

**DIRECTIONS FOR COMPLETING PART 2 OF THE
SCHOOL SAFETY AND THE EDUCATIONAL CLIMATE
REPORTING FORM
(DASA SUMMARY FORM)
2012-13**

**The Dignity for All Students Act (DASA) is now part of the
School Safety and the Educational Climate data collection
process. For more information visit the SSEC web pages at:**

http://www.p12.nysed.gov/irs/school_safety/school_safety_data_collection.html

Highlights in DASA Reporting for 2012-13

- **The DASA Summary Form is new for 2012-13.**
- **Log on to the BEDS-IMF-VADIR Application through the SED Web Business Portal:**
<http://portal.nysed.gov/portal/page/pref/PortalApp>
- **Contact SED Delegated Account System (SEDDAS) for Used IDs and passwords.**
<http://www.p12.nysed.gov/seddas/seddashome.html> or (518) 474-7965

DASA Form Reminders:

**Use the District DASA Form only to Report Incidents that are NOT Reported on any
of the School Forms**

- **Do NOT use the district DASA form to tally the incidents from all of the schools in the district. The district form should be used to report only incidents that the district must report but that are not attributable to any school or program in the district. The district form must be completed, even if there are no incidents to report in it. (In that case, report all zeros.) As always, a separate DASA form must be completed for each school in the district.**

Changes in DASA Reporting under Consideration for the Future:

- **Due to legislative changes in the Dignity for All Students Act, DASA reporting elements will change in 2013-14. The details of these changes will be released as they are determined.**

Overview

Part 2 of the New York State Education Department's summary report of School Safety and the Educational Climate (SSEC) gathers data on incidents of discrimination and harassment and uses the information to comply with State reporting requirements as required by the Dignity for All Students Act.

All public schools, boards of cooperative educational services, charter schools, and county vocational education and extension boards are required to maintain a student conduct file that include a data dictionary and should have a unique incident number and or/student number. The file should also include a description of all incidents for each school, including those not reported on the either Part 1 (VADIR) or Part 2 (DASA) of the SSEC Summary Report. Individual

incident reports are not submitted to SED, but records related to SSEC incidents must be kept until the youngest person involved in an incident reaches the age of 27, and must be made available for review upon request by SED.

Each year, school superintendents and chief school officers of charter schools are required to submit to SED a School Safety and the Educational Climate (SSEC) Summary Report for each school in the district or each charter school for the prior school year (July 1st through June 30th). The *SSEC Summary Form* includes information derived from the individual incident forms, such as tallies of incidents, offenders, and victims by type of incident, as well as other information relating to school safety and the educational climate. School superintendents and chief school officers of charter schools complete the *SSEC Summary Form* online using the web-based Basic Education Data System (BEDS), but SED also makes available a printable version of the form (which can be found [here](#)) to facilitate recordkeeping and data entry. In many cases school personnel complete the paper form and then forward it to the superintendent for review, certification, and entry of the data into the online BEDS system's *SSEC Summary Form*.

The DASA Summary Form and Data Collection Process

The DASA Summary Form is new for 2012-13. The [Glossary and the Q & A documents](#) provide guidance regarding criteria for determining whether a specific incident is reportable and, if so, in what incident category it should be reported. Please review these documents carefully to ensure you report completely and accurately.

Reminders

- **School districts must submit a separate *DASA Summary Form* in addition to their schools' *DASA Summary Forms*. THE DISTRICT'S *DASA Summary Form* CONTAINS ONLY INFORMATION ABOUT INCIDENTS THAT ARE REPORTABLE, BUT NOT ATTRIBUTABLE TO ANY SCHOOL OR BOCES OPERATING WITHIN THE DISTRICT.** An example is an assault that occurred on school transportation where the offender was a district student placed in a private school. The incident is reportable and must be attributed to the district rather than to a school. **DASA forms must still be completed for each school in the district. DO NOT USE THE DISTRICT FORM TO ADD UP THE INCIDENTS FROM THE SCHOOL FORMS.** This would result in double-counting the incidents in the district.
- **Each incident must be reported in as many categories of discrimination/harassment (columns) as may apply.** For example, if a person used racial, ethnic and sexual slurs to harass another student (all at the same time), then the incident would be reported in the following category columns:
 - (a) – Race
 - (b) – Ethnic Group
 - (j) – Sex
- **Each incident must be reported in as many incident types (rows) as may apply.** For example, if an incident involving both student and staff offenders includes verbal threat but no physical contact, and that incident occurred on school grounds, it should be reported in the following incident type rows:
 - 1.a – Incidents Occurring on School Property
 - 2.b – Incidents Involving Verbal Threat but No Physical Contact
 - 3.c – Incidents involving both student and employee offenders

- Incidents must be reported only if the offender is a student or member of staff.
- Schools reporting no incidents must report zero (0) in all categories (columns) for all incident types (rows).
- Incidents must be reported regardless of whether the student/staff offender was disciplined or referred to law enforcement and regardless of whether the incident was reported in Part 1 (VADIR)
- Incidents occurring in the following locations are reportable: on school property, in or on a school bus as defined in Vehicle and Traffic Law §142, and at a school function, regardless of where the school-sponsored or school-authorized extracurricular event or activity takes place, including any event or activity that may take place in another state.

Certifying the Data and Submitting the Online Form

The online *SSEC Summary Form* has three statuses: “blank,” “saved,” and “submitted.” When you log into the NYSED Business Application Portal and access your SSEC forms, you will see the name of each school (or district or BOCES) for which you need to complete a form along with the status of each form. “Blank” means that no data have been saved in the form; “saved” means that some data have been entered but the superintendent has not certified the data; and “submitted” means that the form is complete, it has passed all of the edit checks, and the superintendent has used his or her userID and password to log in and certify the data. **By clicking the “submit” button on the online application, the superintendent certifies that the data are complete and accurate.** Be sure to review your answers carefully before submitting your SSEC form.

After you complete your form and it is in “submitted” status, you may make additional changes, if necessary, as long as the Department’s SSEC data collection process is not yet complete (at which point the forms are frozen to prevent further data changes). **If, while the forms are still open, any change is made to a “submitted” form, its status automatically reverts to “saved.” In order to return to “submitted” status, the form has to pass all the edit checks again and the superintendent has to click the “submit” button again.**

To print out a copy of the data for your records, click on the printer icon next to the box showing the form’s status. When printing SSEC summary form data, the page setup should be set to print in “landscape” format. More detailed instructions for printing are available in the BEDS-IMF manual.

Item-by-Item Instructions

To complete *Item 1 (Material Incidents of Discrimination and/or Harassment)*, sort the individual incident data by the Incident Types listed in the *DASA Summary Form*. Determine the number of incidents for each category of discrimination/harassment and record each in the appropriate cell of the *DASA Summary Form* matrix. For more information, including definitions of what constitutes a material incident, as well as explanations of the categories of discrimination/harassment and the types of reportable incidents can be found on the Education Department’s [Dignity Act website](#).

Item 2 (Superintendent Certification): Fill in the school contact information on the last page of the *DASA Summary Form* and send the form to the school superintendent for the superintendent’s review and certification

Once the both Parts 1 and 2 have been completed (including both superintendent certifications) and have passed all the edit checks, the superintendent may submit the form by

clicking the “submit” form as described in the “Certifying the Data and Submitting the Online Form” section above.

Additional Guidance and Resources

School Safety and the Educational Climate (SSEC) Data Collection:

http://www.p12.nysed.gov/irs/school_safety/school_safety_data_collection.html

SSEC Part 1 - Violent and Disruptive Incident (VADIR) Data Collection:

http://www.p12.nysed.gov/irs/school_safety/vadir_collection.html

SSEC Part 2 - Dignity for All Students Act (DASA) Data Collection:

http://www.p12.nysed.gov/irs/school_safety/dasa_collection.html

Log On Through SED Web Business Portal:

<http://portal.nysed.gov/portal/page/pref/PortalApp>

BEDS Data Collection:

<http://www.p12.nysed.gov/irs/beds/home.html#logon>

Center for School Safety:

<http://nyscenterforschoolsafety.org/DASA.html>

For additional information on school safety, contact the State Education Department’s Office of Student Support Services at 518-486-6090.

For additional information on SSEC data collection contact the State Education Department’s Information and Reporting Services unit, at 518-474-7965.