



SUPERINTENDENT OF PUBLIC INSTRUCTION

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May 26, 2017

(X) Action Required
Due Date: 7/31/2017
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BULLETIN NO: 032-17 SECONDARY EDUCATION & STUDENT SUPPORT

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Private School Administrators and Superintendents

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2016–17 Weapons Data Collection in Approved Private Schools

CONTACT: Laura Moore, Program Coordinator, Private Education
360-725-6433, laura.moore@k12.wa.us
Mike Donlin, Program Supervisor, Safety Center
360-725-6041, mike.donlin@k12.wa.us
Agency TTY: 360-664-3631

State Requirements

State law ([RCW 28A.230.130](#)) requires each approved private school to report to the Office of Superintendent of Public Instruction (OSPI) all known incidents involving the possession of weapons on school premises, transportation systems, or in areas of facilities while being used exclusively by private schools. The Weapons in Schools Data must be provided to OSPI by **Monday, July 31**.

OSPI provides information of reported incidents of weapons in private schools to the Washington State Legislature each year, as required by legislative action.

Private School Reporting Requirements

The reporting requirements and definitions are identical to last year. A private school's data collection is not complete until it has been entered into the Education Data System (EDS). The default for 2016–17 will be "*We have no firearm, knife, or weapon incidents to report this year.*" Click on submit and your report is complete. If you have a weapon incident to report, click on "*We have firearm, knife, or weapon incidents to report this year,*" complete the form, and then submit.

This year you will notice a change in the application. This is now a separate to be used only by approved private schools. It contains only the reporting of weapons instances during the 2016–17 school year.

Helpful Hints for Reporting and Accessing the Data Collection System

- EDS portal is available at [the EDS login page](#), go to **Attendance and Weapons (Private User)** under your applications list beginning **May 26**. This will direct

you to the application, Weapons Report. (This is similar to working with the P105B series for enrollment reporting.)

- Click on your school name. When the page opens for you, click on “Certification” at the top of the page. If you have no incidents to report, click on the “we have no firearms . . .” and then the “submit” button. If you have incidents to report, provide the type of incident and how it was resolved.
- Data submissions must be completed by **July 31**.
- Schools cannot submit data until after the last day of school.
- Print a hard copy of your school report before submitting your final data. Hard copy submissions **will not** be accepted.
- The school is responsible for missing, incomplete, or inaccurate data. Please check your data carefully; it will be published on the OSPI website and provided to the legislature.

Access to the Electronic Data Collection System

The EDS portal ([this link takes you to the login page of EDS](#)) allows users to securely login using a username (email address) and password combination. If you, as head of the school, do not have a username and password, contact Laura Moore via email at laura.moore@k12.wa.us. If you are designating someone else to complete the form, send Laura an email requesting a specific person (name of person and email address) be allowed access in EDS if they do not have it currently.

If you have questions regarding the contents of this memorandum, you may contact Mike Donlin, Program Supervisor, School Safety Center, at 360-725-6041 or email mike.donlin@k12.wa.us.

Technical questions related to accessing the EDS website should be directed to OSPI’s Customer Support at CustomerSupport@k12.wa.us or 1-800-725-4311. When you call, select the IT support option to leave a message when prompted.

For questions regarding the application process, contact Laura Moore at 360-725-6433 or laura.moore@k12.wa.us. The OSPI TTY number is 360-664-3631.

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

Dixie Grunenfelder, Director
Secondary Education & K-12 Supports

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