MEMORANDUM

TO: School District Superintendents
FROM: Damien Kelly
DATE: May 1, 2020

SUBJECT: Florida Safe Schools Assessment Tool

The Florida Department of Education (department) developed the Florida Safe Schools Assessment Tool (FSSAT) to provide a secure, online risk assessment portal for completing school security risk assessments. The FSSAT was developed, as directed, under section (s.) 1006.1493, Florida Statutes (F.S.), to be the primary physical site security assessment tool for use by school officials at each school district and public school site in the state in conducting security assessments.

Section 1006.07(6), F.S., requires that school safety specialists, in collaboration with the appropriate public safety agencies, as defined in s. 365.171, F.S., conduct a school security risk assessment at each public school using the FSSAT by October 1 of each year. Section 1002.33, F.S., further specifies that charter schools must also be in compliance with s. 1006.1493, F.S., as it relates to conducting school security risk assessments.

The Office of Safe Schools (OSS) is pleased to announce that the school security risk assessments for the 2020-2021 reporting period are now available in the FSSAT. School district safety specialists may begin collaborating with their school administrators, charter schools and public safety agencies on completing these assessments.

The OSS is currently hosting webinars for district school safety specialists and district FSSAT administrators to assist them with user access and navigating the FSSAT. Online training on use of the tool is also available within the FSSAT.

Reporting requirements

Pursuant to s. 1011.62(15), F.S., each school district is required to report to the department by October 15 that all public schools within the school district have completed the school security risk assessment using the FSSAT. This report must also include the completion of school security risk assessments at each charter school.

Furthermore, s. 1006.07(6), F.S., requires the district’s school safety specialist provide recommendations to the district school superintendent and the district school board that identify strategies and activities the district school board should implement in order to address the assessment findings and improve school...
safety and security. Each district school board must receive such findings and the school safety specialist’s recommendations at a publicly noticed district school board meeting to provide the public an opportunity to hear the district school board members discuss and take action on the findings and recommendations. In addition, each school safety specialist shall report such findings and school board action to the Office of Safe Schools within 30 days after the district school board meeting.

All school security risk assessments must be submitted in the FSSAT using the electronic assessment form assigned to each school campus within the tool. Access to the FSSAT is only authorized to users who are authorized through the district Single Sign On (SSO) FSSAT user authorization application, as approved by the district school safety specialist.

Districts must use the 2020-2021 district safety and security assessment in the FSSAT to compile the school security risk assessment findings and recommendations, and to report back to the department district-wide progress on implementing certain school safety and security requirements under Senate Bills 7026 and 7030. The 2020-2021 district safety and security assessment and evidence of school board actions must be submitted to the department via the FSSAT no later than November 1, 2020.

Please contact the state FSSAT administrator, Sylvia Ifft, at 850-245-5173 or via email at Sylvia.Ifft@fldoe.org with any questions regarding the FSSAT program.

DK/si

cc: Charter School Governing Boards
    Charter School Authorizers