




THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234

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TO: District Superintendents of BOCES
Superintendents of Public School Districts Outside NYC
Principals of Public Schools Outside NYC
Charter School Leaders

FROM: Kathleen R. DeCataldo, Esq. 

SUBJECT: Timeline, collection of 2017-18 school year School Safety and Educational Climate (SSEC) incident counts and notification of free regional trainings this August

This memo includes important information about reporting School Safety and Educational Climate (SSEC) data. Please share this information with the Dignity Act Coordinator and other appropriate school and district staff.

Submission of 2017-18 SSEC Data

All public schools and districts, charter schools, and BOCES that were active for any period during the 2017-18 school year are required to submit data regarding School Safety and the Educational Climate to NYSED – even if zero incidents are reported. In addition, all relevant incidents that occurred during the summer months of 2017, including when summer school was in session, must be included when reporting the 2017-18 data.

Questions regarding the timeline for reporting or the data collected (i.e., questions regarding incident classification, responsibility for reporting, etc.) may be directed to the Office of Student Support Services at (518) 486-6090. Additional information, including training materials related to revised incident reporting categories that were implemented during the 2017-18 school year are available on our [website](#), and on the [Dignity for All Students Act website](#).

Timeline for Reporting

Category	Data Submission Due Date	Other Data Submissions
1. Schools identified as Potentially Persistently Dangerous (PPD) for the 2017-18 school year and notified by letter on March 14, 2018	July 9, 2018	

2. Schools designated as Persistently Dangerous (PD) for the 2017-18 school year	July 9, 2018	July 9, 2018 Parts 5 & 6 of Incident Reduction Plans (IRP)
3. All other public schools (including charter schools), public school districts, and BOCES	July 20, 2018 (School and district level SSEC forms)	

The SSEC data are collected through an online reporting application, the IRS Data Exchange or “IDEx” that is accessed through the NYSED Application Business Portal (<https://portal.nysed.gov/abp>) and will be available to all school districts, public schools, including charter schools, and BOCES **beginning on June 25, 2018**. After the close of the 2017-18 school year data collection window, SSEC data may not be changed.

Additional information about the IDEx application are outlined in the [step-by-step user guide](#) to reporting SSEC data. For further assistance, please visit the [help center](#) and click on “School Safety and the Educational Climate.”

If you have difficulty accessing the online reporting form, please contact IRS at <https://bedsvadirsupport.nysed.gov>. Specific questions regarding SSEC reporting may be directed to the Office of Student Support Services at (518) 486-6090 or SSEC@nysed.gov.

Because this is a new collection, the Chief Executive Officer (CEO) of each Local Education Agency (LEA) as recorded in [SEDREF](#) or the Delegated Account Administrator (DA) must entitle designated school staff to enter data into the application within the State Education Department Delegated Account Management System (SEDDAS). While the CEO of the LEA may entitle school principals or other school staff to enter data, **ONLY the CEO of the district, charter school or BOCES may submit the data and certify its accuracy**. Additional information about entitling staff is below:

1. To enter SSEC data for a school, district, or BOCES, an individual must have an account in SEDDAS that is associated with that entity.
2. For a public school:
 - a) the CEO of the school district (Super Delegated Administrator or Super DA), or the Delegated/Entitlement Administrator (DAEA) or the Delegated Administrator (DA) may create a new account and delegate access for this application to existing district or school-level users;
 - b) the school district Entitlement Administrator (EA) may delegate access for this application to existing district or school-level users (but cannot create new accounts).
3. For a charter school, the CEO of a charter school may create new accounts and delegate access to this application to existing school-level users.

Additional information on accessing and using SEDDAS is available at: <http://p12.nysed.gov/seddas/seddashome.html> and <http://www.p12.nysed.gov/seddas/seddas-complete-user-guide.pdf>.

School Safety and School Climate Training for School and District Staff

In August, the New York State Center for School Safety (NYSCFSS) will conduct regional trainings across New York State related to school safety and climate, and data reporting. The NYSCFSS is a professional development and technical assistance center contracted by the Department to provide direct support to schools and districts in creating and maintaining safe, supportive and healthy learning environments. The dates and locations of the trainings are below, please visit: <http://www.nyscfss.org/> to register.

Region/Date	Location
Long Island Tuesday, August 7 th	Nassau BOCES George Farber Admin. Bldg 71 Clinton Road Garden City, NY 11530
Hudson Valley Wednesday, August 8 th	Orange-Ulster BOCES 53 Gibson Road Goshen, NY 10924
Buffalo Thursday, August 16 th	Erie 1 BOCES 355 Harlem Road West Seneca, NY 14224
Rochester Friday, August 17 th	Monroe 2 BOCES 3599 Big Ridge Road Rochester, NY 14625
Albany Monday, August 20 th	Capital Region BOCES 900 Watervliet-Shaker Road Albany, NY 12205
Syracuse Thursday, August 23 rd	OCM BOCES Main Campus 110 Elwood Davis Road Liverpool, NY 13088

If there are specific questions you would like addressed at the training, please email us at SSEC@nysed.gov.