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May 28, 2019

**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 regarding submission of 2018-19 school year School Safety and Educational Climate (SSEC) incident counts

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 2018-19 SSEC Data**

All public schools and districts, charter schools, and BOCES that were active for any period during the 2018-19 school year are required to submit data regarding School Safety and the Educational Climate to the New York State Education Department (NYSED) – even if zero incidents are reported. In addition, all relevant incidents that occurred during the summer months of 2018, including when summer school was in session, must be included when reporting the 2018-19 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. Information and 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	SSEC Submission Due Date	Other Submissions
1. Schools identified as Potentially Persistently Dangerous (PPD) for the 2018-19 school year and notified by letter on April 10, 2019	<b>July 10, 2019</b>	

2. Schools designated as Persistently Dangerous (PD) for the 2018-19 school year	<b>July 10, 2019</b>	<b>July 10, 2019</b> Parts 5 & 6 of Incident Reduction Plans (IRP)
3. All other public schools (including charter schools), public school districts, and BOCES	<b>July 19, 2019</b> <b>(School and district level SSEC forms)</b>	

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 24, 2019**. After the close of the 2018-19 school year data collection window, SSEC data may not be changed.

Additional information about the IDEx application is 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](mailto:SSEC@nysed.gov).