

Wisconsin Department of Justice Office of School Safety (OSS)

Wis. Stat. § 118.07 Annual School Safety Submissions Transition to SharePoint

Frequently Asked Questions (FAQ)

1. What is SharePoint?

SharePoint is a modern, user-friendly business platform designed for storing documents and organizational collaboration. SharePoint will replace the current Sharefile system currently used by the OSS.

2. How will SharePoint change the document submission process?

The annual school submissions requirements will not change. The forms will be submitted to SharePoint instead of Sharefile.

3. Will I continue to use the OSS Sharefile to load my annual school safety submissions?

No, SharePoint will be the new location for the school safety submissions.

4. How will I access SharePoint?

A link will be sent to your email (the email you provided to Sharefile) from “Noreply@sharepoint.com” to gain access to your school’s folders. Click on the link to begin the verification process. You will receive an email from Microsoft to confirm your account with a 8-digit verification code. Use the code to successfully verify your account. You will receive an email confirming your account and access to SharePoint. OSS encourages saving the SharePoint site as a favorite after initial login.

5. What happens if I forget my password?

No password is required. The verification process described in FAQ question 4, above, is required to access to SharePoint.

6. What happens if I do not get an email?

Please check your junk or spam mailboxes for the email or code. If you still cannot find it, reach out to schoolsafety@doj.state.wi.us and we will help troubleshoot.

7. Who should I contact if I have questions or require additional assistance?

schoolsafety@doj.state.wi.us.

8. What is the deadline to submit my documents?

The deadline to submit the annual school safety submissions is January 1, annually. The submission can be submitted in SharePoint any time prior to the deadline.

9. What school safety submissions are required?

The following five documents are required: Blueprint/Maps, Safety Assessments, Safety Plans, School Safety Training, and Violence Drills. Please see our website [here](#) for additional information regarding Wis. Stat. § 118.07.

10. Is there a 2023-2024 School Submission Checklist?

Checklists are no longer available for school safety submissions. Checklists for the annual School Safety submissions will no longer be accepted into Sharepoint. Documents submitted into Sharepoint must be specifically those listed in Wis. Stat. § 118.07 due by January 1 of every year.

11. Do schools need to submit documents in the Threat Assessment folders?

No, the Threat Assessment folders will not be used in SharePoint. The only documents required are the five annual submissions in Wis. Stat. § 118.07. If you come across a Threat Assessment folder, please let OSS know so that it can be removed.

12. Do I need to create my own folders to upload submissions?

No, the WI-DOJ has created all the folders needed for schools to upload submissions. Simply find the year you are looking for, find the folder that corresponds to the document you are uploading and place it in the folder.