H.B. 15-1273: Diversion Data Reporting Format

Reporting Requirement

H.B. 15-1273, enacted on June 5, 2015 requires each District Attorney (DA) to report to the Division of Criminal Justice (DCJ) the names of students who were given juvenile or adult diversion in a given school year for offenses that occurred at a school. This includes **public** elementary schools, middle or junior high schools or high schools. The offenses include those that occur in a school vehicle; or at a school activity or sanctioned event. In addition to the full name of the student, the District Attorney shall report the student's date of birth, race, ethnicity, and gender and the arrest or incident report number as recorded by the arresting law enforcement agency for the student. H.B. 16-1098 added provisions concerning the use and protection of juvenile delinquency data and personally identifiable information for research purposes. H.B. 21-066, enacted on April 29, 2021, struck "pre-filing" from the school discipline reporting requirement and now includes ALL juvenile or adult diversion cases.

Format of Submission

District Attorney offices must use a reporting template available for downloading at https://ors.colorado.gov/ors-coll-studentcontacts or create a file using the format described below.

A single file should contain diversion information for all students at all schools for a single academic year. The file format can be comma-separated values (.csv) or Excel.

Agencies should name submission files using the following convention:

> **JudicialDistrict-SchoolYear.csv (.xls, .xlsx)**
>
> **(Example: 23rd-2020-21.xls)**

Diversion Data Format

In the reporting template each row represents a single student. Table 1 lists the various Fields along with the respective template columns, data types and valid values for each field. The **Data Type** column explains the acceptable data type for each column. Some fields require specific values to be entered. Please see the **Valid Values** below for valid codes.

Table 1. Diversion fields and valid values for the reporting template.

Template Column	Column Header/Field	Data Type	Valid Values
A	Student First Name	Text - max 50 characters	
B	Student Last Name	Text - max 50 characters	
C	Student Date of Birth	Date - MM/DD/YYYY	
D	Student Race	Text - see valid values	Select one: • Asian

Updated by DCJ/ORS on 06/08/2022

Template Column	Column Header/Field	Data Type	Valid Values
			• Black • American Indian or Alaska Native • Pacific Islander • White • Unknown
E	Student Ethnicity	Text - see valid values	Select one: • Hispanic • Non-Hispanic • Unknown
F	Student Gender	Text - see valid values	Select one: • Female • Male • Unknown
G	Agency Name	Text - max 50 characters	Name of law enforcement agency
H	Arrest/Summons/Ticket Date	Date - MM/DD/YYYY	
I	Arrest/Summons/Ticket Number	Text - max 50 characters	Law enforcement arrest/summons/ticket number
J	Incident/Case Number	Text - max 50 characters	Law enforcement incident/case number
K	Filing Type	Text – see valid values	Select one: • Pre-filing • Post-filing

Submitting Reporting Template to DCJ/ORS

Incident reports MUST NOT be transmitted by email due to privacy protections. DCJ/ORS has developed a secure way to transmit your reporting template to us. Please check the DCJ webpage at https://ors.colorado.gov/ors-coll-studentcontacts for updated instructions on how to submit the report or request information.

For any additional information, please contact either Laurence Lucero at laurence.lucero@state.co.us or Stephane Waisanen at stephane.waisanen@state.co.us

Do not send school data via email

Updated by DCJ/ORS on 06/08/2022