

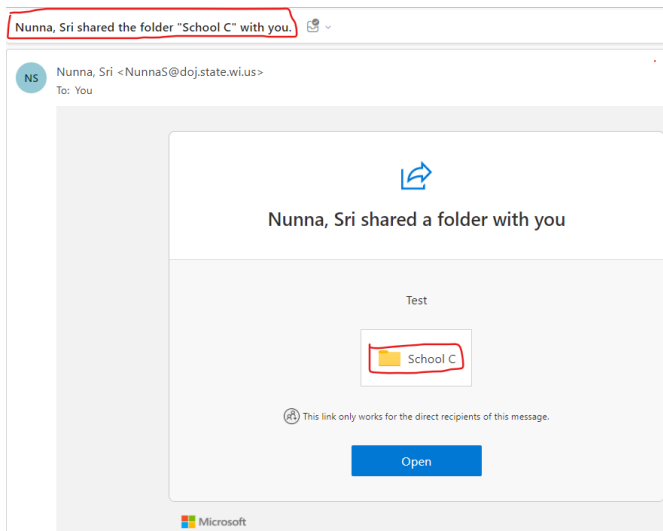
Wis. Stat. § 118.07 Annual School Safety Submissions Guide

The Office of School Safety (OSS) has changed the platform used for Wis. Stat. § 118.07 annual School Safety submissions. All school safety submissions will now be made to Sharepoint.

Note: If your school is using  Microsoft Office 365/Outlook  Outlook as your email service, please skip pages 1 – 5 and go directly to page 6 of this document.

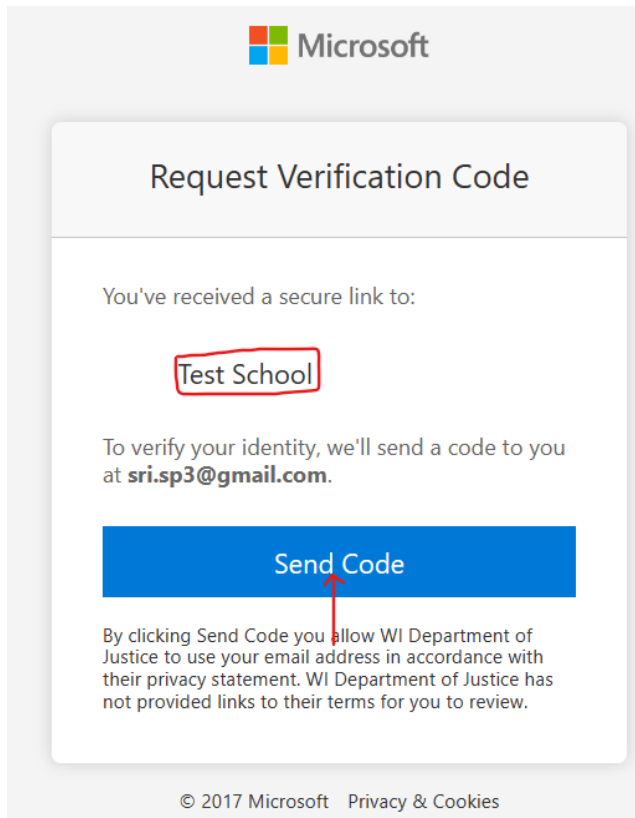
Schools using  Google/Gmail  Gmail email:

STEP 1: An email invite has been sent to the contact listed in Sharefile for your school. The email will look similar to the image below. The email may come from: **“Nunna, Sri shared the folder "Test School" with you”** or **“Gordon, Marie shared the folder "School Name" with you”**.



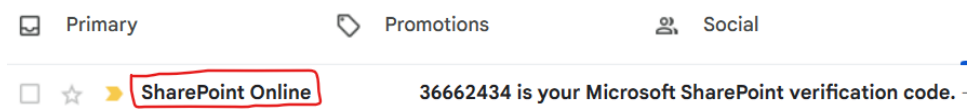
STEP 2: Click the **Open button** from the email invite from **Step 1**.

After clicking on the **Open button** a new window in your browser will open similar to the image below:



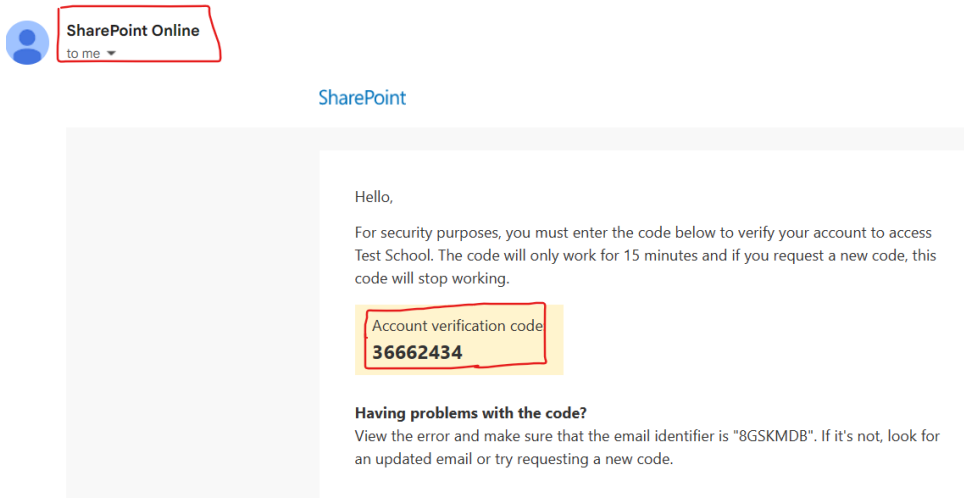
STEP 3: Click on **Send Code** to receive a code from: no-reply@sharepointonline.com

Please make sure to check your **Spam** and **Trash** folders in Gmail. Also add no-reply@sharepointonline.com to your contacts to receive future emails.

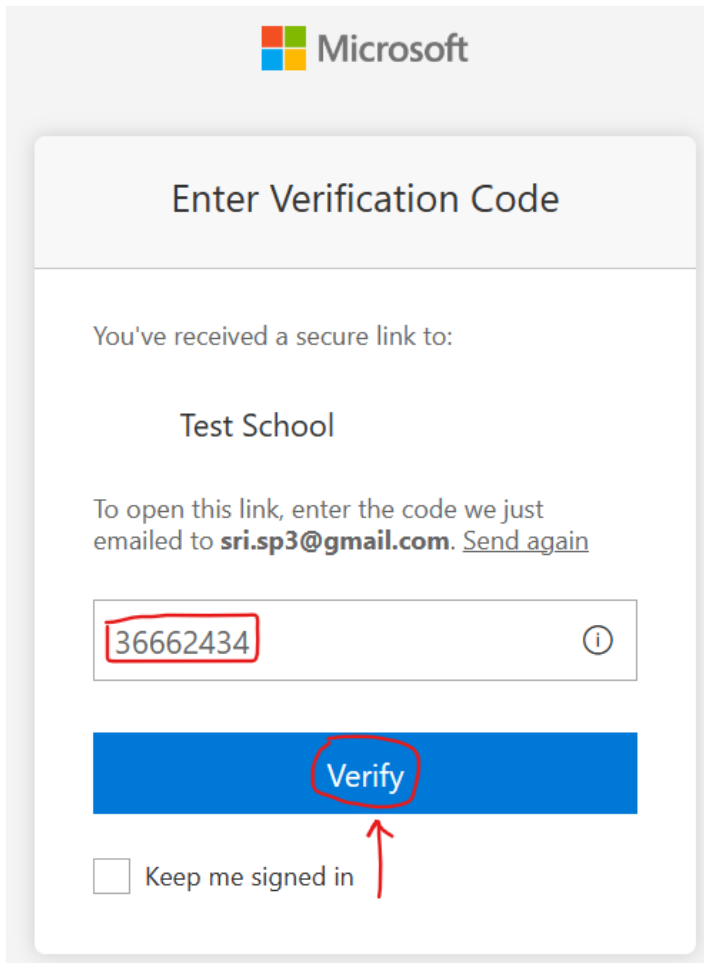


STEP 4: Copy the verification code.

36662434 is your Microsoft SharePoint verification code. 




STEP 5: Paste the verification code in the “enter verification code” message.





STEP 6: After entering the code you will have access to your school’s folders.


Please do not create new folders. Only use the folders WI-DOJ has created for you.


School Submissions > Test School


-  Name ▾

-  Blueprints

-  Safety Assessment

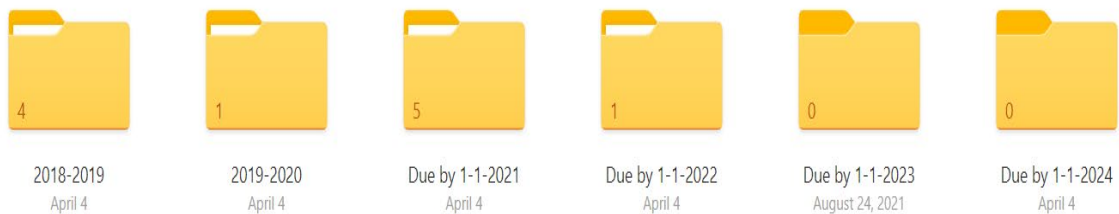
-  Safety Drills

-  Safety Plans

-  Violence Drills

STEP 7: Submit the required documents for each school building.

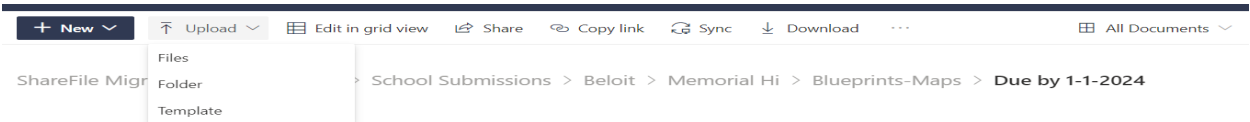
ShareFile Migration > OSS_Update > School Submissions > Beloit > Memorial Hi > Blueprints-Maps



Folder Name	Count	Due Date
2018-2019	4	April 4
2019-2020	1	April 4
Due by 1-1-2021	5	April 4
Due by 1-1-2022	1	April 4
Due by 1-1-2023	0	August 24, 2021
Due by 1-1-2024	0	April 4

STEP 8: All documents submitted in Sharefile have been migrated to Sharepoint. All documents due by 1/1/2024 need to be uploaded into the 1-1-2024 folders.

THIS IS WHERE THE NEW SCHOOL SUBMISSION FILES FOR THE NEW YEAR (2024) WILL BE UPDATED BY USING THE “UPLOAD” – LINK LISTED BELOW.



SharePoint interface showing a folder path: ShareFile Migr > School Submissions > Beloit > Memorial Hi > Blueprints-Maps > Due by 1-1-2024. The 'Upload' dropdown menu is open, showing options: Files, Folder, and Template.



This folder is empty

REMEMBER: Bookmark the link to Sharepoint, save the email from no-reply@sharepointonline.com and save the initial email providing access to your school's folders.

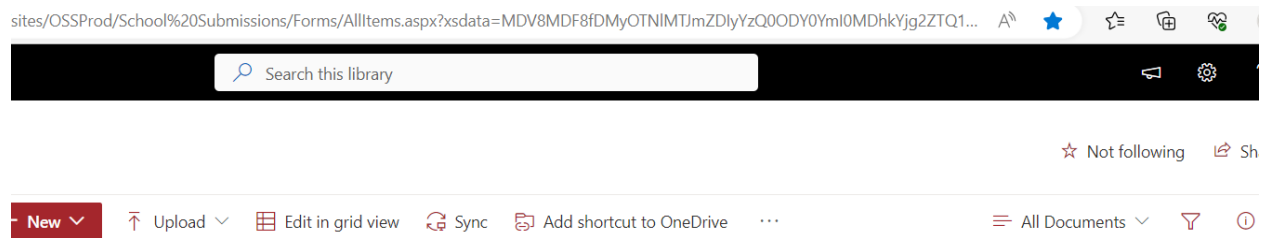
[Add a URL/site to my favorites in Microsoft Edge](#)



[Add a URL/Site to my favorites in Google Chrome](#)

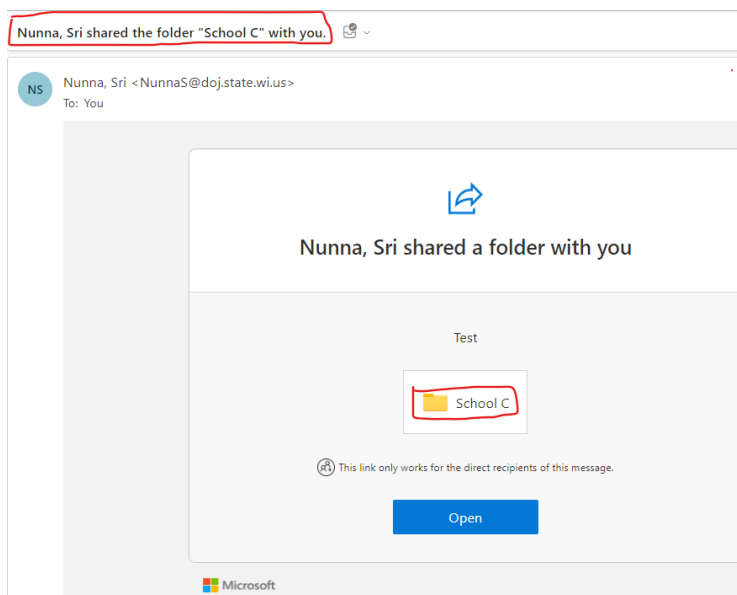


Bookmark the link



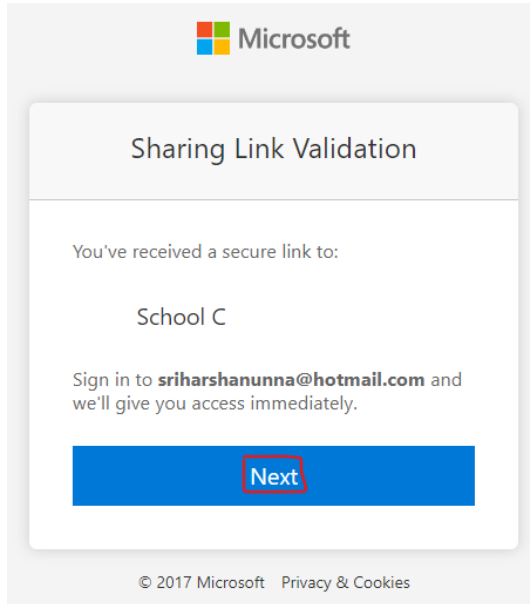
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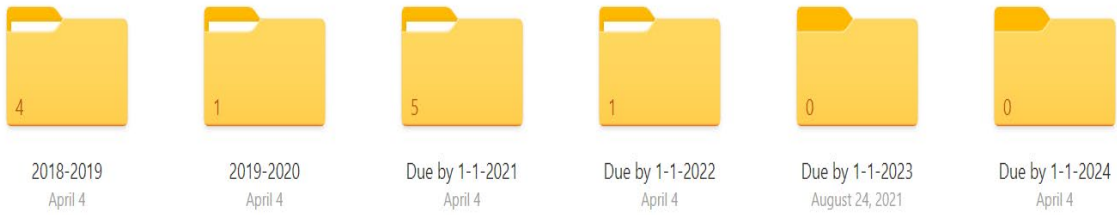
STEP 3: Click **Next**, you will have access to your school's folders.

School Submissions > Test School

 Name 
 Blueprints
 Safety Assessment
 Safety Drills
 Safety Plans
 Violence Drills

STEP 4: Submit the required documents for each school building.

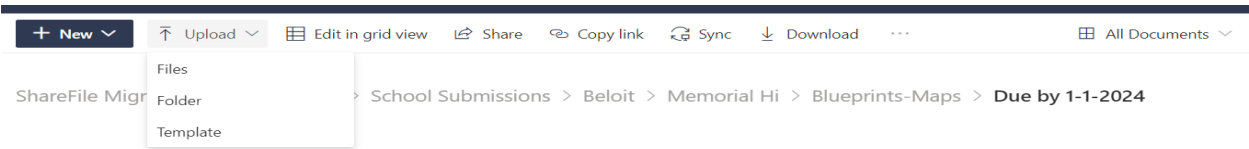
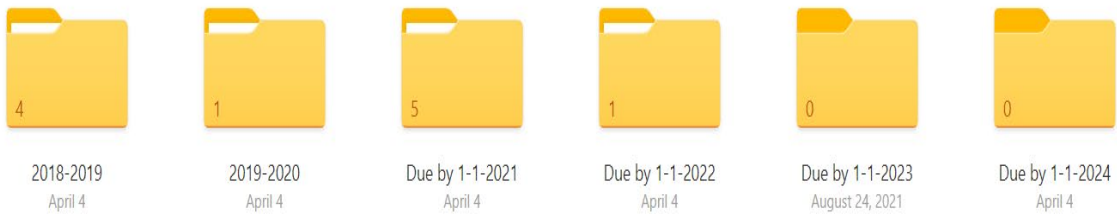
ShareFile Migration > OSS_Update > School Submissions > Beloit > Memorial Hi > Blueprints-Maps



STEP 5: All documents submitted in Sharefile have been migrated to Sharepoint. All documents due by 1/1/2024 need to be uploaded into the 1-1-2024 folders.

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ShareFile Migration > OSS_Update > School Submissions > Beloit > Memorial Hi > Blueprints-Maps



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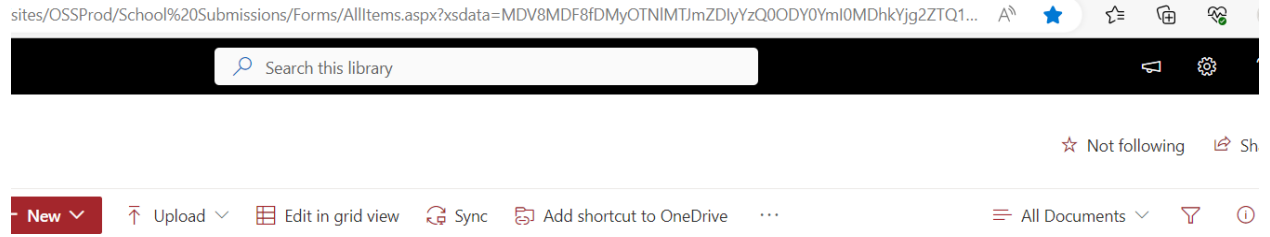
[Add a URL/site to my favorites in Microsoft Edge](#)



[Add a URL/Site to my favorites in Google Chrome](#)



Bookmark the link



Please contact schoolsafety@doj.state.wi.us with any questions about Sharepoint or see additional information on the OSS website at: <https://www.doj.state.wi.us/office-school-safety/wis-stat-%C2%A7-11807>