METAA - SSDR

- Discipline Incident publishing requirements
- SIF SSDR Template
- Primary versus Additional Codes
- Descriptions
- Actions
- Publishing
• Exports
• Q & A

EOY SSDR Deadline: August 16th, 2024

1 - Discipline Incident publishing requirements

• Incident Date must be >= start date of district calendar
• Student must be reportable (SASID, LASID, DOB, DOE Status = Report)
• School must be reportable (In District, has District ID)
• Primary Code must have a federal code

2 - SIF SSDR Template

• Conduct > Incident History, SIF SSDR
• Contains reportable DOE fields
• You can setup a filter for Incident ID
• Note: we cannot change the conduct workflow to be state specific to MA, its a core workflow
3 - Primary versus Additional Codes

- Federal codes sent for primary and additional codes
- Fighting incidents need to have the same ID for each student involved in the fight
- Click on link next to additional codes to add the codes to the Additional Offenses section

4 - Descriptions

- These fields are meant to have a quick summary of the incident
- DOE Description field is for the primary code
- Description code for Weapon is SSDR Other Weapon
- DOE Offense Description is the description for the additional codes
- Description at the bottom of the template is for district use to describe the incident (Not used for SIF reporting)
• When there are multiple codes in the incident, the descriptions are added into one description

5 - Actions

• Pop-up template is dynamic based on the Action provided, suspension and detention (these are setup in the Conduct Action reference table)

• Actions send the federal code

• Suspension or detention, duration needs to be populated

6 - Publishing

• SIF Publish All - DisciplineIncident

• SIF Publish SELECT Student Object
• SIF Outbox - Query by Topic

SIF Topic Export - Topic: DisciplineIncident

This allows you to review the data that is being sent to the state

• All fields available in the SIF SSDR Template
• Pando has solutions for SSDR errors
Don’t hesitate to contact Technical Support with any questions or further assistance on remaining errors.

**Technical Support Hours of Operation**

The Aspen Technical Support hours of operation are Monday through Friday 7:00 AM - 8:00 PM ET

Toll-free number for Support: 888-511-5114

When you create a Pando ticket and select SIF as the module, the ticket gets routed to the SIF queue