

Steps to Completing and Certifying the 19-20 School Safety Data Collection

1. Log into your myNHDOE Account <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>
2. Select Education Statistics System (ESS)
3. Scroll down and select the 19-20 School Safety Data Collection and click the blue arrow

2019 - 2020 School Safety Data Collection
<p>Due Date: Jun 30 2020 12:00AM</p> <p>Description: Please save your survey often as it will time-out after 30 minutes. School Safety Data Collection for 2019 - 2020 Click the arrow to the right to continue.</p>

4. Enter in the submitter contact info if it asks. (This will happen if the collection was not started yet)
5. Depending on account access, it may ask to select which specific school you are doing the collection for.
6. Use the drop down menus to select, then click the blue arrow to proceed.
7. Once at the School Safety collection menu, click Start to begin and enter in the data

Steps required to complete the form		
1	Click 'Instructions/FAQ' to get answers to most frequently asked questions and on instructions to fill the form.	Instructions/FAQ
2	This form has 1 section(s), corresponding with the section(s) on the paper form. Select and complete each section in turn before proceeding to the next step.	Start
3	Have the superintendent certify your form is ready to be submitted to the Department of Education.	Certify
4	Select an audit report to view. This will display a printer-friendly version of the completed form for your records.	View Audit
5	This survey should now be complete. Click 'New Form' to select another school to work on.	New Form

(Only the Superintendent account will see the Certify Button)

****As you go please remember to save frequently (just in case!) The save button is at the bottom.**

The screen will refresh and bring you to the top of the collection if save was successful

8. When finished or you need to leave the screen go to the bottom of the collection and click the Save at the bottom.

Save	Submit	Cancel	Form Home
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This is the message you will see if saved successfully.

Your data has been saved successfully. Check any warnings listed below in blue and make any necessary changes. If there are no further changes, please click on the SUBMIT button at the bottom of the page to submit the School Safety Data Collection to the DOE.

9. If ready to Submit, please save first let the screen refresh then click Submit.

IF you have any missing information that is required you will NOT see the Red success message that is below. Check sections 4.2-4.4 the most likely the culprits. You will see a red * under the missing field.

10. Once you have successfully submitted the data you will see this message at the top.

Your data has been saved successfully, and has been submitted to the DOE. Check any warnings listed below in blue and make modification before resubmitting, if necessary.

11. Then click Form Home to return to the collection menu screen for the FINAL Step
12. Please inform your superintendent the collection is ready to be reviewed and Certified.
The Superintendent will need to login to their myNHDOE account to do this.
Get to the collection menu screen again.
13. Click View Audit, this is a final review of the data that was reported for this school in this collection.
Any 0's in sections 4.2 – 4.4 will show as blank in this stage.
14. If the data looks accurate, click Form Home at the bottom of the page, then once at the menu screen
15. Click Certify to certify and complete this collection

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16. Once the collection has been certified it will show confirmation and then you may click logout in the top right corner, or Form Status Main to return to the data collection list.

If you have any questions or technical difficulties with this data collection

Please reach out to Greg Polish Gregory.Polish@doe.nh.gov