

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.

NYSED Home Portal Home Change Your Password Log Out

NYSED New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity

Application Business Portal

My Applications

- SEDDAS User Guide
- BEDS-IMF-School Safety (VADIR/DASA) Application
- IRS Data Exchange**
- Information and Reporting Services Portal (IRSP)
- SED Delegated Account System (SEDDAS)
- SEDFEF Main Menu

Notice:
If the Superintendent or Principal has changed, please [click here](#).
(Does **not** apply to Summer School principals.)

Public Links Other Applications

- 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. Be sure to click on the form with the most current Collection Year.

Data Collections

Show 10 entries Search:

Data Collection	Collection Year	Due Date	Status	Last Updated
BEDS - Public School Data Form	2018-2019	11/21/2018	SUBMITTED	10/22/2018 by
BEDS - Public School Data Form	2017-2018	11/17/2017	SUBMITTED	11/03/2017 by
School Safety and the Educational Climate (SSEC)	2018-2019	07/19/2019		
School Safety and the Educational Climate (SSEC)	2017-2018	08/24/2018	SUBMITTED	07/16/2018 by

Showing 1 to 4 of 4 entries Previous 1 Next

- 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.

The screenshot shows the top navigation bar with 'Data Exchange', 'F.A.Q.', 'Help', and 'Log Out'. Below is the NYS ED logo and the title 'Information and Reporting Services Data Exchange'. The main content area has two search boxes: 'Search by Institution' and 'Search by Form'. Below these is a 'Data Collections' section with a blue header 'Data Collections for NYS DEPT OF EDUCATION'. A search filter is set to 'SSEC'. A table lists two data collection entries:

Data Collection	Collection Year	Due Date	Status	Last Updated
School Safety and the Educational Climate (SSEC)	2018-2019	07/19/2019	IN PROGRESS	06/06/2019 by
School Safety and the Educational Climate (SSEC)	2017-2018	02/27/2019	IN PROGRESS	02/26/2019 by

- If you are in a **District** and looking for a School form, click in the “**Search by Form**” box and type “**SSEC**”. Then choose the form for the current year from the drop-down menu.

The screenshot shows the same interface as above, but with the 'Search by Form' dropdown menu open. The search input contains 'ssec', and the dropdown lists two options: 'School Safety and the Educational Climate (SSEC) | 2018-2019' (highlighted) and 'School Safety and the Educational Climate (SSEC) | 2017-2018'. The user is logged in as 'estevens'.

- Complete the required fields in each section. Click “**Save**” at the bottom of each page 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.

School Safety and the Educational Climate (SSEC)
 2018-2019
 for NYS DEPT OF EDUCATION
 (Bedcode: 010100870001)

School Safety and the Educational Climate (SSEC)

Page 1: Homicide 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).

Total Incidents * Number of:

- You can also use the “**Page List**” button to navigate between the pages that you have already saved. Click once to open the Page List. Click the Page List button again to close the list.

School Safety and the Educational Climate (SSEC)
 2018-2019
 for NYS DEPT OF EDUCATION
 (Bedcode: 010100870001)

School Safety and the Educational Climate (SSEC)

Page 1: Homicide [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).

Total Incidents

Page List

1. **Homicide**
2. Sexual Offenses - Forcible Sex Offenses
3. Sexual Offenses - Other Sex Offenses
4. Assault - Physical Injury
5. Assault - Serious Physical Injury
6. Weapons Possession Only - Routine Security Check
7. Weapons Possession Only - Other
8. Material Incidents of Discrimination, Harassment, and Bullying - All Excluding Cyberbullying
9. Material Incidents of Discrimination, Harassment, and Bullying - Cyberbullying
10. Bomb Threat
11. False Alarm
12. Use, Possession or Sale of Drugs
13. Use, Possession or Sale of Alcohol
14. Unduplicated Count of Student Offenders
15. Weapon Type and Fire-Arms-Related Offenses and Suspensions
16. Additional Information

- When you complete the form and have saved the last question, a screen will appear with all of the questions and your responses. Review your responses. Click the **“Make Changes”** button if you need to update any of your responses.

The screenshot shows the top navigation bar with 'Data Exchange', 'F.A.Q.', 'Help', and 'Log Out'. Below is the NYS ED logo and 'New York State EDUCATION DEPARTMENT' with the tagline 'Knowledge > Skill > Opportunity'. The main heading is 'Information and Reporting Services Data Exchange'. A user is logged in as 'estevens'. The main content area is titled 'School Safety and the Educational Climate (SSEC) 2018-2019 for NYS DEPT OF EDUCATION (Bedcode: 010100870001)'. A yellow box contains the message: 'This form has been saved but it has not been submitted. Please review the verification report below, then attest to its accuracy and submit the data at the bottom of the page.' A yellow arrow points to the 'Make Changes' button.

- Once you have reviewed the responses and made any changes, the CEO or Superintendent must check the **“Attestation”** box at the bottom of the page to certify the accuracy of your data.
- To complete your submission, click the **“Submit”** button at the bottom of the page.



Public School CEOs do not have access to the Attestation or Submit button on the SSEC form.

The screenshot shows the 'Attestation' section with a checkbox and the text 'I certify that the data reported here are complete and accurate to the best of my knowledge.' A yellow arrow points to the checkbox. Below this are three buttons: 'Make Changes', 'Return to Data Exchange', and 'Submit'. A yellow arrow points to the 'Submit' button.

- 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.
- 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 <https://bedsvadirsupport.nysed.gov> and click on the **“School Safety and the Educational Climate”** section.

Trouble Logging In?

Remember that passwords are case-sensitive. User IDs are not.

If necessary, reset your password by using the “**Reset Your Password**” option at the top right of the screen at <http://portal.nysed.gov>

The user IDs and passwords necessary for access to the SED Web Business Portal are managed by the SED Delegated Account System (**SEDDAS**).

- District/BOCES Superintendents and Charter School CEOs with SEDREF accounts should review the SEDDAS User Guide located on the [SEDDAS main resources page](#) for help with problems related to their accounts, IDs and/or passwords.
- All other staff should contact their Superintendent or School CEO for assistance with user ID and password issues.

Logged into the IRS Data Exchange But Can't See the 2018-19 SSEC Forms?

Contact your Superintendent or School CEO. You will only be able to see the SSEC form(s) if your CEO has entitled your SEDDAS user account to view the SSEC form. For more information on entitlements, see: <http://www.p12.nysed.gov/seddas/seddas-complete-user-guide.pdf>

Trouble Submitting Form ?

Only CEO's can submit the SSEC form. Contact your Superintendent or School CEO.