

**Student Behavior and Administrative Response Collection**

**Layout for Tab-Delimited File**

# Header Record

*(Must include all records exactly as indicated)*

**SenderID**=<3-digit Division Number of division submitting file (leading zero must be included, i.e. 001)>

**CreateDate**=<current date in mm/dd/yyyy format>

**CreateTime**=<current time in hh:mm:ss format>

**EMAIL**=<sender’s e-mail address>

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**DATATYPE**=<SBAR>

# “A” Record

**Fixed Length**

|  |  |  |
| --- | --- | --- |
| **Field Length** | **Field Name** | **Contents** |
| 1 | Record Type | A |
| 2 | File Submission Type | 3, 9, or 17 |
| 4 | Beginning School Year | Four-digit year for beginning of school  |
| 3 | Division Number | Leading zero(s) must be included, i.e. 005 |
|  |  |  |
| “B” Record**Tab Delimited** *52 Columns* |  |  |
|  |  |  |
| **Field Length** | **Field Name** | **Contents** |
| 1 | Record Type | B |
| 11 | Local Event ID | Locally defined string that uniquely identifies an Event |
| 4 | Event Division | Select from the list of education agency numbers (leading zero must be included, i.e. 001)  |
| 4 | Event School | Select from the list of Virginia school numbers |
| 10 | Date of Event | Date of the Event |
| 1 | Time of Event | Code indicating the relative time of the Event |
| 1 | Location of Event | Code indicating the relative location of the Event |
| 2 | Firearms Confiscated | Number of firearms confiscated at the Event |
| 2 | Weapons Confiscated | Number of non-firearm weapons confiscated at the Event |
| 1 | Weapons Code  | Code that best describes the weapon used at the Event |
| 1 | Law Enforcement Flag | Y or N |
| 1 | Notified of Charges Filed Flag | Y or N |
| 1 | Notified of Conviction Flag | Y or N |
| 1 | CAHO Flag | Y or N |
| 10 | State Testing ID | State Testing ID as assigned to student |
| 6 | Behavior Code 1  | One of up to four Behavior Codes that best describes the student's behavior exhibited during this specific Event. |
| 6 | Behavior Code 2 | One of up to four Behavior Codes that best describes the student's behavior exhibited during this specific Event. |
| 6 | Behavior Code 3  | One of up to four Behavior Codes that best describes the student's behavior exhibited during this specific Event. |
| 6 | Behavior Code 4 | One of up to four Behavior Codes that best describes the student's behavior exhibited during this specific Event. |
| 1 | Unknown Offender Code | Code to characterize an unknown offender |
| 3 | Enrolled Division | Select from the list of education agency numbers (leading zero must be included, i.e. 001) |
| 4 | Enrolled School | Select from the list of Virginia school numbers |
| 2 | Behavioral Intervention Code 1  | Code that best describes the behavioral interventions applied by the administration |
| 2 | Behavioral Intervention Code 2 | Code that best describe the behavioral intervention applied by the administrator |
| 2 | Behavioral Intervention Code 3 | Code that best describe the behavioral intervention applied by the administrator |
| 1 | Instructional Support Code 1 | Code that best describes the instructional supports provided to the student |
| 1 | Instructional Support Code 2 | Code that best describes the instructional supports provided to the student |
| 1 | Instructional Support Code 3 | Code that best describes the instructional supports provided to the student  |
| 3 | Detention (DS) | Report number (including 0) of Days Sanctioned for Detention |
| 3 | School-Based Community Service (SBCS) | Report number (including 0) of Days Sanctioned for School-Based Community Service |
| 3 | Loss of Privileges (LOP) | Report Number (including 0) of Days for Loss of Privileges |
| 3 | Suspension of Bus Privileges (SBP) | Report Number (including 0) of Days for Suspension of Bus Privileges |
| 6 | Class Removal (CR) | Report Number (including 0) of Days for Class Removal |
| 6 | In-School Suspension (ISS) | Report Number (including 0) of Days for In-School Suspension |
| 6 | OSS by School Admin (STS) | Report Number (including 0) of Days for School-Based Administrator Assigned OSS |
| 6 | OSS by Division Admin (LTS) | Report Number (including 0) of Days for Hearing Determined OSS |
| 6 | OSS by School Board | Report Number (including 0) of Days for School Board Determined OSS |
| ~~6~~ | Retired  | Formerly Alt Placement by School Admin |
| 6 | Alt Placement by Division Admin (ALT) | Report Number (including 0) of Days of Alternative Placement Determined by Hearing |
| 6 | Alt Placement by School Board (ALT) | Report Number (including 0) of Days of Alternative Placement Determined by the School Board |
| 3 | Alternate Placement Educational Agency | Select from the list of education agency numbers  |
| 4 | Alternate Placement School | Select from the list of Virginia school numbers |
| 1 | Aggravating Circumstances Flag | Y or N |
| 4 | Student Victims | Number (including 0) of school-aged victims harmed in the Event; field cannot be null  |
| 4 | Staff Victims | Number (including 0) of victims employed by the school division harmed in the Event; field cannot be null |
| 4 | Other Adult Victims | Number (including 0) of victims beyond school age including volunteers harmed in the Event; field cannot be null |
| 4 | Other/Unknown Victims | Number (including 0) of victims with unknown age harmed in the Event; field cannot be null  |
| 1 | Indeterminate Victim Flag | Y or N |
| 3 | Responsible Division | Select from the list of education agency numbers (leading zero must be included, i.e. 001) |
| 4 | Responsible School | Select from the list of Virginia school numbers |
| 1 | Expulsion Flag | Y or N |
|   | Filler | Reserved for future use |
|  |  |  |
|  |  |  |
| **Trailer Record**  |
| RecordCount=<number of A and B records included in this file (A record plus all B records)> |