

School/District Name:	
City:	ShareFile Contact:

~ Only one box should be checked for each requirement ~

Section A: Situational Requirements

1. Blueprints/Maps

- My school/district submitted the **2019-2020** or the **2020-2021** Requirement Checklist for blueprints/maps and there have been no structural changes.
- My school/district submitted our blueprints/maps into the corresponding **Due by 1-1-2021** ShareFile folder and there have been no structural changes.
- There has been a structural change to one or more of our building(s) so my school/district will need to submit revised blueprints/maps into the corresponding **Due by 1-1-2022** ShareFile folder for the school(s) listed in the box below:

School(s):

- My school/district never submitted our blueprints/maps into the corresponding ShareFile folder so my school/district will need to submit blueprints/maps into the corresponding **Due 1-1-2022** ShareFile folder.

Section B: Triennial Requirements

2. School Safety Plan

- My school/district submitted the **2019-2020 and 2020-2021** Requirement Checklist for school safety plans. My school/district will need to submit our school safety plan, reviewed and signed by our school board/governing body into the **Due by 1-1-2022** folder in ShareFile.
- My school/district submitted our school safety plan, reviewed and signed by our school board/governing body, into the corresponding **2019-2020** ShareFile folder and submitted the **2020-2021** Requirement Checklist for school safety plan. There have been no changes made to the safety plan. My school/district will not need to submit our school safety plan until **1-1-2023 unless changes are made.**
- My school/district submitted our school safety plan, reviewed and signed by our school board/governing body, into the corresponding **Due by 1-1-2021** ShareFile folder. There have been no changes made to the safety plan. My school/district will not need to submit our school safety plan until **1-1-2024 unless changes are made.**
- My school/district never submitted our school safety plan into the ShareFile folder so my school/district will need to submit our school safety plan into the corresponding **Due by 1-1-2022** ShareFile folder.

3. School Safety Assessment

* Best practice is for schools to consult with a local law enforcement agency to review an on-site safety assessment in conjunction with reviewing your school safety plan, every three years.

- My school/district submitted the **2019-2020 and 2020-2021** Requirement Checklist for school safety assessments. My school/district will need to submit our school safety assessment into the **Due by 1-1-2022** folder in ShareFile.
- My school/district submitted our school safety assessment into the corresponding **2019-2020** ShareFile folder and submitted the **2020-2021** Requirement Checklist for school safety assessments. My school/district will not need to submit our school safety assessment until **1-1-2023 unless changes are made.**

~ Continue to other side ~

- My school/district submitted our school safety assessment into the corresponding **Due by 1-1-2021** ShareFile folder. There have been no changes made to the safety assessment. My school/district will not need to submit our school safety assessment until **1-1-2024 unless changes are made**. Now, my school/district will provide the date the school safety assessment was completed in the box below:

Date:	Law Enforcement Agency:
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- My school/district never submitted our school safety assessment into the ShareFile folder so my school/district will need to submit our school safety assessment into the corresponding **Due by 1-1-2022** ShareFile folder.

Section C: Annual Requirements

4. School Safety Training

- My school/district will submit a general document providing the date, name, and number of attendees of the most recent school safety training the school(s) participated in into the corresponding **Due by 1-1-2022** ShareFile folder.

5. School Safety Drills

- My school/district will submit a written evaluation and date of our school safety drill, signed by our school board/governing body within 30 days of said drill, into the corresponding **Due by 1-1-2022** ShareFile folder.

Section D: ShareFile Contact Updates

- No changes are needed to my school/district's ShareFile contacts.
- My school/district would like to add additional contacts to our ShareFile account and will provide their names and email addresses in the designated boxes below:

Name:	Email Address:
Name:	Email Address:
Name:	Email Address:

- My school/district would like to remove a contact from our ShareFile account but will contact the Office of School Safety directly to complete this process.

~ Upon completion of this form, please return to the Office of School Safety at schoolsafety@doj.state.wi.us ~

Notes: