

# H.B. 15-1273: School Data Reporting Format

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## Reporting Requirement

On or before August 1 of each year, each law enforcement agency that acts in its official capacity on school grounds, in a school vehicle, or at a school activity/sanctioned event when that activity resulted in a student ticket, summons, or arrest that occurred between the prior year, August 1 and July 31 of the current year, must report the data to the Division of Criminal Justice (DCJ). This includes incidents occurring at **public** elementary, middle/junior high, high schools, and Other schools ((1) – see description of types of Public schools in Colorado at the end of this document)

**CHANGE:** For schools where **zero incidents** occurred or if the agency does not have incidents to report, **please complete the Laserfiche reporting tool** (see [Submitting Reporting Template to DCJ/ORS](#) section below) and **select the option indicating that your agency has no incidents to report. This will aid us in documenting that your agency has responded to this state mandate.**

## Format of Submission

Law Enforcement agencies must use a reporting template available when accessing the [DCJ/ORS webpage](#).

A single file should contain incident information for all students at all schools for a single academic year.

Agencies should name submission files using the following convention:

**AgencyName\_School\_Incidents\_SchoolYear.xlsx (.csv, .xls)**

**(Example: SomeTownPD\_School\_Incidents\_2023-24.xlsx)**

## Incident Data Format

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

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

Template Column	Column Header/Field	Valid Values
<b>A</b>	Student First Name	Text - max 50 characters (indicate “expunged” if case sealed)
<b>B</b>	Student Last Name	Text - max 50 characters (indicate “expunged” if case sealed)
<b>C</b>	Student Date of Birth	Date - MM/DD/YYYY (Leave blank if case expunged)

Template Column	Column Header/Field	Valid Values
D	Student Race	Select one: <ul style="list-style-type: none"> <li>• Asian</li> <li>• Black</li> <li>• American Indian or Alaska Native</li> <li>• Pacific Islander</li> <li>• White</li> <li>• Unknown Race</li> </ul>
E	Student Ethnicity	Select one: <ul style="list-style-type: none"> <li>• Hispanic</li> <li>• Non-Hispanic</li> <li>• Unknown Ethnicity</li> </ul>
F	Student Gender	Select one: <ul style="list-style-type: none"> <li>• Female</li> <li>• Male</li> <li>• Unknown Gender</li> </ul>
G	Official School Name	Text - max 100 characters
H	School Type	Select one: <ul style="list-style-type: none"> <li>• Elementary School</li> <li>• Middle/Junior High School</li> <li>• High School</li> <li>• Other (includes <b>Public</b> Charter, Innovation schools, magnet and options, or online schools)</li> </ul>
I	School Address	Text - max 150 characters
J	School City	Text - max 50 characters
K	Contact Type	Select one: <ul style="list-style-type: none"> <li>• Arrest</li> <li>• Summons/Ticket</li> <li>• Other (indicate in narrative what other contact type i.e. Referred to DA for decision, diversion etc.)</li> </ul>
L	Date of Arrest/Summons/Ticket	Date - MM/DD/YYYY
M	Time of Arrest/Summons/Ticket	Time - HH:MM AM/PM
N	Arrest/Summons/Ticket Number	Text - max 50 characters
O	Incident Number	Text - max 50 characters
P	Most Serious Crime (NCIC number or description)	NCIC 4-digit crime code and description (See NCIC Code next tab in template for reference). If no NCIC code exists, for example a municipal charge, use the charge description. Example: "Tobacco violation".
Q	Weapon Type Involved	Select one from NIBRS weapon categories: <ul style="list-style-type: none"> <li>• Firearm</li> <li>• Handgun</li> <li>• Rifle</li> <li>• Shotgun</li> </ul>

Template Column	Column Header/Field	Valid Values
		<ul style="list-style-type: none"> <li>• Other firearm</li> <li>• Knife/Cutting Instrument</li> <li>• Blunt Object</li> <li>• Motor Vehicle</li> <li>• Personal Weapons</li> <li>• Explosives</li> <li>• Fire/Incendiary Device</li> <li>• Other</li> <li>• Unknown</li> <li>• None</li> </ul>
<b>R</b>	Optional Incident Narrative	Optional text regarding the incident (max 255 characters)

### 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.

1. Request access to the Laserfiche system by completing the form at the following link: [https://portal.laserfiche.com/t5150/forms/LFRequest\\_General](https://portal.laserfiche.com/t5150/forms/LFRequest_General). Please allow 1 to 2 business days for our team to process your Access Request, and you can expect an email from Laserfiche with an access key that will need to be input on future data reporting forms. Please save this access key in a secure location for future data reporting.

For any difficulties with a previously acquired access key, contact us at [cdps\\_dcj\\_credentials@state.co.us](mailto:cdps_dcj_credentials@state.co.us) or (720) 626-8052, and we will help you resolve this issue.

2. With your access key, access Laserfiche using this link to login and upload your data: [https://app.laserfiche.com/forms/SchoolData\\_v2](https://app.laserfiche.com/forms/SchoolData_v2).

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For any additional information, please contact anyone from our team at [cdps\\_dcj\\_ors\\_hb1273@state.co.us](mailto:cdps_dcj_ors_hb1273@state.co.us).

**Do not send school data via email**

## Type of Other **Public** Schools in Colorado

- (1) **Charter schools** are schools run by independent boards of directors rather than by the district school board.
- (2) **Innovation schools** are district-run schools allowed to have greater individual school autonomy and managerial flexibility such as lengthening the school day or hire teachers on separate year-to-year contracts.
- (3) **Magnet and option schools** are district-run schools with a particular focus, like engineering, STEM (Science, Technology, engineering, and mathematics), or the performing of art education.
- (4) **Online schools** are permanent, provide full-online and free educational options through digital classes.