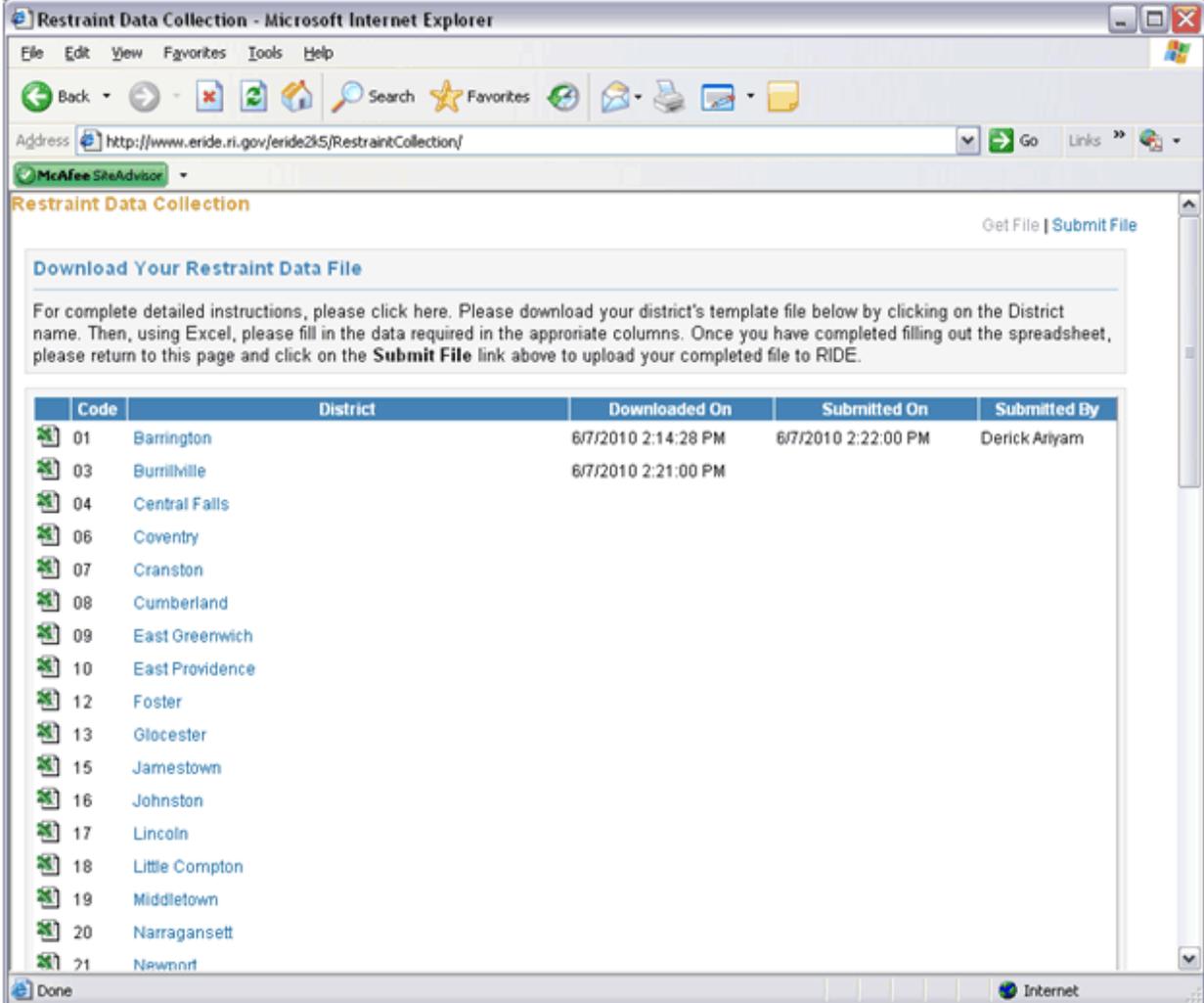


## How to Submit Your School Restraint Data to RIDE

1. Point your browser to the following web address:

<http://www.eride.ri.gov/eride2k5/RestraintCollection/>



Restraint Data Collection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.eride.ri.gov/eride2k5/RestraintCollection/> Go Links

McAfee SiteAdvisor

Restraint Data Collection [Get File](#) | [Submit File](#)

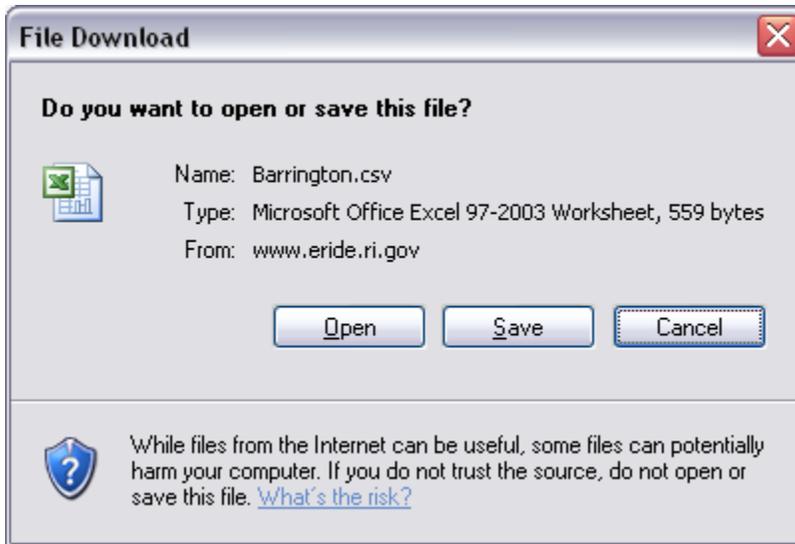
**Download Your Restraint Data File**

For complete detailed instructions, please click [here](#). Please download your district's template file below by clicking on the District name. Then, using Excel, please fill in the data required in the appropriate columns. Once you have completed filling out the spreadsheet, please return to this page and click on the **Submit File** link above to upload your completed file to RIDE.

Code	District	Downloaded On	Submitted On	Submitted By
01	<a href="#">Barrington</a>	6/7/2010 2:14:28 PM	6/7/2010 2:22:00 PM	Derick Ariyam
03	<a href="#">Burrillville</a>	6/7/2010 2:21:00 PM		
04	<a href="#">Central Falls</a>			
06	<a href="#">Coventry</a>			
07	<a href="#">Cranston</a>			
08	<a href="#">Cumberland</a>			
09	<a href="#">East Greenwich</a>			
10	<a href="#">East Providence</a>			
12	<a href="#">Foster</a>			
13	<a href="#">Glocester</a>			
15	<a href="#">Jamestown</a>			
16	<a href="#">Johnston</a>			
17	<a href="#">Lincoln</a>			
18	<a href="#">Little Compton</a>			
19	<a href="#">Middletown</a>			
20	<a href="#">Narragansett</a>			
21	<a href="#">Newport</a>			

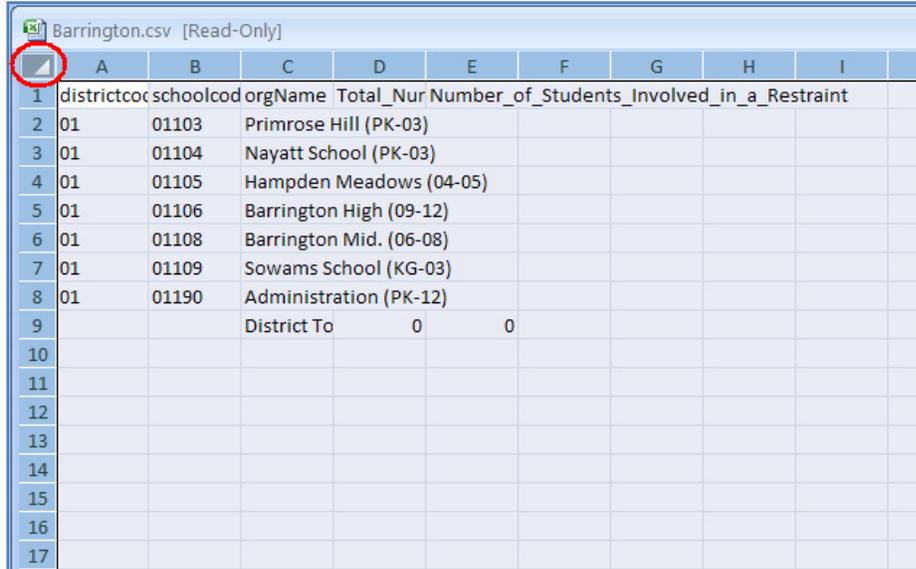
Done Internet

2. Download your district's file by clicking on your District's Name.



Open this file with Microsoft Excel. The format of the file is called "csv" (Comma Separated Value), which should open easily with any spreadsheet software you might installed.

Once you've opened the file in Excel, you may need to adjust the column widths for visibility. An easy way to do this is to click the upper left most space of your excel sheet, which will select the entire sheet.

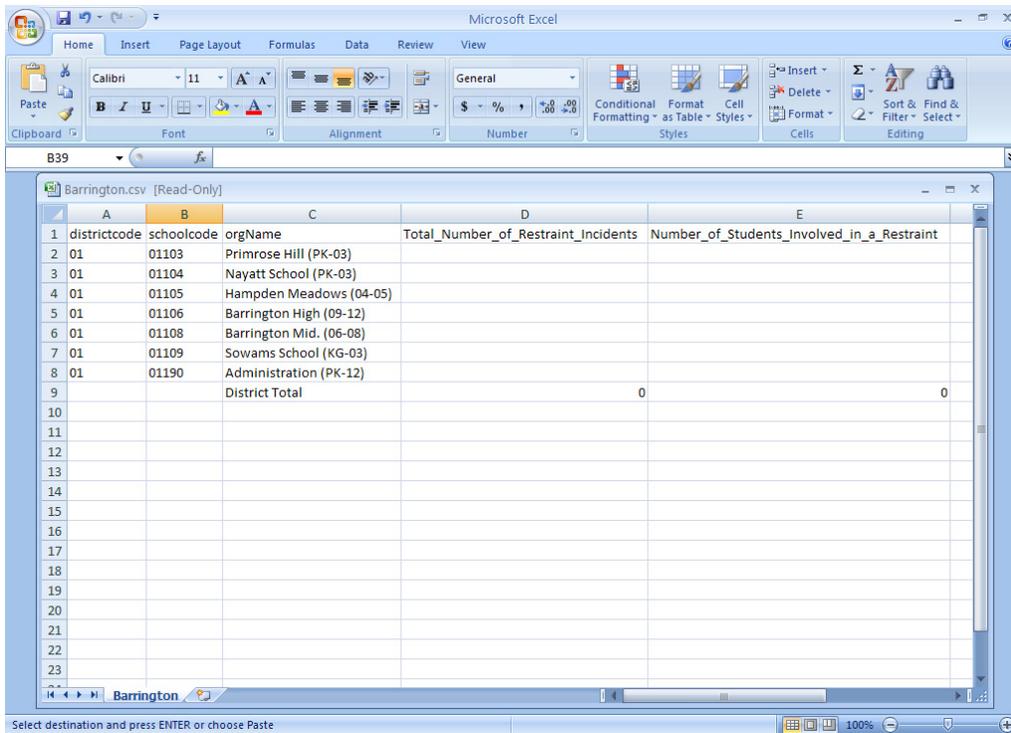


The image shows an Excel spreadsheet titled "Barrington.csv [Read-Only]". The spreadsheet has columns labeled A through I and rows numbered 1 through 17. A red circle highlights the selection icon (a small square with a diagonal line) in the top-left corner of the grid. The data in the spreadsheet is as follows:

	A	B	C	D	E	F	G	H	I
1	districtco	schoolcod	orgName	Total_Nur	Number_of_Students_Involved_in_a_Restraint				
2	01	01103	Primrose Hill (PK-03)						
3	01	01104	Nayatt School (PK-03)						
4	01	01105	Hampden Meadows (04-05)						
5	01	01106	Barrington High (09-12)						
6	01	01108	Barrington Mid. (06-08)						
7	01	01109	Sowams School (KG-03)						
8	01	01190	Administration (PK-12)						
9			District To	0	0				
10									
11									
12									
13									
14									
15									
16									
17									

Then double click any column separator in the column header:



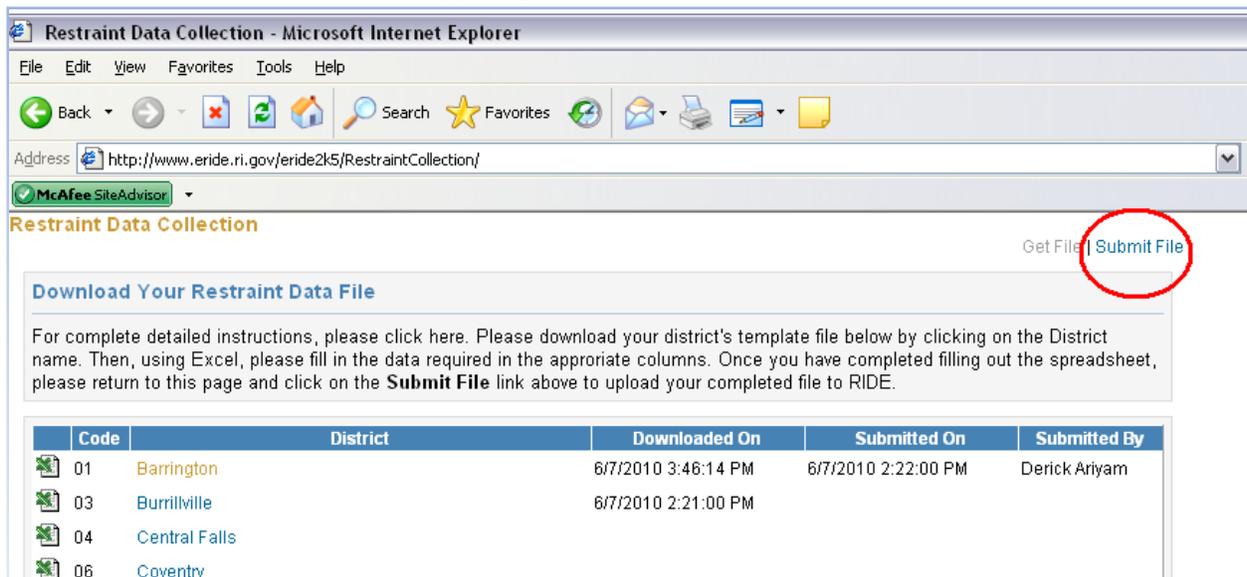


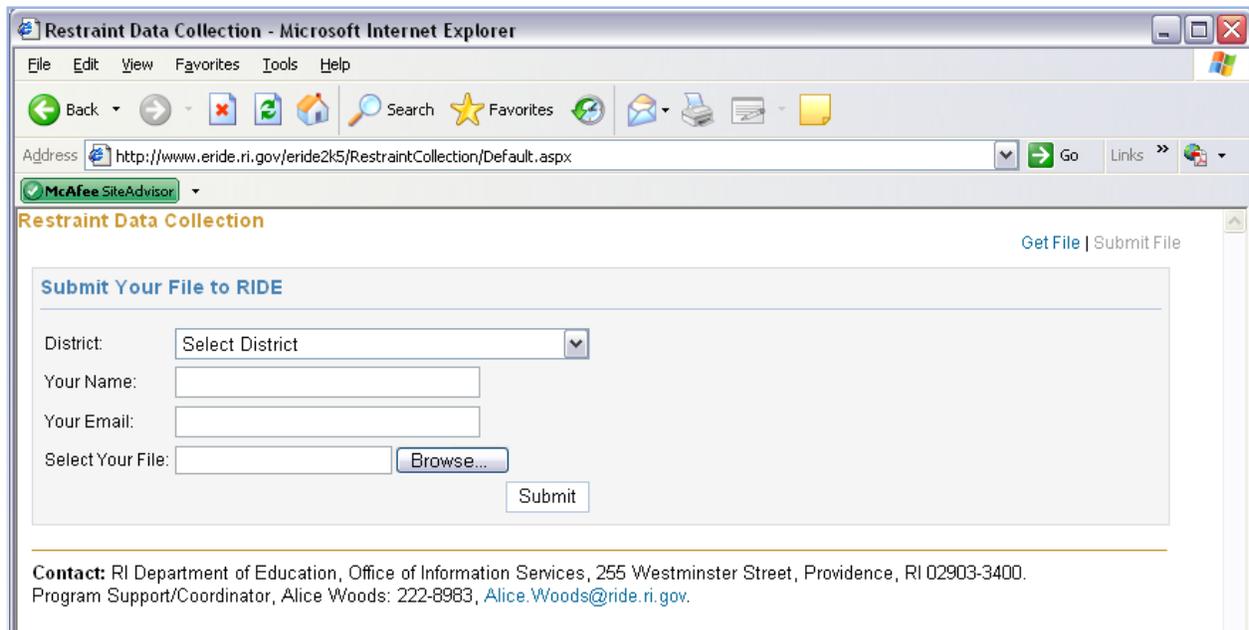
Once you've adjusted the widths of your columns. Please continue to fill out the appropriate data in the cells. The row with the label "District Total" should automatically sum your results.

Once you've completed filling out the file, save it on your computer. You may save it in either "csv" format, or excel format (CSV is preferred). Then, return to the Restraint Collection website to submit your file to RIDE:

<http://www.eride.ri.gov/eride2k5/RestraintCollection/>

Click on the **Submit File** link on the upper right hand of the screen.





Select your district from the drop down list; fill in your name, your email address, and then click on the **Browse** button to select the file you had previously saved.

Click the **Submit** button to complete this process.

If you have any questions about this collection, please contact the program coordinator:

Alice Woods: 222-8983, [Alice.Woods@ride.ri.gov](mailto:Alice.Woods@ride.ri.gov)