

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 previously submitted blueprints/maps/requirement checklist 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 1-1-2023** 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 1-1-2023** ShareFile folder.

*Wis State Statute 118.07 (4)(cf): "...a school board shall submit a copy of the most recent blueprints of each school building and facility in the school district to each local law enforcement agency with jurisdiction over any portion of the school district and to the office of school safety."
"...a governing body of a private school shall submit a copy of the most recent blueprints of the private school and all of its facilities to each local law enforcement agency with jurisdiction over the private school and to the office of school safety."*

Section B: Triennial Requirements

2. School Safety Plan

My school/district previously submitted the **school safety plans** or requirement checklist (triennial review **not** required).

My school/district previously submitted the school safety plans or requirement checklist (triennial review required).

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 1-1-2023** 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 previously submitted the safety assessment/requirement checklist.

My school/district has not submitted our school safety assessment and will submit.

**LE Consultation Information*

Date:	Law Enforcement Agency:
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~ Continue to other side ~

Section C: Annual Requirements

4. School Safety Training

My school/district is submitting a general document providing the date, name of training and number of attendees.

5. School Safety Drills

My school/district is submitting a written evaluation and date of our school safety drill, signed by our school board/governing body within 30 days of the drill.

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: