SSDR Reporting

February 27, 2024
SSDR Overview
SSDR collection covers student offenses and resulting disciplines*

What’s in scope?

- any bullying incident, and any violent, criminal or drug related incidents that take place on school property/on school time (and the reportable disciplines that result from these incidents)
- non-violent, non-criminal, non-drug related offenses are collected only if a reportable discipline resulted from the offense

*reportable discipline in SSDR = suspension, removal, expulsion (only those disciplines that take the student out of the class/school)
What data are included in an SSDR record?

- Incident date and school code
- SASID of student offender
- Incident description (optional)
- Number of victims (not identity)
- Was the incident determined to be retaliation? Y/N
- Physical injury? Y/N
- Discipline type, if suspended/removed/expelled
- Number of days missed
- Education services provided during discipline
How is SSDR collected?

• Collected via SIF (School Interoperability Framework) - the standard format in which data is electronically transmitted
• When incident is entered into the local SIS, it is transmitted to DESE database
• Validations are run on incoming data, and errors fixed in the SIS
• SSDR is a cumulative collection, covers entire school year
• Certification deadline is August 16th
Summary Reports

- Summary Reports are for district review to check accuracy of data prior to certifying
- They are available throughout the year

Summary Reports

- Students suspended for more than 10 days
  - District Summary
- Students suspended for more than 10 days
  - School Summary
- Discipline by Offense Type
  - District Summary
- Discipline by Offense Type
  - School Summary
- Student Offender Summary District
  - District Summary
SSDR data is aggregated and published on Profiles annually in two reports:

- **Student Discipline Data Report**
- **Student Discipline Days Missed Report**
New DESE State Reporting application
New application for SSDR reporting is called “DESE State Reporting”
Error counts

Latest snapshot taken date will be at the top of the screen

“Re-Snapshot Data” button will bring in any new/updated data from the SIS and re-run all validations

“Re-Run Validations” button will run validations against the same snapshot (useful if exception was granted)
Beneath the graph and table summary, the error detail will be listed. Hover over the ‘view’ or click on the error to view the details.

<table>
<thead>
<tr>
<th>Select Bulk Action</th>
<th>Core Fields</th>
<th>Incident ...</th>
<th>Error Code</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Filter...</td>
<td>Filter...</td>
<td>Filter...</td>
<td>Filter...</td>
</tr>
</tbody>
</table>

- **SSDR9940**: There are no school-based arrests reported for your district. If this is correct and you have ...
- **SSDR4970**: Days missed cannot be 0.
- **SSDR4950**: Discipline must have an end date.
- **SSDR4860**: Educational Services code (AE) has an invalid value.
The “side by side” view shows the live and snapshot data alongside one another. If there are any differences, the “UPDATE SSDR RECORD” button at the top will be enabled (green). Click this to update the snapshot with the new/different data from live.
Record Summary

- Record Summary at the bottom of the screen shows counts for “live” and “snapshot”. Counts are broken down by SSDR incidents and SSDR disciplines.

- In this example: count of 14,301 is the number of discipline incident objects that have come over from the SIS. Not all of these are in scope for SSDR reporting so this count may be higher than the “SSDR Disciplines” and “SSDR Incidents” counts. These counts are how many records are in scope for SSDR reporting.

- The green counts in the boxes are buttons to download/export the data.
Bullying & allegations of bullying
Bullying - the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.
Reporting Requirements

- The reporting requirements around bullying come from 2014 Act Relative to Bullying in Schools

From Chapter 86 Section 4(k):

Each school district, charter school, approved private day or residential school and collaborative school shall annually report bullying incident data to the department. The data shall include, but not be limited to: (i) the number of reported allegations of bullying or retaliation; (ii) the number and nature of substantiated incidents of bullying or retaliation; (iii) the number of students disciplined for engaging in bullying or retaliation; and (iv) any other information required by the department.

Collection of part (i) was new for 2021-22 school year

Parts (ii) and (iii) above are collected in the annual School Safety and Discipline Report (SSDR)
Enter aggregate counts of bullying allegations for the current school year. How many allegations against students, and how many against staff, per school. If zero, please enter zero. Green save button is at the bottom of the screen.

Click the green “Allegations of Bullying” button on the main screen
Discipline date related errors

| SSDR4920 | Discipline start Date must be after Incident Date |
| SSDR4930 | Discipline start date must be between the beginning and end of the current school year. |
| SSDR4950 | Discipline must have an end date. |
| SSDR4960 | Discipline End Date must be on or after the date started and on or before the end of year. |
| SSDR4970 | Days missed cannot be 0. |
| SSDR4980 | Days missed cannot be equal to zero when end date is greater than start date. |
| SSDR4820 | Discipline Dates are overlapping |

These date related errors are common. Most of them are logical – dates should be within current school year, should be on or after the date of the incident itself, etc.

“Discipline dates are overlapping” is important so that we do not double count days missed. For example, if there was an emergency removal for 2 days (December 1st-2nd) and after a hearing, it’s determined that the student will receive 2 additional suspension days (December 3rd-4th). This should be reported as two discipline actions related to the same student/incident. One with DAT of emergency removal for 2 days missed (12/1 to 12/2) and another with DAT of OSS for 2 days missed (12/3-12/4).
Data quality checks

These validations are data quality checks on the completeness of your data. They are pointing out things that are not present in the data to make sure there are not omissions. If the data is correct, you would reach out to your support specialist for an exception.

<table>
<thead>
<tr>
<th>SSRD4740</th>
<th>Having no incidents that involve bullying is unlikely</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSRD9940</td>
<td>There are no school-based arrests reported for your district. If this is correct and you have entered all your incidents for the year, contact your District Support Specialist.</td>
</tr>
<tr>
<td>SSRD5150</td>
<td>There are no disciplines reported for your district. If this is correct and you have entered all your incidents for the year, contact your District Support Specialist</td>
</tr>
<tr>
<td>SSRD5140</td>
<td>More than fifty percent of incidents reported have no suspension/removal reported. If this is correct and you have entered all your incidents for the year, contact your District Support Specialist.</td>
</tr>
</tbody>
</table>
Questions and links/resources
Links and Resources

- https://www.doe.mass.edu/sfs/bullying/
- https://rems.ed.gov/docs/Resources/Bullying_Resource_List_508C.pdf
- School Safety and Discipline Report (SSDR) - Information Services/Data Collection and Analysis (mass.edu)

- Within the new application, there’s a resource center link on the bottom right (see tree icon) which includes user guides
- Reach out to your data collection support specialist with SSDR reporting questions
THANK YOU

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Data Collection Supervisor

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School Safety and Discipline Report (SSDR) - Information Services/Data Collection and Analysis (mass.edu)