

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

NonPublic/Independent School | [Get File](#) | [Submit File](#)

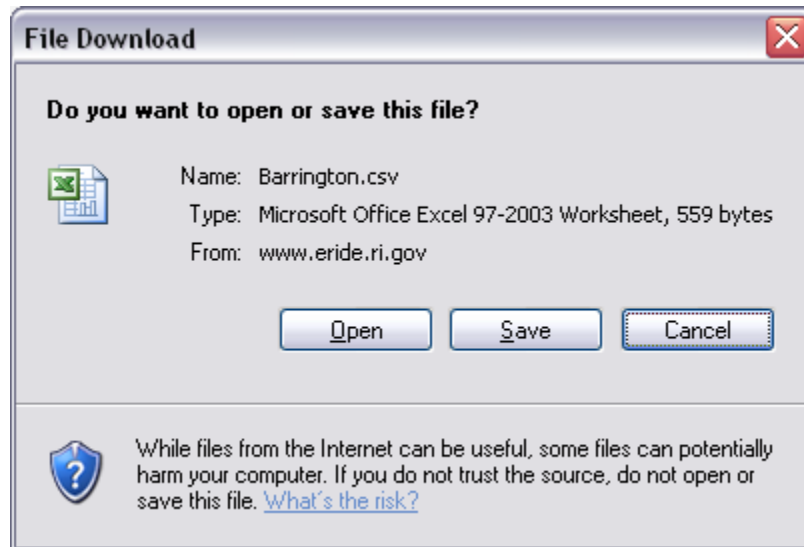
Download Your Restraint Data File

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	Barrington	6/7/2010 11:49:32 AM	6/7/2010 12:06:27 PM	test
	03	Burrillville	6/7/2010 11:49:34 AM		
	04	Central Falls			
	06	Coventry	6/2/2011 12:21:33 PM		
	07	Cranston			
	08	Cumberland			
	09	East Greenwich			
	10	East Providence			
	12	Foster			
	13	Glocester	6/2/2011 12:36:09 PM		
	15	Jamestown			
	16	Johnston			
	17	Lincoln			
	18	Little Compton			
	19	Middletown			
	20	Narragansett			
	21	Newport			
	22	New Shoreham			
	23	North Kingstown			
	24	North Providence	6/2/2011 12:36:11 PM		
	25	North Smithfield			
	26	Pawtucket			
	27	Portsmouth			
	28	Providence			
	30	Scituate			

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2. Download your district's file by clicking on your District's Name. If you are a nonpublic school, click on the Non Public/Independent school link on the top right of the page.



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 have 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.

An Excel spreadsheet titled "Barrington.csv [Read-Only]". The top-left cell (A1) is selected, indicated by a red circle. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I
1	districtcode	schoolcode	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:



	A	B	C	D	E
1	districtcode	schoolcode	orgName	Total_Number_of_Restraint_Incidents	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 Total	0	0
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

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. If you are a nonpublic school, click on the **Non Public/Independent School** link first, then click on the **Submit File** link.

The screenshot shows a web browser window titled "Restraint Data Collection - Windows Internet Explorer". The address bar shows "http://localhost:4795/Default.aspx". The page has a header with "Restraint Data Collection" and links for "NonPublic/Independent School", "Get File", and "Submit File". The main content area is titled "Submit Your File to RIDE" and contains a form with the following fields and questions:

- District/School:
- Your Name:
- Your Email:
- Select Your File:
- ☐ Yes ☐ No Has the public education program provided all staff with required training on physical restraint/crisis intervention within the first month of each school year?
- ☐ Yes ☐ No Has the public education program identified staff that participated in advance training, and are authorized to serve as a school-wide based resource?
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At the bottom, contact information is provided: "Contact: RI Department of Education, Office of Information Services, 255 Westminster Street, Providence, RI 02903-3400. Program Support/Coordinator, Alice Woods: 222-8983, Alice.Woods@ride.ri.gov."

Select your district (or school, if non-public) 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. Answer the two questions by selecting either **Yes** or **No**.

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