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MEMORANDUM

TO: District School Superintendents

FROM: Betty Coxe *BC*

DATE: July 19, 2002

SUBJECT: Federal Data Collection Requirements Regarding School Environmental Safety Incident Report (SESIR) and Student Discipline/Referral Actions

Federal requirements of the "No Child Left Behind" law require that each state will report "Frequency, seriousness and incidence of violence and drug-related offenses resulting in suspensions and expulsions in elementary and secondary schools." To report this information accurately using our current system of data collection, it is essential to link the School Environmental Safety Incident Report (SESIR) data with the Student Discipline/Referral Action data format.

To accomplish this task, schools must ensure that the SESIR "Incident Identifier Number" and "Incident Identifier Date" entered at the school level is identical to the "Incident Identifier Number" and "Incident Identifier Date" entered for the disciplinary actions that result from these SESIR incidents. Some districts are using data collection systems that are designed to automatically generate the same SESIR incident identifier number in both places. Other systems may not ensure the match of the numbers for SESIR incidents. Attached is a list of counties and university lab schools and the number of SESIR incidents that matched the corresponding discipline action for School Year 2000-2001.

Please check your data collection system to ensure the following:

1. Each SESIR incident should have an "Incident Identifier Number" and an "Incident Identifier Date" that match the "Incident Identifier Number" and the "Incident Identifier Date" for the resulting disciplinary action. Please refer to Items 5 and 6, Page 3, in the *2002-2003 School Environmental Safety Incident Report, Automated Student Reporting Format, Comprehensive Management Information System* at the following web address to view the "Incident Identifier Number" and "Incident Identifier Date" formats.

http://www.firn.edu/doe/eias/dataweb/database_0203/student_0203/formatu/pdffrm/0203ses.pdf

Also, please refer to Items 8 and 9, Page 7, at the following web address to view the "Incident Identifier Number" and the "Incident Identifier Date" in the *2002-2003 Student Discipline/Referral Action, Automated Student Reporting Format, Comprehensive Management Information System*.

http://www.firn.edu/doe/eias/dataweb/database_0203/student_0203/formatu/pdffrm/0203sdra.pdf.

These Discipline/Referral Action numbers and dates must be the same for SESIR incidents.

2. The "Incident Identifier Number" should be unique for each SESIR incident. Two incidents should not have the same incident identifier number.
3. Multiple students involved in the same SESIR incident should have the same SESIR "Incident Identifier Number" on their disciplinary action form. This will ensure that each SESIR incident is only counted once, even if multiple students are involved and receive disciplinary actions. Remember that a SESIR incident is per incident, not per student.

Thank you for your continuing efforts at the school and district levels to improve the accuracy of your records of serious incidents of crime and violence and the resulting disciplinary actions. An accurate picture of crime and violence in our schools is important not only to meet federal requirements, but to provide the basis for effective

DPS Memorandum
July 19, 2002
Page 3 of 3

needs assessments to identify areas of improvement and funding opportunities and to measure prevention and intervention program effectiveness.

For further reference, this memorandum is available via the Internet at the address of <http://www.firn.edu/doe/bin00005dpsmemo02/index.htm> on the DOE site. The report is also available on the DOE Internet homepage, under the Safe and Drug-Free Schools web page.

BC/lhr

Attachment

cc: District Safe Schools Contacts
District Safe and Drug-Free Schools Coordinators
District MIS Contacts
School Principals
Dropout Prevention Coordinators
Student Support Services Contacts