



Kentucky Department of Education

Safe Schools Report with ASSIST

Purpose:

During the 2013 legislative session the Kentucky General Assembly passed Senate Bill 8/House Bill 354 to ensure that our schools are safer places for students and staff to work and learn. The passage of SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. This bill also requires district superintendents to verify to the Kentucky Department of Education that all school districts are in compliance with these requirements.

District Assignment:

The Safe Schools Report is assigned to all Kentucky School Districts. The required submission date for this report is **November 1** each year.

Completing the Safe School Report in ASSIST:

Step I: Login to ASSIST using the required credentials.
[ASSIST Login](#)

Login

Please enter your email address and password to log in.

Email Address:

Password:

Forgot your password? [Send new password](#)

Step II: Select the district's profile in ASSIST.

From the *Search Institutions* page, go to the bottom of the page and click *Search*.

Sample KDE District

Institutions Reports Administration

Search Institutions

Search Criteria (hide)

Please enter one or more fields to search for institutions. You can also leave all fields on this screen blank to return all institutions associated with your login.

Institution

Parent Institution

Country/Location

City

State/Province

State Issued ID

AdvanEO Customer Number

Client Status Include Inactive Institutions

Organization Status

- Applicant
- Candidate
- Accredited
- Dropped
- Affiliate
- Closed
- Inactive
- Merged
- Newly Accredited
- Non-Member
- Reinstated
- Withdrawn

Everything that your user permissions allow access to will appear on the screen. Select the district from the *Institutions* column.

Sample KDE District

Institutions Reports Administration

Search Institutions

Search Criteria (show)

28,907 items found, displaying 1 to 25

< 1 2 3 4 5 6 7 8 >

Institution	Address	Parent Institution
Hmani'sheva Day School	Fort McDowell , Arizona	Fort McDowell Indian Community
(BERI) School for E-Education Research & Innovation Pvt. LTD.	New Delhi	
12th Street Elementary	PORTAGE, Michigan	Portage Public Schools
21st Century Academy	Hopkinsville , Kentucky	Christian County School District
2nd Chance Education	Saint Petersburg, Florida	
4 our Kids Learning Academy	Baytown, Texas	For the Kids International, LLO
SAC Makhmouki Academy	White Bear	Northwest Metro Intermediate School District

The district Portfolio will appear on the screen.
Select the *Safe Schools Report*.

Portfolio

Overview

Select the school year to expand the list of all associated documents for that period.

Select a document for additional details and to begin or continue your work.

 You have 1 past due document(s)

School Year			
Days Past Due	Due Date	Status	Document
	September 30	In Progress	KDE District Funding Assurances
	November 1	Not started	Safe Schools Report

Step III: Complete the diagnostic.

After selecting the *Safe Schools Report* on the Portfolio page, the component dashboard will appear.

Portfolio

Safe Schools Report (Not started)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on Nov 1,

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	School Safety Diagnostic	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional

In some cases you must select at least one component from this list before the document should be submitted.

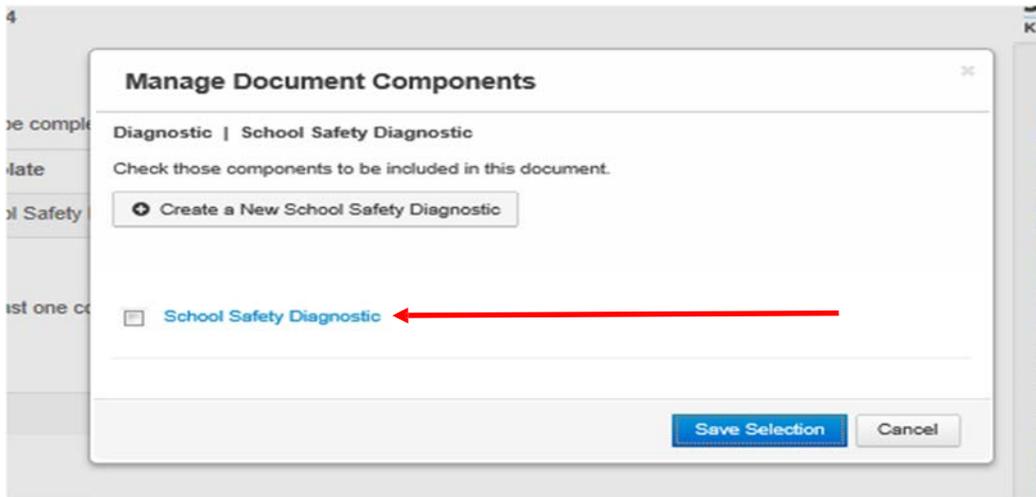
None

	November 1	Not started	Safe Schools Report
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Click on the *pencil* icon in the *Components* section.

The *Manage Document Components* box will appear in the screen.

Select the *School Safety Diagnostic* from the list by placing a CHECK MARK in the box next to it.



The *School Safety Diagnostic* will open.

School Safety Diagnostic

[← Back to Diagnostics](#)

School Safety Diagnostic (Edit)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

Please Note: In some cases, all items may not be required.

The diagnostic you are attempting to access had already been completed and you cannot make changes to its contents. The diagnostic needs to be reopened before you can access it.



Click on the *Copy* button.

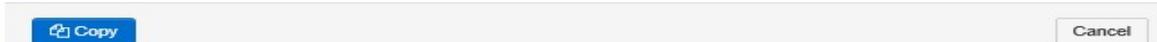
[Portfolio](#) [Profile](#) [Diagnostics & Surveys](#) [Assurances](#) [Goals & Plans](#) [Reviews](#) [Progress](#)

Copy Diagnostic

Current Status: Submitted

Enter a unique description to copy the selected Diagnostic. The entire Diagnostic and its answers will be copied and the copied Diagnostic will be marked as *In Progress*. Please note: Any attachments for the Diagnostic will NOT be copied.

Description



In the *Description* box TITLE the NEW CCYY-CCYY School Safety Diagnostic (example: CCYY-CCYY School Safety Report).

Portfolio Profile **Diagnostics & Surveys** Assurances Goals & Plans Reviews Progress

Copy Diagnostic

Current Status: Submitted

Enter a unique description to copy the selected Diagnostic. The entire Diagnostic and its answers will be copied and the copied Diagnostic will be marked as *In Progress*. Please note: Any attachments for the Diagnostic will NOT be copied.

Description

CCYY-CCYY School Safety Report

Copy

Click the *Copy* button.

The *School Safety Diagnostic* will open.

School Safety Diagnostic

[Back to Diagnostics](#)

Safe Schools Report [\(Edit\)](#)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, 888/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

Please Note: In some cases, all items may not be required.

School Safety Adoption Requirements
8 of 8 items are answered | All required items complete

School Safety Implementation Requirements
7 of 7 items are answered | All required items complete

School Safety Assurance
1 of 1 items are answered | All required items complete

PDF Attachments Copy Complete Delete

Review each section of the diagnostic to ensure that all responses are still applicable. If changes need to be made to the response, this can be done during the review of each section.

Once the review of each section is complete and all questions have been answered, click the *Complete* button.

School Safety Diagnostic

[← Back to Diagnostics](#)

Safe Schools Report [\(Edit\)](#)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

Please Note: In some cases, all items may not be required.

School Safety Adoption Requirements

8 of 8 items are answered | All required items complete



School Safety Implementation Requirements

7 of 7 items are answered | All required items complete

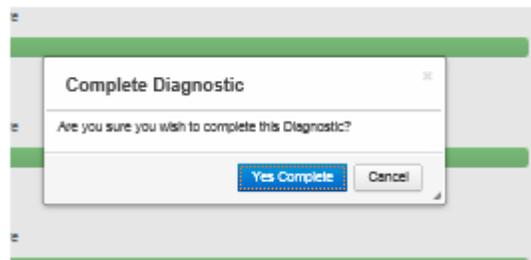


School Safety Assurance

1 of 1 items are answered | All required items complete



Respond *Yes Complete* to the *Are you sure you wish to complete this diagnostic* question.



You will be returned to the diagnostic home page.

School Safety Diagnostic

Success! The Diagnostic has been completed.

[← Back to Diagnostics](#)

Safe Schools Report [\(Edit\)](#)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

Please Note: In some cases, all items may not be required.

The diagnostic you are attempting to access has already been completed and you cannot make changes to its contents. The diagnostic needs to be re-enabled before you can access it.

Step IV: Submit the *Safe Schools Report*.

Click on the *Portfolio* tab.

Portfolio Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress

School Safety Diagnostic

Success! The Diagnostic has been completed.

[← Back to Diagnostics](#)

Safe Schools Report (Edit)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill S/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SSS/HS354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

Please Note: In some cases, all items may not be required.

The diagnostic you are attempting to access had already been completed and you cannot make changes to its contents. The diagnostic needs to be reopened before you can access it.

PDF Attachments Copy Reopen Delete

Select the *Safe Schools Report* on the *Portfolio Page* (will show *In Progress*).

Portfolio

Overview

Select the school year to expand the list of all associated documents for that period.
Select a document for additional details and to begin or continue your work.

⚠ You have 1 past due document(s)

School Year			
Days Past Due	Due Date	Status	Document
	September 30	In Progress	KDE District Funding Assurances
	November 1	In Progress	Safe Schools Report

Again, click on the *Pencil* icon in the *Component* column.

Portfolio

Safe Schools Report (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on Nov 1

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	School Safety Diagnostic	School Safety Diagnostic	<input checked="" type="checkbox"/> ✓

Additional

In some cases you must select at least one component from this list before the document should be submitted.

None

From the *Manage Documents Components* UNCHECK the box that is currently checked by clicking on the box.

CHECK the box next to the NEW CCYY-CCYY Safe Schools Report just created.

Manage Document Components

Diagnostic | School Safety Diagnostic

Check those components to be included in this document.

- School Safety Diagnostic
- Safe Schools Report

Click *Save Selection*.

A GREEN check mark should appear in the *Complete* column.

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	School Safety Diagnostic	Safe Schools Report	<input checked="" type="checkbox"/>

If the check mark appears, this indicates that all of the questions have been answered, and it is ready to be submitted.

Click the *Submit* button at the bottom of the page.

Portfolio

Safe Schools Report (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on Nov 1

Required

All components in this section must be completed before the document can be submitted.

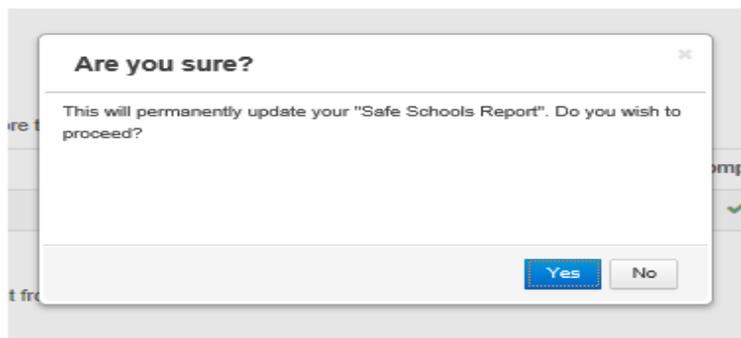
Section	Template	Components	Complete
Diagnostic	School Safety Diagnostic	Safe Schools Report	<input checked="" type="checkbox"/>

Additional

In some cases you must select at least one component from this list before the document should be submitted.

None

Click on *Yes* in the *Are you sure* box.



A green banner indicating *Success* will appear at the top of the *Portfolio* page.

Portfolio

Safe Schools Report (Submitted)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the page.

Success! The Safe Schools Report has been successfully updated.

This document is due on Nov 1

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components
Diagnostic	School Safety Diagnostic	Safe Schools Report

Additional

In some cases you must select at least one component from this list before the document should be submitted.

None

PDF

Attachments

Log

A PDF version of this document can be saved and printed by clicking on the PDF button at the bottom of the *Portfolio* page.

This task will now appear *Submitted* in the status column of the *Portfolio Overview* page for the district.

Portfolio Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress

Portfolio

Overview

Select the school year to expand the list of all associated documents for that period.
Select a document for additional details and to begin or continue your work.

⚠ You have 1 past due document(s)

School Year

Days Past Due	Due Date	Status	Document
	September 30	In Progress	KDE District Funding Assurances
	November 1	Submitted	Safe Schools Report

Section	Template	Components
Diagnostic	School Safety Diagnostic	Safe Schools Report

Additional

In some cases you must select at least one component from this list before the document should be submitted.

None

[PDF](#) [Attachments](#) [Log](#)

For questions regarding the completion of this Safe Schools Report contact:

Office of Next Generation Schools and Districts
(502) 564-5130