Disciplinary Removals

Application User Guide

2025-2026 School Year

Washington Office of Superintendent of
PUBLIC INSTRUCTION

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Using the Disciplinary Removals Application

Introduction/Purpose

Federal and state special education regulations require that school districts provide information regarding the numbers and types of students with IEPs who were suspended/expelled during the school year. These reports cover the entire school year and include students aged 3 to 21, as of the federal child count date. All school districts are required to submit these data reports.

This application captures data used for federal IDEA reporting and disproportionality identification. It provides districts with a centralized tool to review and verify the accuracy and completeness of their data prior to submission. Because state and federal reporting requires disciplinary data for all students —not only those with IEPs —the application includes all removals for students enrolled in the district.

The data is pre-populated from the Comprehensive Education Data and Research System (CEDARS). Details regarding which data are being pre-populated is described in the appropriate sections within this User Guide. All updates to this data must be made through a re-submission of data to CEDARS.

CEDARS refreshes the data in the report nightly until the application closes on September 15, 2026 or until the report is submitted by a district user.

Accessing the Application

To access the Disciplinary Removals Application:

- Log into the Education Data System (EDS).
- Select 'I Agree' on the Acceptable Use window.
- Select 'View My Applications'
- Select the 'Special Education Reporting' link.

If you do not have an EDS account, create one by clicking on the Create an Account tab at the EDS sign-in screen or by contacting your District Security Manager (DDSM). If you have an EDS login, but do not see the Behavior and Weapons application in your list, contact your DDSM. A list of district security managers can be found in EDS.
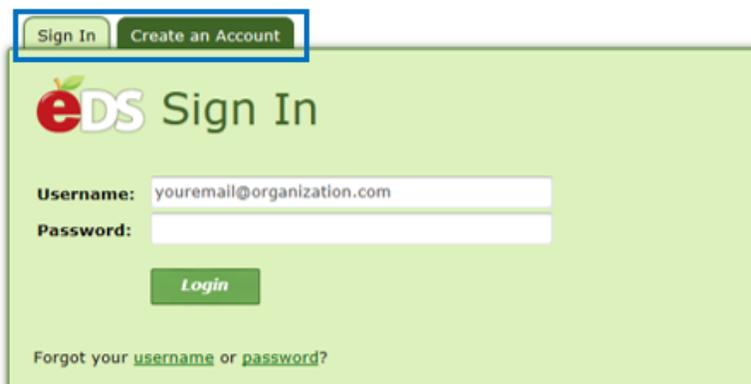
The following EDS user roles give access to the Special Education Reporting applications:

- CEDARS District Administrator
- Special Ed Report User

Please work with your CEDARS District Administrator to analyze and plan any corrections to student data.

The welcome screen below is the first screen you will see after logging into Special Education Reporting.

Select the *Disciplinary Removals* application.
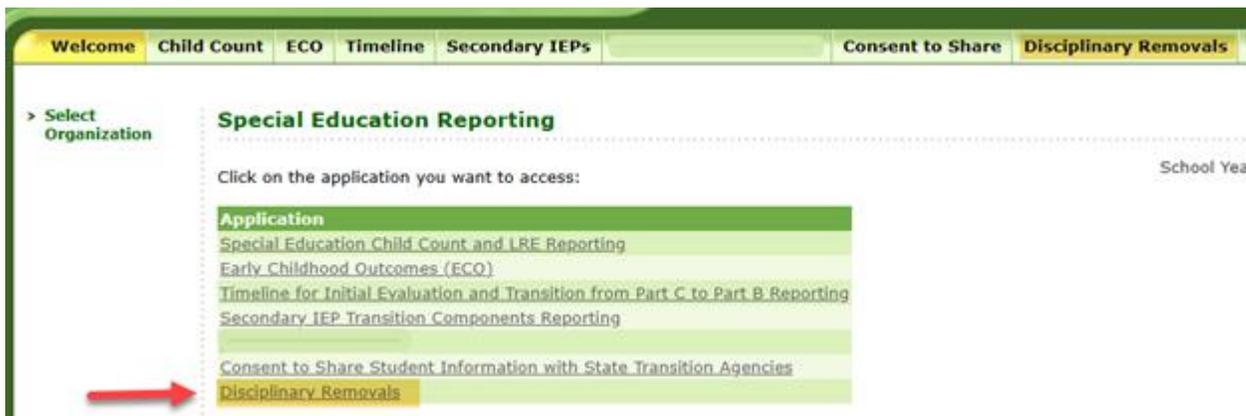
The Welcome page explains the purpose and process for completing the reporting requirements of this application.
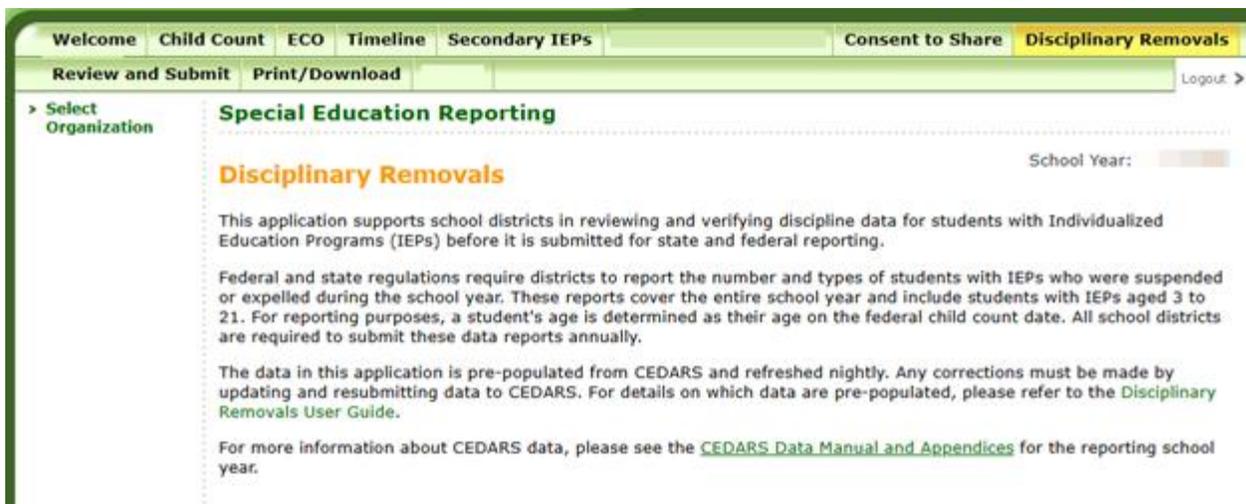
There are two tabs to choose from: *Review and Submit* and *Print/Download*.

Required Activities in this Application

Review and Submit Tab

To complete the required activity, verify that the information in the table is accurate and reflects all disciplinary removals for the reporting year for students with and without IEPs. The reporting period is July 1 through June 30 annually and the data in the application is pre-populated using your school district's CEDARS data submissions. The discipline data comes from the CEDARS Student Exclusionary Discipline File (R) and additional student demographic information is included from files B, I, J, and K. For more detailed information, refer to the CEDARS Data Manual and Appendices.

If an error is discovered, LEAs will need to resubmit corrected data through a CEDARS submission. Data will be refreshed nightly until the system closes on September 15, 2026 or until the report is submitted by a district user.

Please Note: Although the application will be open to review records throughout the year, the *Submit* button will not be available until July 1, 2026 — after the close of the reporting period.

Once this data has been reviewed and confirmed to be accurate and complete, click the "Submit" button to notify OSPI staff. Both OSPI staff and the submitter will receive an email confirming submission. If changes need to be made, refer to the section titled *Revising the Application*. This must be completed no later than September 15, 2026.

If your LEA has no records to submit, then click the "Submit" button confirming no students to report.

Print/Download Tab

The available downloads and print-friendly formatted reports are listed under this tab. The school year selection dropdown menu will default to the current school year.

- Students with IEPs Report
- Students Without IEPs Report
- All Students Report

Please remember, it is the LEA's responsibility to keep a copy of these reports.

Revising the Submission

There will be instances in which the User will need to revise a record after the application has been submitted. To do this, log in to the application and navigate to the *Review and Submit* tab. Click on the link requesting an unlock (see screenshot below).

Clicking the link will generate an email to OSPI Special Education staff who will then unlock the LEAs data as requested. The person requesting the unlock will receive an email when the application has been unlocked.

Once the application is unlocked, any updated CEDARS data will flow into the application within 24 hours. The application must be resubmitted after the revisions are complete.

Special Education Reporting

Disciplinary Removals   School Year: ▒▒▒▒

> ✓ The data for this district has all been verified and was submitted on 2/10/2026 by Madisen Black.

The data is currently locked. To request that the data be unlocked, click here. ⬅

The Review and Submit subtab generates the list of disciplinary removals of all students age 3 to 21.

The reporting cycle for this data collection is July 1 through June 30 annually, utilizing the LEAs CEDARS Submissions of File R and other demographic data available through CEDARS.

Once this data has been reviewed and confirmed to be accurate and complete, click the "Submit" button to finalize and lock the records. This action must be completed no later than October 1, 2026. After submission, any subsequent updates made in CEDARS will not be reflected in this report. If an error is discovered, districts must resubmit corrected data through a CEDARS submission. The finalized data will be used for federal IDEA reporting and the identification of disproportionality.

For more information about this application, please see the Disciplinary Removals User Guide.

For more information about CEDARS data, please see the CEDARS Data Manual and Appendices for the reporting school year.

General Reporting Tips

REVIEWING DISTRICT CEDARS SUBMISSIONS AND CORRECTING DATA

Most errors are resolved prior to data populating the EDS application. Check for any missing records by logging into CEDARS and reviewing any submission errors. For more detailed information log into CEDARS, navigate to Submission Exceptions and select the CEDARS file to review the records.

If you need access to more applications, please contact your Distri

Application
21st CCLC Program Review
Adjusted Cohort Graduation Application (P210)
Analytics
Annual CTE Student Enrollment Review (P210 Voc) application
ARMS
Art Show
Ask HYS
Behavior And Weapons
CAA/CIA Database
Capstone
Career and Technical Education
CEDARS ⬅
CEDARS Non-Standard Submission
Choice Transfer

Home	Submissions	SSID	Reports	Students	Courses	Staff	Location	Search Students	Admin

> Dashboard

Submissions

> Submission Exceptions

> Submission List

> Validations

School Year	Submission Id	Date Submitted	Submission Status	Logical Delete Threshold Reached	Ove Wan
2026	1081375	2/18/2026	submission processed	No	No
2025	1054282	10/22/2025	submission processed	No	No
2024	1055579	10/29/2025	submission processed	No	No
2023	1050874	10/7/2025	submission processed	No	No
2022	1049153	9/30/2025	submission processed	No	No

Submissions

School Year	Submission Id	Date Submitted	Submission Status	Logical Delete Threshold F
2026	1081375	2/18/2026	submission processed	No
2025	1054282	10/22/2025	submission processed	No
2024	1055579	10/29/2025	submission processed	No
2023	1050874	10/7/2025	submission processed	No
2022	1049153	9/30/2025	submission processed	No
2021	1048794	9/29/2025	submission processed	No
2020	893573	10/20/2023	submission processed	No
2019	891195	10/12/2023	submission processed	No
2018	816382	10/11/2022	submission processed	No
2017	651091	10/29/2020	submission processed	No
2016	650993	10/29/2020	submission processed	No
2015	584462	10/18/2019	submission processed	No
2014	428673	10/25/2017	submission processed	No
2013	396799	6/26/2017	submission processed	No
2012	350143	10/26/2016	submission processed	No
2011	374949	3/9/2017	submission processed	No
2010	374947	3/9/2017	submission submitted	Yes

2026 CEDARS Submission

CEDARS Load Process → File Received **1** ✓ → File Structure Check **2** ✓ → Data Validation **3** ⚠ → Hold **4** ✓ → Logical Delete **5** ✓ → Load to CEDARS **6** ✓

| Submission Details | **Submission Exceptions** |

Select one of the CEDARS files listed below to look for the missing record(s). A record missing from the application could be due to an error in the DistrictStudent File, SchoolStudent File, StudentPrograms File, StudentExclusionaryDiscipline File or SpecEdPrograms File.

| Submission Details | **Submission Exceptions** |

Click any row to view the submission exception types and details for that file.

StudentEthnicity (File L) and StudentRace (File M) submission exceptions prevent a student's demographic record from being used in reporting. Please correct these exceptions to include this student in all state and federal reporting.

District Code	Table Name	Error Records	Total Records
	Location	0	13
	DistrictStudent	5	3460
	StudentEthnicity	5	3854
	StudentRace	5	4019
	SchoolStudent	13	3787
	CourseCatalog	23	1194
	StudentSchedule	1579	23883
	Staff	119	624
	StaffSchedule	519	1527
	StudentGradeHistory	8330	31789
	StudentPrograms	83	4895
	BilingualPrograms	1	544
	SpecEdPrograms	0	809
	StudentAbsence	140	50459
	LAPStudentGrowth	9	593
	StudentExclusionaryDiscipline	11	250
	RestraintAndIsolation	0	1
	NonTraditionalStudentCreditAttempt	26	893
	InitialEvaluationEligibility	2	49
	StudentSupports	0	0
Total:		10870	132643

Exception Summary for SpecEdPrograms

Note that records can fail more than one validation, resulting in a total error count that is higher than the number of error records above

Table Name	Validation Type	Error Message	Error Count	Error Details
SpecEdPrograms	Business	SpecEdPrograms.PreKApproBehaviorAndSkillsExit (element K23) is required when DistrictStudent.GradeLevel (element B13) is PK.	16	View
SpecEdPrograms	Business	SpecEdPrograms.PreKApproBehaviorAndSkillsProgress (element K24) is required when DistrictStudent.GradeLevel (element B13) is PK.	16	View
SpecEdPrograms	Business	SpecEdPrograms.LRECode (element K06) must be appropriate for the age and grade level of a student based on the CEDARS Data Manual - Appendix W for this school year. The reported valid value can only be used for students: age 5 and in grade level PK; or ages 3-4 (regardless of grade level).	2	View
SpecEdPrograms	Business	SpecEdPrograms.LRECode (element K06) must be appropriate for the age and grade level of a student based on the CEDARS Data Manual - Appendix W for this school year. The reported valid value can only be used for students: age 5 and not in grade level PK; or ages 6-21 (regardless of grade level).	2	View
SpecEdPrograms	Business	SpecEdPrograms.AnnualIEPInterpreter (element K26) is required when SpecEdPrograms.DateOfAnnualIEPMeeting (element K25) is provided.	149	View
SpecEdPrograms	Business	SpecEdPrograms.DistrictStudentId (element K03) has a record with errors in the StudentPrograms file (file I).	1	View
SpecEdPrograms	Business	SpecEdPrograms.PreKPositiveSocialEmotionalSkillsEntry (element K16) is required when DistrictStudent.GradeLevel (element B13) is PK.	16	View
SpecEdPrograms	Business	SpecEdPrograms.PreKAcquisitionKnowledgeSkillsEntry (element K17) is required when DistrictStudent.GradeLevel (element B13) is PK.	16	View
SpecEdPrograms	Business	SpecEdPrograms.PreKApproBehaviorAndSkillsEntry (element K18) is required when DistrictStudent.GradeLevel (element B13) is PK.	16	View
SpecEdPrograms	Business	SpecEdPrograms.PreKPositiveSocialEmotionalSkillsExit (element K19) is required when DistrictStudent.GradeLevel (element B13) is PK.	16	View
SpecEdPrograms	Business	SpecEdPrograms.PreKPositiveSocialEmotionalSkillsProgress (element K20) is required when DistrictStudent.GradeLevel (element B13) is PK.	16	View
SpecEdPrograms	Business	SpecEdPrograms.PreKAcquisitionKnowledgeSkillsExit (element K21) is required when DistrictStudent.GradeLevel (element B13) is PK.	16	View
SpecEdPrograms	Business	SpecEdPrograms.PreKAcquisitionKnowledgeSkillsProgress (element K22) is required when DistrictStudent.GradeLevel (element B13) is PK.	16	View

View All SpecEdPrograms Errors

Selecting the View All Errors button provides an overview of the errors for that specific file. A record could contain more than one error. To search or sort the errors, download the data as an Excel or text file.

| Home | Submissions | SSID | Reports | Students | Courses | Staff | Location | Search Students | Admin |

> Dashboard
> Submission Exceptions
> Submission List
> Validations

Submissions

CEDARS Submission Exceptions

Submission Exceptions are only available for submissions sent **after April 5, 2016.**

School Year: 2026   File Name: SpecEdPrograms   Exception Type: View All Excepti...

This report displays error details of the SpecEdPrograms file for submission id: 1081375

Download

Total Records : 7

Message Text	School Year	Serving County District Code	District Student Id	SSID	LRE Code	Exit Date	Exit Reason Code

HOW CEDARS DATA UPDATES THIS APPLICATION

The application must be unlocked (see section "Revising the Submission" for details about unlocking) for new or corrected data from CEDARS to populate the application.

After the night of your successful CEDARS submission the data will populate the application the next day. * The data will only load if the CEDARS submission does NOT trip the logical delete threshold, which would require LEA action before it can be processed. If you need assistance, please work with your CEDARS District Administrator.

Additional Resources

[CEDARS Manual and Reporting Guidance](#)

- File R – Student Exclusionary Discipline
- Appendix B – State Behavior Codes

[OSPI Student Discipline](#)

[Counting Days for Suspensions/Expulsions and Determining a Change of Placement](#)

[Discipline Requirements for Students who Receive Special Education Services](#)

[IDEA Part B Discipline Data Collection Questions and Answers](#)

[OSEP Technical Assistance Center on PBIS](#)

[Parent Center Resources on Positive Behavior Supports, Functional Behavioral Assessment, and School Discipline](#)

[Special Education Discipline Flowchart](#)

[Special Education Procedural Safeguards](#)

Contact Information

Special Education

Madisen Black 564-999-1421
Sandy Grummick 360-522-3578
specialeddata@k12.wa.us

Education Data System

[Contact your District Data Security Manager](#)

[EDS User Guide and Policy](#)

CEDARS DATA

AskSI@k12.wa.us

EDS Support

eds.support@k12.wa.us
1-800-725-4311, Option 1

TTY

360-664-3631

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