

## 2020-21 School Year: DIRS Open for Online Data Submissions

Greetings! As of Wednesday, January 6, the Disciplinary Incident Reporting System (DIRS) is open for online disciplinary incident submissions for the 2020-21 school year. The batch submission process will remain closed until further notice to allow software vendors time to modify their code and deploy to customers.

### Update: New “Online” Location Type

“Online” was added as a new location type for reporting disciplinary incidents in DIRS. As a reminder, multiple locations can be selected when entering a disciplinary incident in DIRS online and by batch submissions.

Please review guidance to best describe the context of distance learning environments in the table below.

**Table 1. DIRS Location Type Guidance for Distance Learning Settings**

| DIRS Location Types Combinations          | Incident Setting  |
|---|---|
| Classroom<br>Online<br>Off campus         | Virtual classroom in which instruction is provided and student is not on school grounds, either at home or another location.  |
| Classroom<br>Online                       | Virtual classroom in which instruction is provided and student is on school grounds.  |
| Other indoor area<br>Online<br>Off campus | Virtual learning setting for school-related activities in which no instruction is provided and student is not on school grounds, such as a virtual chat or discussion forum, whether text or video.   |
| Other indoor area<br>Online               | Virtual learning setting for school-related activities in which no instruction is provided and student is on school grounds, such as a virtual chat or discussion forum, whether text or video.   |
| Off campus                                | Off campus school-related activities conducted in-person or by phone. Examples include: check-ins by phone, text, or in-person; support services by phone, text, or in-person; field trips (use “School Bus” for incidents during transportation on bus). |

## Reminders

### DIRS Reporting Required by MDE

DIRS reporting requirements are based on federal and state regulations and include the following incidents:

1. There is a **disciplinary action** involving an enrolled student, regardless of the type of incident or student behavior, including:

- a. In-school Suspension;
  - b. Out-of-school suspension;
  - c. Expulsion (report within 30 days of effective date);
  - d. Exclusion (report within 30 days of effective date);
  - e. Administrative Transfer;
  - f. Offender Requested to Transfer within the School District;
  - g. Offender Requested to Transfer to Another District;
  - h. Offender Withdrew from School;
  - i. Unilateral Removal to An Alternative Educational Setting; or
  - j. Removal by Hearing Officer on Determination of Likely Injury.
2. A student is **referred to law enforcement** as a result of a school-related incident, regardless of the disciplinary outcome, incident type, or student behavior.
  3. A **student is arrested** as a result of a school-related incident, regardless of the disciplinary outcome, incident type, or student behavior.
  4. **Possession or use of a dangerous weapon** in a school zone, regardless of the disciplinary outcome, incident type, or student behavior.
  5. **Physical assault of a district employee**, including all teachers and staff, by a student (report within 30 days of assault), regardless of disciplinary outcome or law enforcement involvement.

## Deadlines

**Principals** must complete reports and data review for schools by **June 30, 2020**.

**Superintendents** must complete reports and certify district data by **July 31, 2020**.

## Additional Support and Resources

- Access the [DIRS webpage](#) to log in to DIRS, view the DIRS User Guide, batch file upload instructions, and other helpful links.
- User access: Visit MDE's [Data Submissions](#) page for instructions to create a user account in EDIAM, or send an email to [Useraccess.MDE@state.mn.us](mailto:Useraccess.MDE@state.mn.us).
- Contacts:
  - Data requests and reporting requirements:
    - Carly Lykes – 651-582-8683 or [carly.lykes@state.mn.us](mailto:carly.lykes@state.mn.us)
  - Online data entry and technical assistance with DIRS processing:
    - Ann Iweriebor – 651-582-8352 or [mde.incident-reporting@state.mn.us](mailto:mde.incident-reporting@state.mn.us)
  - Clarification of discipline statutes and legal requirements:
    - Sara Wolf – 651-582-8602 or [sara.k.wolf@state.mn.us](mailto:sara.k.wolf@state.mn.us)
  - DIRS system problems and passwords:
    - [MDE Helpdesk Support](#)
  - Batch set up or support:
    - [DIRS Batch Support](#)