



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



May ____, 2013

Good afternoon _____:

We are writing to inform you that the online Safe School Climate Assessments (SSCA) are now open. Please identify all individuals who will need access to the survey for entering and certifying SSCA data.

SSCA District User

The SSCA District User is the district-level person who will have access to entering SSCA data for your district. While it may be more convenient to enter these data at the school level, it is important for you to be aware that all SSCA District Users have access to view all SSCA data reported by your district. We do not have the ability at this time to limit views to the school level.

You may identify as many SSCA District Users as you deem necessary for your district to efficiently enter the required data.

SSCA Certifier

The SSCA Certifier will be responsible for certifying (attesting to) the accuracy and completion of your district's individual school-based submitted SSCA data. We recommend that the superintendent be the certifier of the SSCA data. While it may be more convenient to have your primary data manager control this function, it is not in your district's best interest. Should any questions arise from the media, the legislature or the public with regard to the SSCA data reported by your district, those questions will be referred to your district certifier.

Please note you may identify only one certifier for your district.

Gaining Access

Your local education agency (LEA) Security Manager will be responsible for assigning the SSCA roles in the state's Directory Manager Application (DM). If an individual already has a DM account, the existing username/password should be used. If an individual is new to DM, that individual will receive one e-mail with a unique username, and a second e-mail with a password. This process improves accountability for any errors or changes entered into the system and allows the Department to identify exactly who to contact should there be questions regarding a specific entry.

Attached is a list of the LEA Security Managers by district. Please e-mail your LEA Security Manager a list of users who will need roles to access the SSCA – the SSCA District User as well as the SSCA Certifier. Security Managers will need the full name, e-

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mail address and phone number (at a minimum) for each user. Please use the Subject: DISTRICT NAME-SSCA USERS and include a cc to Kathleen Wedge and Jo Ann Freiberg at Kathleen.wedge@ct.gov and JoAnn.freiberg@ct.gov, respectively.

We will use the list of SSCA District Users and Certifiers from Directory Manager to conduct all communication about the SSCA System.

Data Entry

State of Connecticut Login

Once your LEA Security Manager has assigned your SSC role(s), click <https://csde.ct.gov/> to login and begin entering your SSCA data.

Important SSCA System Notes

Please feel free to contact us with any questions. For Application questions, please contact Kathleen Wedge or Jo Ann Freiberg via e-mail at Kathleen.wedge@ct.gov or joann.freiberg@ct.gov, respectively. For Directory Manager questions, please contact Angela Gambaccini-May at 860-713-6847 or via e-mail at angela.gambaccini-may@ct.gov.