



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:** Gemma Rinefierd 

**SUBJECT:** Collection of 2023-24 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 your school's Dignity Act Coordinator and other appropriate school and district staff.

### **Submission of 2023-24 SSEC Data**

To fulfill the requirements of federal law relating to unsafe school choice, Education Law §2802 requires the Commissioner to annually determine which public elementary and secondary schools are persistently dangerous, in accordance with the Commissioner's regulations. Each school is required to maintain a record of all violent and disruptive incidents that occur within each school year, from July 1 through June 30, and to provide an annual report, to the Department, of number of such incidents in each category outlined in section [§100.2\(gg\) of Commissioner's regulations](#).

All public schools and districts, charter schools, and BOCES that were active for any period during the 2023-24 school year are required to submit data regarding School Safety and Educational Climate to the New York State Education Department (NYSED) – including where the number of incidents reported is zero. In addition, all relevant incidents that occurred during the summer months of 2023, including when summer school was in session, must be included when reporting the 2023-24 data.

As you prepare to report SSEC data please review the [SSEC incident definitions](#) carefully. In particular, it is important to understand that all three of the following three criteria must be met in order to report an incident of Sexual Offense, Assault or Weapons Possession (§100.2(gg)):

- An act committed by a person 10 years of age or older;
- An act which constitutes a felony under the Penal Law, taking into consideration the developmental capacity of the person to form the intent to commit such act; and

- An act where the school has referred the person to the police for the act.

## The Importance of Accurate Reporting

Accurately reporting all SSEC incidents provides your school and community with a realistic view of the areas your school will focus on as you continue your work to improve school climate and provide learning environments where all students feel supported and ready to learn. In particular, it is important to remember that Dignity for All Students Act (Dignity Act) incidents reported under category 5: *Material Incidents of Discrimination Harassment and Bullying, and Cyberbullying*, apply to all students not just “protected classes” and the Dignity Act does not require repetition for an incident to be defined as founded or material under the Dignity Act. Reportable incidents include incidents that occur only once, and those single incidents may have a significant impact on a student’s learning environment.

## Reporting Deadlines & Process

The 2023-24 SSEC data collection **opens on June 24, 2024** for all school districts, public schools, including charter schools, and BOCES.

Category	2023-24 SSEC Deadline
1. Schools identified as Potentially Persistently Dangerous (PPD) based on 2022-23 school year data and notified by letter in May 2024	<b>July 8, 2024</b>
2. Schools designated as Persistently Dangerous (PD) for the 2023-24 school year	<b>July 8, 2024</b>
3. All other public schools, including charter schools, school districts, and BOCES forms	<b>July 22, 2024*</b>

\*Reminder: once the 2023-24 school year data collection window closes on July 22, 2024 SSEC data may not be changed.

The SSEC data are collected through the IRS Data Exchange (IDEx), which is accessed through the [NYSED Application Business Portal](#).

Questions regarding the data collected or the timeline for reporting (i.e., questions regarding incident classification, responsibility for reporting, etc.) may be directed to the Office of Student Support Services at [SSEC@nysed.gov](mailto:SSEC@nysed.gov) or (518) 486-6090. Information and guidance materials related to incident reporting categories are available on our [website](#), and on the [Dignity for All Students Act website](#).

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 [SSEC help center](#). If you have difficulty accessing the online reporting form, please contact IRS via [datasupport@nysed.gov](mailto:datasupport@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).