

# What do I need to know about discipline reporting?

## Washington Definition of Emergency Expulsion

An emergency expulsion occurs when a school district immediately removes a student from school because the district believes the student's presence in the building poses either an immediate and continuing danger to others or an immediate and continuing threat to the educational process. An emergency expulsion is an *out-of-school* exclusionary discipline action.

## Emergency Expulsion CEDARS Reporting

**Emergency Expulsion (EE)** is a valid value under Element R11 – Exclusionary Action Applied.

• **Emergency expulsion length:** An emergency expulsion must end or be converted to another discipline action within ten school days. An emergency expulsion is the exclusion of a student from school for up to ten consecutive school days. The duration of an emergency expulsion refers to the total number of consecutive school days the student

is emergency expelled, as reported in full day increments under Element R13 – Duration of Exclusionary Action Days.

• **Emergency expulsion time:** An emergency expulsion results in a student being excluded from the student's current school placement, inclusive of the student's full schedule of subjects or classes at that school, for the period of emergency expulsion. The total amount of time refers to the summative time that a student is denied attendance at their regular educational setting for the duration of the emergency expulsion, as reported in increments of 0.1—with 1.0 equaling that student's average school day of seat-time classes—under Element R14 – Total Amount of Exclusionary Time.

• **Emergency expulsion conversion:** School districts must report emergency expulsion data—regardless of whether or not the district takes any subsequent action. The statutory phrase "converted" refers to practice and due process for subsequent actions—not data entry or reporting conversions. Under Washington law, an emergency expulsion is categorically distinct from an expulsion and a suspension. Although an emergency expulsion and short-term suspension both cannot exceed ten consecutive school days, the defining difference is the conditions of the exclusion—not the length of time. Many emergency expulsions are converted to a short-term suspension within 2–3 days. In practice, this means that shortly after the emergency removal the school follows up with due process—and both actions, including the length and time of each exclusion, must be reported to CEDARS.



## Data Entry and Data Quality

### Incident and Exclusionary Action Data

All data is uploaded from the district Student Information System (SIS) to CEDARS.

*Incident* data includes student records for a single incident submitted to CEDARS for Elements R01 through R10.

*Exclusionary Action* data includes student records with information specific to the exclusionary action submitted to CEDARS for Elements R11 through R23.

### Multiple Exclusionary Actions

If a student receives more than one exclusionary action in response to a single incident, each exclusionary action must be reported to include identical incident information (Elements R01–R10) and information specific to each exclusionary action (Elements R11–R23).

### Data Quality Directions

1. Review student-level data that populates into CEDARS for accuracy.
2. If any data is incorrect or incomplete, verify or enter the data in your SIS.
  - If the data in your SIS is incorrect, update and resubmit the data to CEDARS.
  - If the data in your SIS is correct, check with your CEDARS District Administrator. It is possible that CEDARS has not pulled the correct data yet or that errors are occurring in CEDARS.

## Resources

- [CEDARS Data Manual and Reporting Guidance](#)
- [OSPI Performance Indicators – Data and Analytics](#)
- [Student Discipline Rules Q&A: A Technical Guide](#)

## Have Questions? Need Help?

- Email Student Information: [AskSI@k12.wa.us](mailto:AskSI@k12.wa.us)

