IRS Data Exchange (IDEx) Guidance For School Safety and the Educational Climate (SSEC) Reporting

- Go to the NYSED Application Business Portal at https://portal.nysed.gov
- Log in and click on the IRS Data Exchange link.

- You will see a list of "Data Collections" with the collection year, due date, submission status and the last user to update form. Click on the desired form to enter the online data collection.
- If you do not see the School Safety and the Educational Climate (SSEC) form on the first screen, you can also use the "Search" box to look for "SSEC" in the list of data collections.



• If you are in a District and looking for a School form, use the "Search by Form" box and type "SSEC". Then choose it from the drop-down menu.



• Complete the required fields and click "Save" at the bottom of each question to move on to the next page. If there is any incorrect or missing data, the application will prompt you to correct it before allowing you to progress.

NYS ED .gov	New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity	Information and Rep Data Exchange	orting Services				
School S 2017-20 ⁻	afety and the Education	onal Climate (SSEC)	Return to Data Exchange				
School Safet	y and the Educational Climate (SSEC)						
Page 1: Hon	nicide		Page 1 of 16 Page List				
0% Homicide: Total Number of Incidents Report the total number of incidents. Count each incident only one time regardless of the number of offenders or targets/victims involved. Unduplicated Count.							
			* Number of:				
Total Incid	lents		0				
			Save				

• You can also use the "Page List" button to navigate between the pages that you have already saved.



• When you complete the form and have saved the last question, a screen will appear with all of the questions and your responses. You will have the opportunity to "Make Changes".



• After reviewing the responses, the CEO or Superintendent must click the Attestation box at the bottom of the page to certify the accuracy of your data. Then click "Submit" at the bottom of the page to complete your submission.

	Attestation						
I certify that the data reported here are complete and accurate to the best of my knowledge.							
	Make C	hanges	Return to Data Exchange		Submit		

• Your submission will be confirmed and the data collection complete. This submitted page has all of your responses and can be **printed** (using Ctrl+P) from the website on this page.

New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity	Information and Data Exchange	Reporting Services					
School Safety and the Educational Climate (SSEC) 2017-2018							
School Safety and the Educational Climate (SSEC)							
This form has been successfully submitted. You can review the submitted data below and make changes if necessary.							

- Once submitted, the "Make Changes" button will be available to un-submit the form and allow for any corrections or updates up until the due date listed on the home screen of the IRS Data Exchange.
- For any further questions or assistance, please visit the help center <u>https://bedsvadirsupport.nysed.gov</u> and click on the "School Safety and the Educational Climate" section.