

Old Capitol Building  
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Olympia, WA 98504-7200



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

k12.wa.us

April 10, 2024

(X) Action Required

Due date: May 31, 2024

( ) Informational

## BULLETIN NO. 021-24 STUDENT ENGAGEMENT & SUPPORT

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: School District Collection and Submission Requirements Related to School  
Safety and Security Staff

CONTACT: Ross Boylan, Lead Data Analyst for Student Engagement & Support  
360-480-0253, [ross.boylan@k12.wa.us](mailto:ross.boylan@k12.wa.us)

### PURPOSE/BACKGROUND

[Revised Code of Washington \(RCW\) 28A.320.1241](#) requires the Office of Superintendent of Public Instruction (OSPI) to annually collect data on safety and security staff from school districts. OSPI is collecting some of the required information using an online reporting form. The information collected through this reporting form includes:

- The total number of school safety and security staff working in your district and the number of these staff that are school resource officers (SROs), private security, and district employees.
- The total number of complaints filed against safety and security staff in your district during the current school year.
- The names of any organizations — private or law enforcement — that your district has an agreement with for safety and security services.
- Digital copies of any agreements that your district has with organizations for safety and security services.

Data collection for this year will begin on May 1st. An email containing a link to the reporting form will be emailed to each district (for more information, see the "Reporting Form Distribution" section of this bulletin).

**Each district must submit their data by May 31st.**

## Reporting Form Distribution

On May 1st, emails containing a link to the reporting form will be sent to the primary safety and security contact at each district, as identified by OSPI. Before distributing the form, OSPI will be working with Educational Service District (ESD) Regional School Safety Center (RSSC) staff to audit and improve their contact list. If a primary safety and security contact cannot be identified, then the link to the reporting form will be sent to the district superintendent or local education agency (LEA) leader. Districts who would like OSPI to send the reporting form to a specific staff member can reach out to Ross Boylan, at [ross.boylan@k12.wa.us](mailto:ross.boylan@k12.wa.us), prior to April 19th.

The reporting form should be completed by the staff member at each district that is best suited to accurately report the data outlined in this bulletin.

## Related Reporting

[RCW 28A.320.1241](#) also requires OSPI to collect data on safety and security staff involvement with incidents that result in student discipline, student arrest, or use of force against the student by a safety and security staff member. This information is being collected through your student information system for submission to OSPI through CEDARS data reporting. The data is collected as part of the CEDARS Student Exclusionary Discipline File (R) and Students Restrained or Isolated File (S). For guidance on collecting this data, please see the CEDARS Data Manual and Reporting Guidance, [available here on the OSPI website](#).

## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Ross Boylan, Lead Data Analyst for Student Engagement & Support, at [ross.boylan@k12.wa.us](mailto:ross.boylan@k12.wa.us) or 360-480-0253. The OSPI TTY number is 360-664-3631.

For general questions regarding safety and security staff, including annual training requirements, please contact Amber Wynn, School Safety Center Program Supervisor, at [amber.wynn@k12.wa.us](mailto:amber.wynn@k12.wa.us) or 360-725-6068. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Michaela W. Miller, Ed.D., NBCT  
Deputy Superintendent

Anna Marie Dufault  
Assistant Superintendent  
Student Engagement and Support

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Briana Kelly

Assistant Director

Restorative Practices and Student Discipline

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