

**2016-2017  
2017-2018  
Reporting Periods**

**STUDENT ARRESTS  
DATA COLLECTION MANUAL**

**September 2018**



Maryland State Department of Education  
Division of Student Support, Academic  
Enrichment and Education Policy  
Division of Assessment, Accountability  
and Information Technology  
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This data collection manual was produced by the Maryland State Department of Education (MSDE), Division of Curriculum, Research, Assessment, and Accountability, Office of Accountability and the Division of Student Support, Academic Enrichment, and Education Policy. The intended audiences for the manual are Local Education Agency (LEA) administrators responsible for general supervision of data transmission to the MSDE and LEA information services and data processing staff who prepare the data for transmission, transmit the data, and verify the data.

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## Executive Summary

Pursuant to the Code of Maryland Regulations (COMAR) 13. A.08.01.12, *Arrest on School Premises*, the Maryland State Department of Education (MSDE) is required to collect data on school arrests. The *Student Arrests Data Collection Manual* was developed to provide guidance to Local Educational Agencies (LEAs) on the collection of student arrests data for the 2016-2017 **and** 2017-2018 school years. The information herein is aimed to provide clarity to questions and concerns put forth by LEAs from prior years' collection efforts to better streamline the data collection process.

The 2018 update serves to re-establish guidance as to what constitutes an *arrest on school property and reportable offenses*. Student arrests that should be reported to the MSDE are arrests that occur as a result of a **physical arrest** or a **paper arrest/student referral** to law enforcement or to the Department of Juvenile Services (DJS) by school personnel for a disciplinary-related offense that was committed on school property or at an off-campus school activity.

Offenses that occur in the community or away from school are known as **reportable offenses**. Reportable offenses should **NOT** be included in the student arrests data collection. By statute, law enforcement officers are required to report to school system personnel when they arrest a student in the community for particular crimes set forth in the statute. Md. Code Ann., Educ. §7-303. The purpose of this statute is to provide information to school personnel so that they can develop a plan to keep the school safe and yet, serve the educational needs of the offending student. See **COMAR 13 A.08.01.17**.

## Purpose

In January 2014, the Maryland State Board of Education adopted new regulations guiding student discipline. The regulations were designed to strengthen student retention and graduation rates, while serving to determine whether a school-to-prison pipeline exists in some schools or school systems. The regulations require annual reporting of arrests based on referrals by school officials to law enforcement agencies or the Department of Juvenile Service systems for disciplinary offenses occurring on school property or during off campus school activities, including on the school bus.

The arrest information is reported on an Excel spreadsheet, provided by the MSDE, which captures the categories in the *Data Definitions and Instructions* section of this manual. The spreadsheet utilizes a dropdown menu to provide quick and easy responses from the local school systems. The data is compiled for a report to the State Board of Education and a report to the Maryland legislature.

For assistance with completing the Arrest spreadsheet contact:

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### Timeline and Due Dates

Reporting Periods 2016-2017 and 2017-2018	July 1, 2016 through June 30, 2017 July 1, 2017 through June 30, 2018
Spreadsheet Due Date for both 2016-2017 and 2017-2018 reporting periods	October 26, 2018
Verification of Arrest Data (Superintendent sign-off form) Due Date for both 2016-2017 and 2017-2018 reporting periods	November 30, 2018

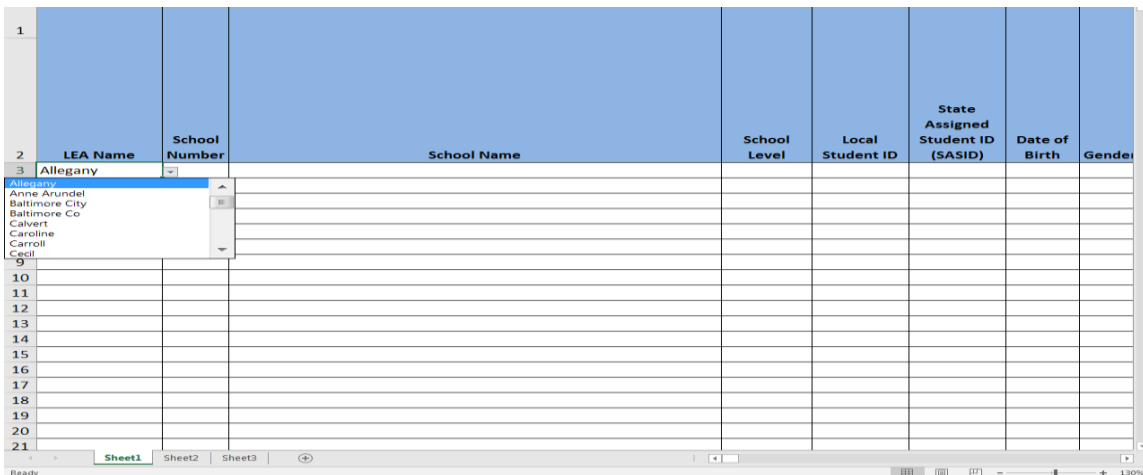
## Guidance for Submitting the Arrest Data

### Document History

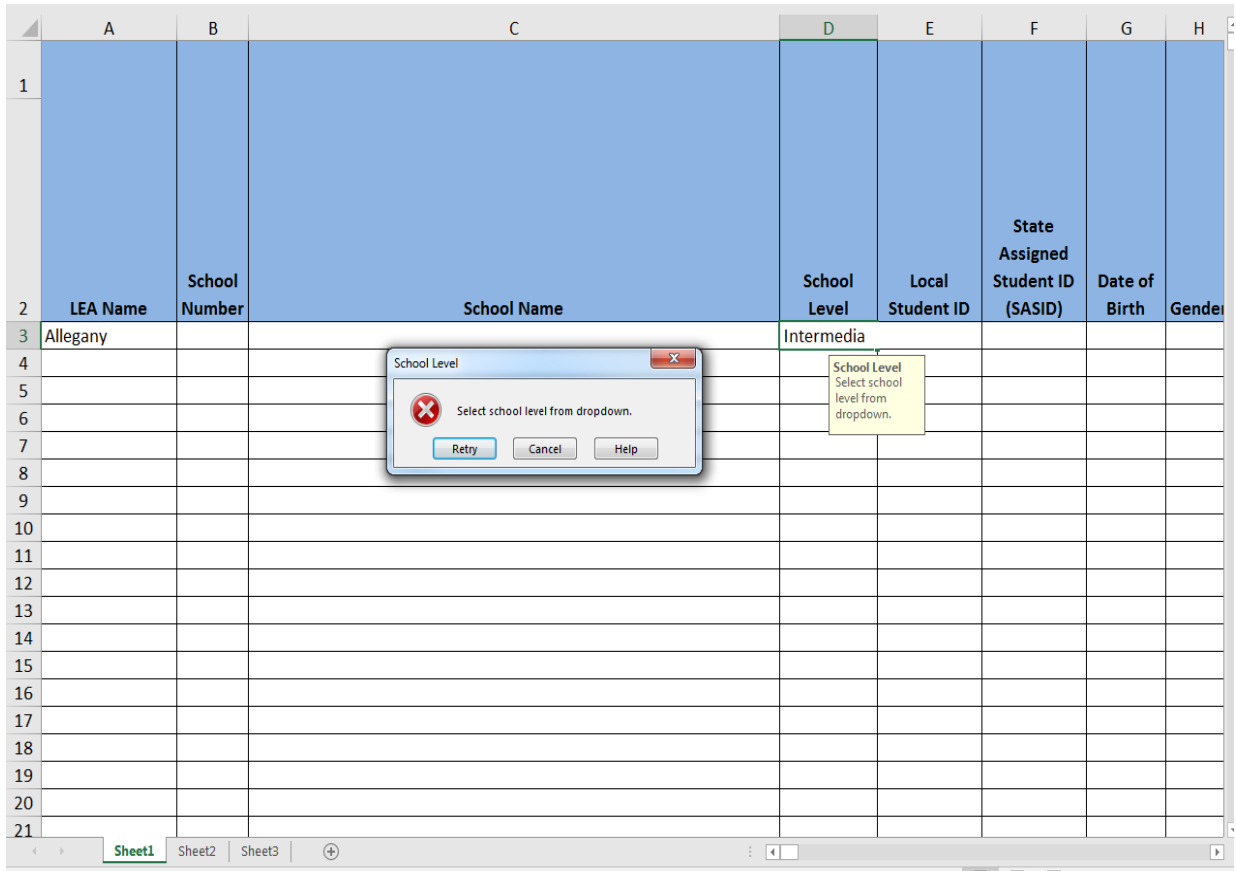
Document Version	Date	Summary of Changes
<b>1.0</b>	<b>July 2016</b>	Initial version.
<b>2.0</b>	<b>September 2018</b>	<ul style="list-style-type: none"> <li>Updated arresting offenses. Arresting and Suspension Offenses are now uniform categories based on State Code of Discipline.</li> <li>Added <i>Guidance for submitting the Arrest Data</i> (page 3).</li> <li>Removed “FARMS”</li> <li>Added “School Year”</li> <li>Changed five-digit race codes to race descriptions (page 5).</li> <li>For “DJS Referral by Whom” changed “enter the <b>name</b> of the person that made the referral” to “report the <b>position</b> of the person that made the referral” (page 9).</li> <li>Replaced “Number of days the student was suspended/excluded from school after the arrest” with “Length of Removal from Regular Education Program.”</li> <li>Removed Appendix A: Arrest Data Key Definitions</li> <li>Added Appendix A: Suspension and Arresting Offense Definitions</li> <li>Added Appendix B: Validation Errors and Requirements</li> <li>Added Appendix C: Verification of Student Arrests Data form</li> </ul>

### Guidance

- 1. Submit two separate spreadsheets.** Report arrests that occurred from July 1, 2016, through June 30, 2017, in the **2016-2017** spreadsheet, and arrests that occurred from July 1, 2017, through June 30, 2018, in the **2017-2018** spreadsheet.
- 2.** When completing the spreadsheets, use the dropdowns to select responses (see below).



- Changes to selections in the dropdowns will trigger edit errors (see below). **Responses must be reported exactly as they appear on the spreadsheet and in the reporting manual.** See Appendix B for validation errors and requirements.



- If student was charged with multiple offenses for the same incident, report only the most serious offense. **For example, if a student is charged with fighting and firearms. Firearms is the more severe of the two offenses.**
- After data has been edited and considered final, the LEA contact will receive summary reports from MSDE for verification. If reports are accurate, the superintendent of schools must sign and return the verification form, Appendix C, by the due date.



## Data Definitions and Instructions

**School Year** The four-digit school year in which the arrest occurred

- 2017 (SY 2016-2017)
- 2018 (SY 2017-2018)

**LEA Name** Local Education Agency name.

**School Number** The four-digit code assigned to the school the student attended when arrest occurred

A list of valid school numbers for each local education agency will be supplied by MSDE's Division of Assessment, Accountability and Information Technology upon request

**School Name** The name of the school the student attended when arrest occurred.

**School Level** Indicate school level

- High
- Middle
- Elementary
- Combined

**Local Student ID** The number assigned by the local education agency – any combination of numbers (not more than ten digits). If fewer than ten digits are used, zero fill remaining positions to the left.

**State Assigned Student ID (SASID)** The State Assigned Student ID number assigned through the USIS system. May not contain pseudo numbers, zero filling or BLANK

**Date of Birth** Four-digit year, two-digit month, and two-digit day (YYYYMMDD) to indicate the student's birth date. (Example: September 7, 2001 is 20010907).

**Gender** Gender of the student

- Male
- Female

**Hispanic/Latino Ethnicity** Is the student Hispanic/Latino?

- Yes – Yes, student is of Hispanic/Latino origin
- No – No, student is not of Hispanic/Latino origin

<b>Race</b>	<p>Indicate student's race.</p> <ul style="list-style-type: none"> <li>• American Indian/Alaska Native</li> <li>• Asian</li> <li>• Black or African American</li> <li>• Native Hawaiian or Other Pacific Islander</li> <li>• White</li> <li>• Two or More Races</li> </ul>
<b>Grade</b>	<p>The grade the student was in when the arrest occurred.</p> <ul style="list-style-type: none"> <li>• PK - Prekindergarten</li> <li>• K - Kindergarten</li> <li>• 01 through 12 - Grades 1-12</li> </ul>
<b>Special Education Services</b>	<p>Did the student have an IEP and was the student receiving special education services at the time the arrest occurred?</p> <ul style="list-style-type: none"> <li>• Yes, receiving special education services</li> <li>• No, not receiving special education services</li> </ul>
<b>Section 504 Plan</b>	<p>Did the student have a physical or mental impairment at the time the arrest occurred, that substantially limited one or more major life activities, had a record of such impairment or was regarded as having such impairment?</p> <ul style="list-style-type: none"> <li>• Yes, had a Section 504 Plan</li> <li>• No, did not have a Section 504 Plan</li> </ul>
<b>English Learner (EL)</b>	<p>Indicate the student's English Learner (EL) status at the time the arrest occurred. Students who have a primary or home language other than English and who have been assessed as having limited or no ability to understand, speak, or read English and are receiving EL services.</p> <ul style="list-style-type: none"> <li>• Yes, receiving EL services</li> <li>• No, not receiving EL services</li> </ul>
<b>Date of Arrest</b>	<p>The eight-digit number indicating the date on which the arrest occurred. (Example: February 2, 2018 should be reported as 20180202.)</p>
<b>Arrest Type</b>	<p>Indicate type of arrest.</p> <ul style="list-style-type: none"> <li>• Physical Arrest</li> <li>• Paper Arrest (Officer initiated referral/request for charges to DJS)</li> </ul>
<b>Student Suspended in Conjunction with Arrest</b>	<p>Was the student suspended in conjunction with the arrest?</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

**Out-of-School or In-School Suspension**

If suspension occurred in conjunction with arrest, indicate if suspension was an out-of-school or in-school suspension.

- Out-of-School Suspension
- In-School Suspension

**Suspension Offense**

If suspension occurred in conjunction with arrest, indicate the suspension offense. The offense should align with the offense reported in the *Student Discipline and Health Related Exclusions* data file.

- 201 – Alcohol
- 202 – Inhalants
- 203 – Drugs/Controlled Substances
- 204 – Tobacco
- 301 – Firearms
- 302 – Other Guns
- 303 – Other Weapons
- 401 – Attack on Adult
- 402 – Attack on Student
- 403 – Threat to Adult
- 404 – Threat to Student
- 405 – Fighting
- 406 – Extortion
- 407 – Bullying/Harassment
- 408 – Serious Bodily Injury
- 501 – Arson/Fire
- 502 – False Alarm/Bomb Threat
- 503 – Explosives
- 601 – Sexual Attack
- 602 – Sexual Harassment
- 603 – Sexual Activity
- 701 – Disrespect
- 704 – Disruption
- 801 – Academic Dishonesty
- 802 – Inappropriate Use of Personal Electronics
- 803 – Theft
- 804 – Trespassing
- 806 – Destruction of Property
- 891 – Sells or Solicits Sale of Controlled Substance (Only for students with disabilities)
- 892 – Possesses or Uses Illegal Drugs (Only for students with disabilities)
- 893 – Bringing or Possessing a Firearm onto School Property or to a School Sponsored Activity (Only for students with disabilities)

**Length of Suspension** If suspension occurred in conjunction with arrest, report the number of days the student was suspended.

**Arresting Offense** The offense that led to the arrest. If charged with multiple offenses, report only the most serious offense.

201 – Alcohol  
 202 – Inhalants  
 203 – Drugs/Controlled Substances  
 301 – Firearms  
 302 – Other Guns  
 303 – Other Weapons  
 401 – Attack on Adult  
 402 – Attack on Student  
 403 – Threat to Adult  
 404 – Threat to Student  
 405 – Fighting  
 406 – Extortion  
 407 – Bullying/Harassment  
 408 – Serious Bodily Injury  
 501 – Arson/Fire  
 502 – False Alarm/Bomb Threat  
 503 – Explosives  
 601 – Sexual Attack  
 602 – Sexual Harassment  
 603 – Sexual Activity  
 704 – Disruption  
 801 – Academic Dishonesty  
 802 – Inappropriate Use of Personal Electronics  
 803 – Theft  
 804 – Trespassing  
 806 – Destruction of Property  
 891 – Sells or Solicits Sale of Controlled Substance (Only for students with disabilities)  
 892 – Possesses or Uses Illegal Drugs (Only for students with disabilities)  
 893 – Bringing or Possessing a Firearm onto School Property or to a School Sponsored Activity (Only for students with disabilities)

**Location of Arrest** The location of the arrest.

- On School Grounds
- Off School Grounds
- School Sponsored Event
- To/From School
- School Bus
- Inside the School Building

<b>Arresting Officer</b>	<p>Indicate which officer made the arrest.</p> <ul style="list-style-type: none"> <li>• SRO</li> <li>• Law Enforcement Officer</li> </ul>
<b>Arresting Officer Primarily Assigned to School</b>	<p>Is arresting officer primarily assigned to the school where the arrest occurred?</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Location of Arresting Officer not Primarily Assigned to School</b>	<p>If arresting officer is not primarily assigned to the school, indicate where they are assigned.</p>
<b>Law Enforcement Referral</b>	<p>Did School-based incident lead to law enforcement referral?</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unknown</li> </ul>
<b>DJS Referral</b>	<p>Did School-based incident lead to DJS referral?</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unknown</li> </ul>
<b>DJS Referral by Whom</b>	<p>If incident led to DJS referral, report the position of the person that made the referral.</p> <ul style="list-style-type: none"> <li>• Local Police Officer</li> <li>• SRO</li> <li>• School Administrator</li> <li>• Other</li> </ul>
<b>Final Outcome</b>	<p>The final outcome of the process. The disciplinary actions arising from the incident which led to the arrest or referral.</p> <ul style="list-style-type: none"> <li>• Juvenile Placement or Juvenile Detention</li> <li>• Alternative School Placement</li> <li>• Therapeutic Placement</li> <li>• Transfer within district</li> <li>• Transfer to another district</li> <li>• Returned to School</li> <li>• Expulsion</li> <li>• Diversion Program</li> <li>• Overturned</li> </ul>

**Length of Juvenile Placement or Juvenile Detention**

If juvenile placement or juvenile detention, report the number of days the student was in juvenile placement or juvenile detention.

**Length of Removal From Regular Education Program**

Report the number of days the student was removed from his/her regular education program after the arrest.

## Suspension and Arresting Offense Definitions

Offense Code	Offense	Offense Description
201	Alcohol	Being under the influence of alcohol; Using/possessing alcohol. Distributing/selling alcohol.
202	Inhalants	Being under the influence of inhalants; Using/possessing inhalants; Distributing/selling inhalants.
203	Drugs/Controlled Substances	Unauthorized use/possession of non-illegal drugs; Being under the influence of illegal drugs; Using/possessing illegal drugs; Distributing/selling non-illegal or illegal drugs.
204	Tobacco	Using/possessing tobacco/e-cigarettes.
302	Other Guns	Possessing, using, or threatening to use a look-alike gun. (e.g., water guns); Possessing, using, or threatening to use an unloaded/inoperable non-firearm gun (e.g., pellet guns, BB guns); Possessing, using, or threatening to use a loaded/operable non-firearm gun.
303	Other Weapons	Possessing an implement that could potentially cause injury, without intent to use it as a weapon; Possessing an implement that could potentially cause injury with intent to use it as a weapon; Using or threatening to use as weapon an implement that is likely to cause serious bodily harm.
401	Attack on Adult	Intentionally shoving, pushing, or otherwise being physically aggressive toward an adult in the context of a fight. (e.g., body check; intentionally bumping; but not horseplay); Intentionally engaging in a fight (which may be small, spontaneous, and short and/or result only in minor cuts, scrapes, and/or bruises); Intentionally engaging in a fight, which may be large, pre-planned, extended, and/or resulting in major injuries like a broken limb or otherwise especially serious based on listed factors in the State Guidelines.

Offense Code	Offense	Offense Description
402	Attack on Student	Intentionally shoving, pushing, or otherwise being physically aggressive toward a student in the context of a fight. (e.g., body check; intentionally bumping; but not horseplay); Intentionally engaging in a fight (which may be small, spontaneous, and short and/or result only in minor cuts, scrapes, and/or bruises); Intentionally engaging in a fight, which may be large, pre-planned, extended, and/or resulting in major injuries like a broken limb or otherwise especially serious based on listed factors in the State Guidelines.
403	Threat to Adult	Expressing - orally, in writing, or by gesture – intent to do physical harm to an adult; Engaging in persistent threats to an adult.
404	Threat to Student	Expressing - orally, in writing, or by gesture – intent to do physical harm to a student; Engaging in persistent threats to a student.
405	Fighting	Intentionally shoving, pushing, or otherwise being physically aggressive toward another in the context of a fight. (e.g., body check; intentionally bumping; but not horseplay); Intentionally engaging in a fight (which may be small, spontaneous, and short and/or only in minor cuts, scrapes, and/or bruises); Intentionally engaging in a fight, which may be large, pre-planned, extended, and/or resulting in major injuries like a broken limb or otherwise especially serious based on listed factors in the State Guidelines.
406	Extortion	Engaging in extortion: Using a threat (without a weapon) to get a person to turn over property. Engaging in persistent threats or extortion.
407	Bullying/Harassment	Engaging in harassment; Engaging in persistent bullying including cyberbullying.
408	Serious Bodily Injury	Intentionally misbehaving in a way that unintentionally causes serious bodily injury; Intentionally causing serious bodily injury.
501	Arson/Fire	Intentionally setting or attempting to set a fire or helping others to set a fire without intent to or possibility of endangering others; Intentionally setting a fire or helping others to set a fire with the intent to endanger others or with the result of destroying valuable property.
502	False Alarm/ Bomb Threat	Initiating a warning of a fire or other catastrophe without cause (e.g., pulling a fire alarm or misusing 911); Making a bomb threat or threatening a school shooting.



Offense Code	Offense	Offense Description
503	Explosives	Possessing an incendiary or explosive device or material or any combination of combustible or explosive substances, other than a firearm, that can cause harm to people or property. (e.g., firecrackers, smoke bombs, flares; but NOT “snap pops,” which should be treated as a disruption); Detonating or threatening to detonate an incendiary or explosive device or material, including those described above.
601	Sexual Attack	Intentionally engaging in behavior towards another that is physically, sexually aggressive.
602	Sexual Harassment	Engaging in sexual harassment (e.g., intentional unwelcome sexual advances, requests for sexual favors, other intentional inappropriate verbal, written, or physical conduct of a sexual nature).
603	Sexual Activity	Engaging in inappropriate behavior of a sexual nature (e.g., indecent exposure, inappropriate texts of a sexual nature).
701	Disrespect	Making intentional and harmful gestures, verbal or written comments, or symbols to others (e.g., verbal put-downs, cursing, talking back); Being insubordinate; Repeatedly or persistently disrespectful, in defiance of authority.
704	Disruption	Intentionally engaging in minor behavior distracting from the learning environment. Intentionally and persistently engaging in minor behavior that distracts from the learning environment (e.g., talking out of turn, throwing small items, horseplay); Intentionally engaging in moderate to serious behavior that distracts from teaching and learning, and directly affects the safety of others (e.g., throwing harmful items, sending incendiary texts/social media messages, disrupting a fire drill).
801	Academic Dishonesty	Plagiarizing, such as by taking someone else’s work or ideas (for student’s grades 6-12); Forgery, such as faking a signature of a teacher or parent; or cheating.
802	Inappropriate Use of Personal Electronics	Having out a personal electronic device after student has been warned; Persistently having out a personal electronic device, in defiance of school rules.

Offense Code	Offense	Offense Description
803	Theft	Intentionally taking property without owner's permission, where the taker is an elementary school student; Intentionally taking property without owner's permission; Intentionally taking property without owner's permission, where the theft is especially serious based on listed factors in the State Guidelines.
804	Trespassing	Being on school property without permission, including while on suspension or expulsion.
806	Destruction of Property	Causing accidental damage; Intentionally causing damage to school/other's property; Intentionally causing damage to school/other's property, where the act is especially serious based on listed factors in the State Guidelines.
891	Sells or Solicits Sale of Controlled Substance	Controlled substance means a drug or other substance identified under the schedules of controlled substances in 21 U.S.C. §812; 21 C.F.R. pt. 1308. <b>Do not include the sale or solicitation of alcohol or tobacco.</b>
891	Sells or Solicits Sale of Controlled Substance	Controlled substance means a drug or other substance identified under the schedules of controlled substances in 21 U.S.C. §812; 21 C.F.R. pt. 1308. Do not include the sale or solicitation of alcohol or tobacco.
892	Possesses or Uses Illegal Drugs	Illegal drugs are defined as a controlled substance, but do not include a substance that is legally possessed, used under the supervision of a licensed health-care professional, or used under any other authority under the Controlled Substance Act or under any other provision of federal law. Do not include the possession or use of alcohol or tobacco.
893	Bringing or Possessing a Firearm onto School Property or to a School Sponsored Activity	Firearm means a weapon, device, instrument, material, or substance (animate or inanimate), that is used for, or is readily capable of, causing death or serious bodily injury. Firearm does not include a pocket knife with a blade less than 2 ½ inches in length (See 18 U.S.C. §921; §930). (COMAR 13A.08.01.12-1)

## Validation Errors and Requirements

Error No.	Error	Requirement
E00	Invalid/Missing School Year	Four-digit school year: <ul style="list-style-type: none"> <li>• 2017 (SY 2016-2017)</li> <li>• 2018 (SY 2017-2018)</li> </ul>
E01	Invalid/Missing LEA	Valid values: <ul style="list-style-type: none"> <li>• Allegany</li> <li>• Anne Arundel</li> <li>• Baltimore City</li> <li>• Baltimore Co</li> <li>• Calvert</li> <li>• Caroline</li> <li>• Carroll</li> <li>• Cecil</li> <li>• Charles</li> <li>• Dorchester</li> <li>• Frederick</li> <li>• Garrett</li> <li>• Harford</li> <li>• Howard</li> <li>• Kent</li> <li>• Montgomery</li> <li>• Prince George's</li> <li>• Queen Anne's</li> <li>• St. Mary's</li> <li>• SEED School</li> <li>• Somerset</li> <li>• Talbot</li> <li>• Washington</li> <li>• Wicomico</li> <li>• Worcester</li> </ul>
E02	Invalid/Missing School Name/Number	School number and school name must match MSDE's school database.
E03	Invalid/Missing school level	Valid values: <ul style="list-style-type: none"> <li>• High</li> <li>• Middle</li> <li>• Elementary</li> <li>• Combined</li> </ul>
E04	Invalid/Missing LASID	LASID must be ten digits.
E05	Invalid/Missing SASID	SASID must be ten digits.
E06	Missing DOB	Date of Birth must be populated.
E07	Invalid/Missing Gender	Valid values: <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> </ul>

Error No.	Error	Requirement
E08	Invalid/Missing Ethnicity	Valid values: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
E09	Invalid/Missing Race	Valid values: <ul style="list-style-type: none"> <li>• American Indian/Alaska Native</li> <li>• Asian</li> <li>• Black or African American</li> <li>• Native Hawaiian or Other Pacific Islander</li> <li>• White</li> <li>• Two or More Races</li> </ul>
E10	Invalid/Missing Grade	Valid values: <ul style="list-style-type: none"> <li>• PK</li> <li>• K</li> <li>• 01-12</li> </ul>
E11	Invalid/Missing Special Education Services	Valid values: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
E12	Invalid/Missing Section 504 Plan	Valid values: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
E13	Invalid/Missing ELL	Valid values: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
E14	Invalid Date of Arrest	SY 2017-Date must be between 07/1/2016 and 6/30/2017. SY 2018-Date must be between 07/1/2017 and 6/30/2018.
E15	Missing Date of Arrest	Date of arrest must be populated.
E16	Invalid/Missing Arrest Type	Valid values: <ul style="list-style-type: none"> <li>• Physical Arrest</li> <li>• Paper Arrest (Officer initiated referral/request for charges to DJS)</li> </ul>
E17	Invalid/Missing Suspension in Conjunction with Arrest	Valid values: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
E18	Invalid Out-of-School or In-School Suspension	Valid values: <ul style="list-style-type: none"> <li>• Out-of-School Suspension</li> <li>• In-School Suspension</li> </ul> If suspension did not occur in conjunction with arrest, leave blank.
E19	Missing Out-of-School or In-School Suspension	If suspension occurred in conjunction with arrest, must indicate out-of-school or in-school suspension.

Error No.	Error	Requirement
E20	Invalid/Missing Suspension Offense	<p>If suspension occurred in conjunction with arrest, must be populated. Valid values:</p> <ul style="list-style-type: none"> <li>• 201 – Alcohol</li> <li>• 202 – Inhalants</li> <li>• 203 – Drugs/Controlled Substances</li> <li>• 204 – Tobacco</li> <li>• 301 – Firearms</li> <li>• 302 – Other Guns</li> <li>• 303 – Other Weapons</li> <li>• 401 – Attack on Adult</li> <li>• 402 – Attack on Student</li> <li>• 403 – Threat to Adult</li> <li>• 404 – Threat to Student</li> <li>• 405 – Fighting</li> <li>• 406 – Extortion</li> <li>• 407 – Bullying/Harassment</li> <li>• 408 – Serious Bodily Injury</li> <li>• 501 – Arson/Fire</li> <li>• 502 – False Alarm/Bomb Threat</li> <li>• 503 – Explosives</li> <li>• 601 – Sexual Attack</li> <li>• 602 – Sexual Harassment</li> <li>• 603 – Sexual Activity</li> <li>• 701 – Disrespect</li> <li>• 704 – Disruption</li> <li>• 801 – Academic Dishonesty</li> <li>• 802 – Inappropriate Use of Personal Electronics</li> <li>• 803 – Theft</li> <li>• 804 – Trespassing</li> <li>• 806 – Destruction of Property</li> <li>• 891 – Sells or Solicits Sale of Controlled Substance</li> <li>• 892 – Possesses or Uses Illegal Drugs</li> <li>• 893 – Bringing or Possessing a Firearm onto School Property or to a School Sponsored Activity</li> </ul>

Error No.	Error	Requirement
E21	Missing Length of Suspension	If suspension occurred in conjunction with arrest, must indicate length of suspension.
E22	Invalid/Missing Arresting Offense	Valid values: <ul style="list-style-type: none"> <li>• 201 – Alcohol</li> <li>• 202 – Inhalants</li> <li>• 203 – Drugs/Controlled Substances</li> <li>• 301 – Firearms</li> <li>• 302 – Other Guns</li> <li>• 303 – Other Weapons</li> <li>• 401 – Attack on Adult</li> <li>• 402 – Attack on Student</li> <li>• 403 – Threat to Adult</li> <li>• 404 – Threat to Student</li> <li>• 405 – Fighting</li> <li>• 406 – Extortion</li> <li>• 407 – Bullying/Harassment</li> <li>• 408 – Serious Bodily Injury</li> <li>• 501 – Arson/Fire</li> <li>• 502 – False Alarm/Bomb Threat</li> <li>• 503 – Explosives</li> <li>• 601 – Sexual Attack</li> <li>• 602 – Sexual Harassment</li> <li>• 603 – Sexual Activity</li> <li>• 704 – Disruption</li> <li>• 801 – Academic Dishonesty</li> <li>• 802 – Inappropriate Use of Personal Electronics</li> <li>• 803 – Theft</li> <li>• 804 – Trespassing</li> <li>• 806 – Destruction of Property</li> <li>• 891 – Sells or Solicits Sale of Controlled Substance</li> <li>• 892 – Possesses or Uses Illegal Drugs</li> <li>• 893 – Bringing or Possessing a Firearm onto School Property or to a School Sponsored Activity</li> </ul>

Error No.	Error	Requirement
E23	Invalid/Missing Location of Arrest	Valid values: <ul style="list-style-type: none"> <li>On School Grounds</li> <li>Off School Grounds</li> <li>School Sponsored Event</li> <li>To/From School</li> <li>School Bus</li> <li>Inside the School Building</li> </ul>
E24	Invalid/Missing Arresting Officer	Valid values: <ul style="list-style-type: none"> <li>SRO</li> <li>Law Enforcement Officer</li> </ul>
E25	Invalid/Missing Arresting Officer's Primary Assignment	Valid values: <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>
E26	Missing Where Arresting Officer is Assigned	If Arresting Officer's Primary Assignment='No', must be populated.
E27	Invalid/Missing Law Enforcement Referral	Valid values: <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>Unknown</li> </ul>
E28	Invalid/Missing DJS Referral	Valid values: <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>Unknown</li> </ul>
E29	Invalid/Missing DJS Referral by Whom	If DJS Referral='Yes', must be populated. Valid values: <ul style="list-style-type: none"> <li>Local Police Officer</li> <li>SRO</li> <li>School Administrator</li> <li>Other</li> </ul>
E30	DJS Referral by Whom not required	If DJS Referral='No', must be blank.
E31	Invalid/Missing Final Outcome	Valid values: <ul style="list-style-type: none"> <li>Juvenile Placement or Juvenile Detention</li> <li>Alternative School Placement</li> <li>Therapeutic Placement</li> <li>Transfer within district</li> <li>Transfer to another district</li> <li>Returned to School</li> <li>Expulsion</li> <li>Diversion Program</li> <li>Overtured</li> </ul>
E32	Missing Length of Juvenile Placement or Juvenile Detention	If Final Outcome='Juvenile Placement or Juvenile Detention', must be populated.
E33	Invalid Out-of-School or In-School Suspension (Code 301)	Suspension offense 301-Firearms cannot be reported as an in-school suspension. Change to out-of-school suspension.

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Error No.	Error	Requirement
E34	Offenses 891, 892, 893 - students with disabilities only	Offense codes 891, 892, and 893 are for students with disabilities only. Student should be reported with Special Education Services=Yes.
W01	WARNING: Multiple arrests on same day	If student was charged with multiple offenses for the same incident, report only the most serious offense. Cannot report multiple arrests on same day.
W02	WARNING: Invalid DOB	Age of student is less than 5 or greater than 21. Verify Date of Birth.



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**MARYLAND STATE DEPARTMENT OF EDUCATION  
VERIFICATION OF STUDENT ARRESTS DATA  
2016-2017 and 2017-2018 Reporting Periods**

I certify that the 2016-2017 and 2017-2018 Student Arrests data reported to the Maryland State Department of Education (MSDE) includes arrests and referrals to law enforcement agencies or to the juvenile justice system that occurred from July 1, 2016 through June 30, 2017 for the 2016-2017 school year, and July 1, 2017 through June 30, 2018 for the 2017-2018 school year. After reviewing the Student Arrests data reports, I am in agreement that the data submitted to MSDE is accurate. I understand the data will be compiled for a report to the Maryland State Board of Education and a report to the Maryland legislature.

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Local Education Agency

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Signature of Superintendent of Schools

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Date

Return this form by October 26, 2018 to:

Kathy Donithan  
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Maryland State Department of Education  
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Baltimore, Maryland 21201-2595  
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