

2024



METAA - SSSDR



- Discipline Incident publishing requirements
- SIF SSSDR 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 \geq 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

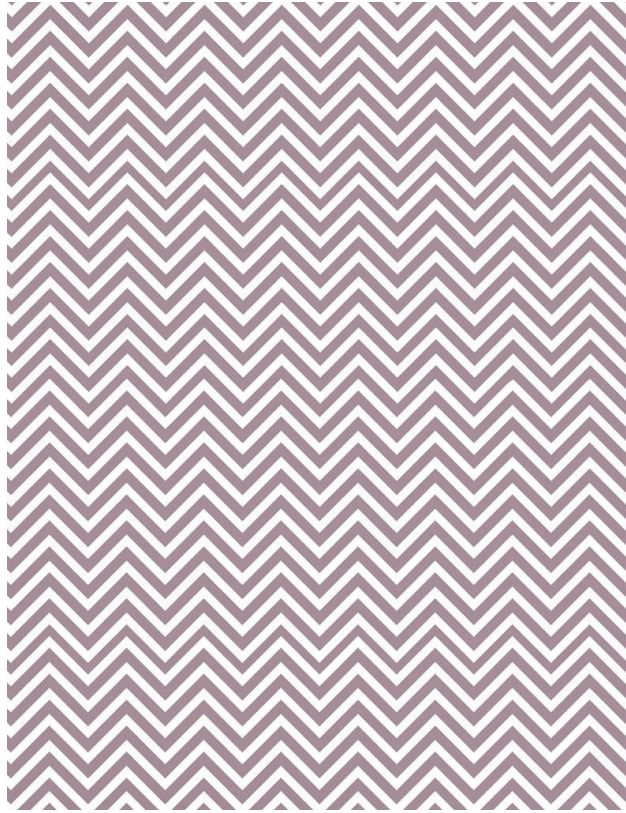
- Federal codes sent for primary and additional codes
- Fighting incidents need to have the same ID for each student involved in the fight
- Click on link next to additional codes to add the codes to the Additional Offenses section



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 SSSR 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 - Disciplinelincident
- SIF Publish SELECT Student Object

- SIF Outbox - Query by Topic



7 - Exports

SIF Topic Export - Topic: DisciplineIncident

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



8 - Troubleshooting

- All fields available in the SIF SDR Template
- Pando has solutions for SDR errors



9 - Q & A

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