



<b>School/District Name:</b>	
<b>City:</b>	<b>Sharefile Contact:</b>

~ Only one box should be checked for each requirement ~

**Section A: Situational Requirements**

**1. Blueprints/Maps**

- My school/district submitted the 2019-2020 Requirement Checklist for the blueprints/maps and there have been no structural changes.
- My school/district submitted our blueprints/maps into the corresponding 2019-2020 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 a revised blueprint/maps into the corresponding due by 1-1-2021 Sharefile folder for the school(s) listed in the box below:

<b>School(s):</b>
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- My school/district never submitted the blueprints/maps into the corresponding Sharefile folder so my school/district will need to submit the blueprint/maps into the corresponding due 1-1-2021 Sharefile folder.

**Section B: Triennial Requirements**

**2. School Safety Plan**

- My school/district submitted the 2019-2020 Requirement Checklist for school safety plan and there have been no changes made. My school/district will not need to submit our school safety plan until 1-1-2022 unless changes are made.
- 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 there have been no changes made. My school/district will not need to submit our school safety plan until 1-1-2023 unless changes are made.
- My school/district never submitted our school safety plan into the corresponding 2018-2019 or 2019-2020 Sharefile folder so my school/district will need to submit our school safety plan into the corresponding due by 1-1-2021 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 Requirement Checklist for school safety assessment.
- My school/district submitted our school safety assessment, conducted with law enforcement, into the corresponding 2019-2020 Sharefile folder. Now, my school/district will provide the date the school safety assessment was completed in the box below:

<b>Date:</b>	<b>Law Enforcement Agency:</b>
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- My school/district never submitted our school safety assessment, conducted with law enforcement, into the corresponding 2018-2019 or 2019-2020 Sharefile folder so my school/district will need to submit our school safety assessment, conducted with law enforcement, into the corresponding due by 1-1-2021 Sharefile folder.



~ Continued from Other Side ~

**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 1-1-2021 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 1-1-2021 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:

<b>Name:</b>	<b>Email Address:</b>
<b>Name:</b>	<b>Email Address:</b>
<b>Name:</b>	<b>Email Address:</b>

- 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.

**Section E: Certification**

- My school/district is a recipient of either round 1 and/or round 2 of the 2018 School Safety Initiative Grant and my school/district will provide our 5-digit grant number(s) in the boxes below:

<b>Round 1:</b>	<b>Round 2:</b>
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- My school/district is not a recipient of either round 1 or round 2 of the 2018 School Safety Initiative Grant

_____ <b>Signature</b>	_____ <b>Printed Name</b>	_____ <b>Date</b>
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~ Upon completion of this form, please return to the Office of School Safety at [schoolsafety@doj.state.wi.us](mailto:schoolsafety@doj.state.wi.us) ~

**Notes:**