

ARREST COMPARISON INSTRUCTIONS

How to Access:

- Log in to the ED166 → Arrest Data

Instructions:

- Select a record from the list.
- You will be presented with a screen that contains the SASID, Name and Arrest Date.
- Select one of the following options:
 - a) School Based Arrest has been/will be reported (optional: include the ITN below if you have already reported the record). *If you select this response it is expected that this student will have an ED166 record with an arrest.*
 - b) This is not a school based arrest (please include an explanation below). *If you select this response you must include an explanation. You will not be able to save the record without an explanation.*
 - c) We do not believe this arrest record belongs to this student. *Select this response if you do not believe this student was arrested.*
 - d) This student was not in my District on the Arrest Date. *Select this response if this student was not register to your district at the time of the incident associated with the arrest.*
- Select Save.

What Happens Next:

LEA Response:	CSDE Action:
School Based Arrest has been/will be reported	The record will be matched with the Incident Tracking number of the incident to ensure it is reported in the ED166.
This is not a school based arrest	Judicial will be contacted. Together we will determine what should and should not be counted so we can create an explicit definition of School-Based Arrest. Your LEA will be contacted with the outcome.
I do not believe this arrest record belongs to this student.	Mistakes happen. The record will be reviewed. Your LEA will be contacted with the outcome.
This student was not in my District on the Arrest Date.	Mistakes happen. The record will be reviewed. Your LEA will be contacted with the outcome.