tobacco products, certain controlled substances and/or intoxicating alcoholic beverages are reported.</p> <p>When more than one event has a Drug, Alcohol, or Tobacco code selected, the code from Incident 1 reports.</p> <p>The default code is "0000" for no Drug/Alcohol/Tobacco involvement.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Event and Participant Details</p> <p>BehaviorDrug.drugType</p>
<b>STUVICTIMS</b>	<p>This field indicates that a student was a victim of this offense and reports (Y)es or (N)o.</p> <p><i>Alphanumeric, 1 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Event &gt; Participant Detail &gt; Relationship to School (4: Student OR 6:Student from Another School)</p> <p>Not dynamically stored</p>
<b>CERTSTAFFVICTIMS</b>	<p>This field indicates that a certified staff person was the victim of this offense and reports (Y)es or (N)o.</p> <p><i>Alphanumeric, 1 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Event &gt; Participant Detail &gt; Relationship to School (1: Certified Staff)</p> <p>Not dynamically stored</p>

Element Name	Description	Campus Location
<b>SUBSTAFFVICTIMS</b>	<p>This field indicates that a substitute staff person was the victim of this offense and reports <b>(Y)</b>es or <b>(N)</b>o.</p> <p><i>Alphanumeric, 1 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Event &gt; Participant Detail &gt; Relationship to School (5: Substitute Teacher)</p> <p>Not dynamically stored</p>
<b>OTHSTAFFVICTIMS</b>	<p>This field indicates that an other staff person was the victim of this offense and reports <b>(Y)</b>es or <b>(N)</b>o.</p> <p><i>Alphanumeric, 1 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Event &gt; Participant Detail &gt; Relationship to School (3: Other Staff)</p> <p>Not dynamically stored</p>
<b>NONSCHVICTIMS</b>	<p>This field indicates that a non-school person was the victim of this offense and reports <b>(Y)</b>es or <b>(N)</b>o.</p> <p><i>Alphanumeric, 1 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Event &gt; Participant Detail &gt; Relationship to School (2: Non-school personnel)</p> <p>Not dynamically stored</p>
<b>ARRESTED</b>	<p>This field indicates whether the student was arrested.</p> <p><i>Alphanumeric, 1 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Resolution Details (Arrested)</p> <p>BehaviorResolution.lawEnforcement</p>
<b>LOCATION</b>	<p>This field indicates the location of the incident.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Event Editor &gt; Location</p> <p>BehaviorIncident.location</p>

Element Name	Description	Campus Location
<b>SCHSPON</b>	<p>Regardless of where the incident occurred, this field indicates whether the activity was a school sponsored activity offense and reports (Y)es or (N)o. This field reports from Incident Type 1 or 2.</p> <p><i>Alphanumeric, 1 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Incident &gt; Event &gt; Event Editor &gt; School Sponsored Activity</p> <p>CustomBehaviorEvent.value</p>
<b>SANC</b>	<p>This field reports the most severe type of sanction/discipline the student received for their offense. This field reports from Incident Type 1 or 2. If more than one resolution exists for the event and participant, resolution codes are reported in the following order: 1000, 1001, 1002, 1010, 1020, 1030. For all other resolution codes, if more than 1 resolution exists, the code from the earliest Resolution Assign Date reports. If the dates are the same, the lowest resolution ID reports.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Incident &gt; Event &gt; Resolution Details &gt; Resolution Type</p> <p>BehaviorResType.stateResCode</p>
<b>EDUC</b>	<p>This field reports the type of education the student received during their sanction.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Incident &gt; Event &gt; Resolution &gt; Resolution Details &gt; Education provided during sanction</p> <p>BehaviorResolution.serviceProvided</p>

Element Name	Description	Campus Location
<b>NUMDAYS</b>	<p>This field reports the number of days sanctioned.</p> <p><i>Alphanumeric, 7 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Incident &gt; Event &gt; Resolution &gt; Resolution Details &gt; Duration in School Days</p> <p>BehaviorResolution.SchoolDaysDuration</p>
<b>NUMSERV</b>	<p>This field reports the total number of partial/full days the student served for the resolution reported in column 21 SANC. If column 21 is NULL, the Number of Days Sanctioned (column 23) reports; otherwise, the field reports blank. The reported days is rounded to the nearest .25, .50, .75 OR 1 day: xxx.xx.</p> <p><i>Alphanumeric, 7 characters</i></p>	<p>Not dynamically stored</p>
<b>CARRY</b>	<p>This field reports the number of days to carry over if a student's sanction will be carried over to the next year.</p> <p><i>Alphanumeric, 7 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Incident &gt; Event &gt; Resolution &gt; Resolution Details &gt; Days served next year</p> <p>BehaviorResolution.DaysServedNextYear</p>

Element Name	Description	Campus Location
<b>SANC2</b>	<p>When more than one reportable resolution is applied to the reportable event, this field reports the second type of sanction/discipline the student received for their offense.</p> <p>This field can report from Incident Type 1 or 2. Resolution codes are reported in the following order: 1000, 1001, 1002, 1010, 1020, 1030.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Behavior Management &gt; Event Detail &gt; Resolution &gt; Resolution Type</p> <p>BehaviorResType.stateResCode</p>
<b>EDUC2</b>	<p>This field reports the type of education the student received during their second sanction.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Incident &gt; Event &gt; Resolution &gt; Resolution Details &gt; Education provided during sanction</p> <p>BehaviorResolution.serviceProvided</p>
<b>NUMDAYS2</b>	<p>This field reports the total number of partial/full days the student served for this offense.</p> <p><i>Alphanumeric, 7 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Incident &gt; Event &gt; Resolution &gt; Resolution Details &gt; Duration in School Days</p> <p>BehaviorResolution.SchoolDaysDuration</p>

Element Name	Description	Campus Location
<b>NUMSERV2</b>	<p>This field reports the total number of partial/full days the student served for the resolution reported in column 26.</p> <p>If column 26 is NULL, the Number of Days Sanctioned (column 28) reports; otherwise, the field reports blank.</p> <p>The reported days is rounded to the nearest .25, .50, .75 OR 1 day: xxx.xx.</p> <p><i>Alphanumeric, 7 characters</i></p>	<p>Not dynamically stored</p>
<b>CARRY2</b>	<p>This field reports the number of days to carry over if a student's second sanction will be carried over to the next year, please indicate the number of days to be served in the next year.</p> <p><i>Alphanumeric, 7 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Incident &gt; Event &gt; Resolution &gt; Resolution Details &gt; Days served next year</p> <p>BehaviorResolution.DaysServedNextYear</p>
<b>REFPARTY</b>	<p>The person who reported a student who committed an infraction. See the following <a href="#">Referring Party</a> table for codes that report.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Incident Management Editor &gt; Behavior Event &gt; Referring Party</p> <p>Behavior.reporterType</p>

Element Name	Description	Campus Location
<b>ACTIONPARTY</b>	<p>This field reports the party responsible for determining the highest level of sanction. When more than one event has a Party Taking Action code selected, the code from Sanction Type 1 reports.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Not dynamically stored.</p> <p>CustomBehaviorResolution.value</p>
<b>MEMO</b>	<p>This field reports pertinent information about this incident.</p> <p><i>Alphanumeric, 255 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; Resolution Details</p> <p>BehaviorResolution.comments</p>
<b>STATEINCDNUM</b>	<p>A unique state assigned incident tracking number. This field reports blank.</p>	N/A
<b>DISTRICTSTUDENTID</b>	<p>The Local Student Number of the student being reported.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Local Student Number</p> <p>Person.studentNumber</p>
<b>RSV1</b>	This field reports blank.	N/A
<b>EOR</b>	End of Record Marker.	N/A

## Referring Party Codes

Code	Description
<b>01</b>	Superintendent
<b>02</b>	Principal/Headmaster
<b>03</b>	Dean of Students
<b>04</b>	Vice Principal/Associate Principal
<b>05</b>	Discipline Officer

<b>Code</b>	<b>Description</b>
<b>06</b>	Board of Education
<b>07</b>	Impartial Hearing Officer or Board
<b>08</b>	Special Education Hearing Officer
<b>09</b>	Manifestation Hearing
<b>10</b>	Teacher
<b>11</b>	Behavior Manager
<b>12</b>	Bus Driver
<b>13</b>	Cafeteria Worker
<b>14</b>	Custodian
<b>15</b>	Guidance Counselor
<b>16</b>	Intern
<b>17</b>	Nurse
<b>18</b>	Office Worker
<b>19</b>	Paraprofessional
<b>20</b>	Security
<b>21</b>	Substitute Teacher
<b>22</b>	Student
<b>23</b>	School Psychologist
<b>24</b>	Social Worker
<b>25</b>	Parent or Guardian
<b>26</b>	Police Officer
<b>27</b>	Athletic Director/Coach
<b>28</b>	Anonymous Tip
<b>29</b>	Other Professional Education Staff

---

## Previous Versions

[Disciplinary Offense Extract \(Connecticut\) \[.2223\]](#)

[Disciplinary Offense Extract \(Connecticut\) \[.2219 and previous\]](#)



