

## Review of Safety Data using Excel for End of Year Reporting

**Purpose:** This document will provide instructions on filtering data to assist in validation of district and school safety data for end of year reporting.

**Step 1:** Run school or district *Safe Schools* report via KY State Reporting in Infinite Campus for the specified school year. Select [Click Here](#) to generate the extract.

**Step 2:** Data will be extracted as a CSV file and opened in Excel (filtering functionality in Excel will be used)

**Step 3:** Turn filter option on via DATA tab | Filter

**Step 4:** Lock column headings via VIEW tab | Freeze Panes | Freeze Top Row

**Step 5:** Validate **Discipline Resolutions:** this table represents the number of behavior events with a state resolution; review this data by resolution to ensure accuracy.

NOTE: when user filters in excel the total for the filtered column will automatically display the count at the bottom of the file.

- **Expelled, receiving services:** filter column AN (ResolutionStateCode); select all resolutions for SSP1
- **Expelled, not receiving services:** filter column AN (ResolutionStateCode) = select all resolutions for SSP2
- **Out of School Suspension:** filter column AN (ResolutionStateCode) = select all resolutions for SSP3
- **Corporal Punishment:** filter column AN (ResolutionStateCode) = select all resolutions for SSP5
- **In School Removal:** filter column AN (ResolutionStateCode) = select all resolutions for INSR
- **Restraint:** filter column AN (ResolutionStateCode) = select all resolutions for SSP7
- **Seclusion:** filter column AN (ResolutionStateCode) = select all resolutions for SSP8
- **Unilateral Removal by School Personnel:** filter column AN (ResolutionStateCode) = select all resolutions for IAES1
- **Unilateral Removal by Hearing Officer:** filter column AN (ResolutionStateCode) = select all resolutions for IAES2

**Step 6:** Validate **Behavior Events:** this table represents the number of events by category (Assault or Violence; Weapons; Harassment (including Bullying); Drugs; Alcohol; Tobacco)

- **Filter Distinct Count (column AV) filtered to = 1**
- **Assault and Violence:** filter column AU (SubReport) = Violence

- **Weapons:** filter column AU (SubReport) = Weapons; then compare Weapon Type via column AM
- **Harassment (includes bullying):** filter column AU (SubReport) = Harassment; then compare Harassment Type via column AK
- **Drugs:** filter column AU (SubReport) = Drugs; then compare Drug Type via column AL
- **Alcohol:** filter column AU (SubReport) = Alcohol; then compare Drug Type via column AL
- **Tobacco:** filter column AU (SubReport) = Tobacco; then compare Drug Type via column AL

**Step 7:** Validate **Legal Sanctions:** this table represents the number of behavior events that resulted in a legal sanction (Arrest, Charges, Civil Damages) by race and gender

- Filter Distinct Count (column AV) filtered to = 1
- Call to Police: filter column AD = 1
- Arrest: filter column AE = 1
- Charges: filter column AF = 1
- Gang Related: filter column AG = 1
- Civil Proceedings: filter column AH = 1
- School Resource Officer: filter column AI = 1
- Court Designated Worker: filter column AJ = 1

**Step 8:** Validate **Behavior Events by Grade:** this table represents the number of behavior events by grade level

- Filter Distinct Count (column AV) filtered to = 1
- Filter Column G by each grade level

**Step 9:** Validate **Behavior Events by Socio-Economic:** this table represents the number of behavior events by lunch status (Free, Reduced, and Paid)

- Filter Distinct Count (column AV) filtered to = 1
- Filter column L (EconomicStatus) as follows:
  - F: Free
  - R: Reduced
  - S: Paid

**Step 10:** Validate **Behavior Events by Location:** this table represents the number of behavior events by location

- Filter Distinct Count (column AV) filtered to = 1
- Filter column Z (EventLocation) by each code SSL1 – SSL13

**Step 11:** Validate **Behavior Events by Context:** this table represents the number of behavior events by Context

- Filter Distinct Count (column AV) filtered to = 1
- Filter column Y (Context) by each code:

- SS for School Sponsored Event, During School Hours
- SN for School Sponsored Event, not During School Hours
- NS for Non-School Sponsored Event, During School Hours
- NN for Non-School Sponsored Event, not During School Hours