

Date: September 2, 2020
To: District Administrators
From: Barbara Van Haren, PhD, Assistant State Superintendent, Division for Learning Support
Subject: New Seclusion and Restraint Reporting Requirement

On March 4, 2020, [2019 Wis. Act 118](#) went into effect, which revised Wisconsin state law on the use of seclusion and restraint in schools. The Department of Public Instruction (DPI) has developed two documents highlighting these changes. One document provides a [summary of the changes made through 2019 Wis. Act 118](#). The other provides a [side-by-side comparison of the new requirements compared to the requirements under the previous law](#): 2011 Wis. Act 125.

The purpose of this letter is to provide you with information and instructions regarding a new reporting requirement. Annually, the governing body of each local education agency (LEA) must report seclusion and restraint school-level data from the previous school year to DPI by no later than December 1. Six data points must be reported to DPI, reflecting incidents of seclusion and restraint for each school within the LEA. Please note that by October 1, a principal (or designee) must report this same seclusion and restraint school level to the LEA's governing body (in most cases, the local school board). The data collected by DPI is no different than the data required to be reported to the LEA's governing body. The disaggregated information for each school includes:

- the number of incidents of seclusion during the previous school year
- the total number of students who were involved in incidents of seclusion during the previous school year
- the number of students with disabilities who were involved in incidents of seclusion during the previous school year
- the number of incidents of physical restraint during the previous school year
- the total number of students who were involved in incidents of physical restraint during the previous school year
- the number of students with disabilities who were involved in incidents of physical restraint during the previous school year

“Incident” means an occurrence of a covered individual or a law enforcement officer using seclusion or physical restraint on a pupil. It is considered one incident if immediately following the use of seclusion or physical restraint on a pupil, the pupil's behavior presents a clear, present, and imminent risk to the physical safety of the pupil or others, and a covered individual or law enforcement officer resumes the use of seclusion or physical restraint.

DPI has worked to ensure accurate data can be submitted as efficiently as possible. In order to fulfill this obligation as per 2019 WI Act 118, the following process has been developed for reporting incidents of seclusion and restraint for each school in your district.

Beginning on October 2, all district administrators throughout the state will receive an emailed link to a personalized Qualtrics survey, which will be used to enter and submit all required seclusion and restraint data for their district. Within the survey, district administrators may assign a designee to report the information through the Qualtrics survey. Should a district administrator opt to assign a designee to report this data, they must do so by entering their name, job title, and email address in the Qualtrics survey received. Once DPI has obtained a designee’s contact information, the designee will automatically receive the same survey to fulfill the reporting requirement. It is important to note that since the required data report includes school-level data, district administrators (or their designee) must gather the required seclusion and restraint data (listed in the bullet points above) for each school in their district prior to beginning the Qualtrics survey.

About the Qualtrics survey:

The Qualtrics survey will first ask district administrators if they wish to complete the form themselves or designate another individual. If the district administrator opts to report the data, they will then be directed to a table that allows for the entry of data for each school in the district. The disaggregated data includes the total number of incidents of seclusion, the total number of students involved in these incidents, and the number of students with disabilities involved in these incidents. The disaggregated data elements will then be repeated for incidents of restraint in each school. To make this reporting process more manageable for larger districts, DPI is allowing LEAs with more than 10 schools to upload a file with the required school-level data. If your district meets this threshold, you will automatically be directed to a file upload question within the Qualtrics Survey.

Details on required format for file upload for LEAs with more than 10 schools:

LEAs authorized to report data via a file upload are required to follow a specific format to ensure uniformity across the state. First, the file must be uploaded as a .csv rather than a generic .xlsx file. Additionally, data must be formatted as follows: each school in a given district must be listed with its own row on the x-axis of a table, with the six questions each having their own columns on the y-axis. An example is provided below:

	A	B	C	D	E	F	G
	School Name:	Enter the total number of INCIDENTS of SECLUSION in the listed school in the previous school year	Enter the total number of PUPILS who were involved in the incidents of seclusion	Enter the number of CHILDREN WITH DISABILITIES who were involved in the incidents of seclusion	Enter the total number of INCIDENTS of PHYSICAL RESTRAINT in your school in the previous school year.	Enter the total number of PUPILS who were involved in the incidents of physical restraint	Enter the total number of CHILDREN WITH DISABILITIES who were involved in the incidents of physical restraint
2	School 1	x	y	z	x	y	z
3	School 2	x	y	z	x	y	z
4	School 3	x	y	z	x	y	z
5	School 4	x	y	z	x	y	z

*Please report only numeric values in this table (i.e., do not write “5 students”, enter the number 5.)

If you have any questions regarding this letter, please do not hesitate to contact Tim Peerenboom at Timothy.Peerenboom@dpi.wi.gov or (608) 266-1999.