SAFE, DRUG & GUN FREE SCHOOLS
DATA SUBMISSION INSTRUCTIONS

LOGGING INTO THE APPLICATION

➢ **Go to the website: https://www.state.sd.us/applications/DP42LaunchPad/Logon.aspx**

1. Enter the Login Name assigned to your district.
2. Enter the password you chose to complete the submission last year. The password is case sensitive, so be sure to note whether using upper/lower case.
3. Click on **Submit**.

NOTE: If you cannot remember the password you set up last year, contact Randy J. Hanson at randy.hanson@state.sd.us.

➢ **You have now completed the login process and are at the application main menu.**

1. Click on **Applications**.
2. Click on **DE105EdSDGF**.
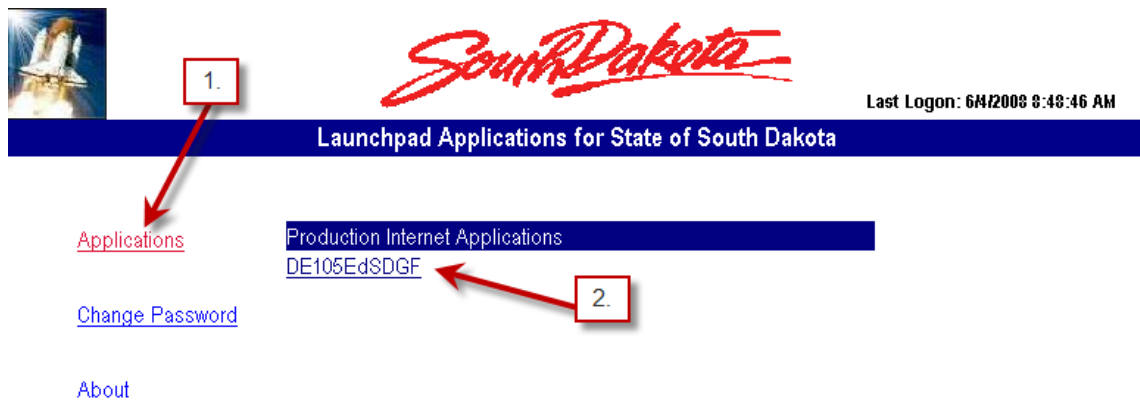
- ➢ **Once logged in, click on "Update Contact Info".**
  Note: you must complete the contact information section before the system will let you go any further.

DE105EdSDGF   Pierre 32-2 - 32002

Production

Safe, Drug and Gun Free
Update Contact Info
About
Close

South Dakota Department of Education
DE105EdSDGF
Safe, Drug & Gun Free Data Collection

- ➢ **Complete the Contact Information section.**

   1.   Enter your First Name.
   2.   Enter your Last Name.
   3.   Enter your Title/Position.
   4.   Enter your Phone Number.
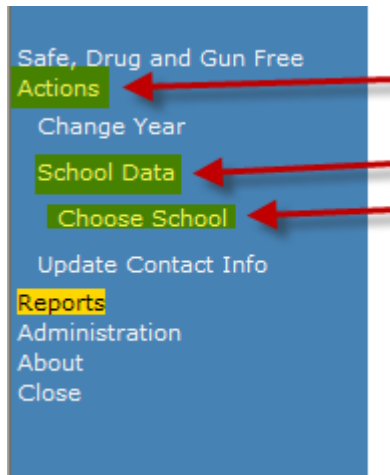   5.   Enter your E-Mail Address.
   6.   Click on **Save**.

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Test

Contact Information

Safe, Drug and Gun Free
Update Contact Info
Administration
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First Name: 1.

Last Name: 2.

Title/Position: 3.

Phone Number: 4.

Email: 5.

Save   Cancel

6.

INSTRUCTIONS FOR ENCODING DATA INTO THE APPLICATION

➢ **Note:** An online dictionary of definitions is available, by moving your mouse over the word you want defined.

<u>SCHOOL DATA</u>

➢ From the menu on the left side of the screen, click on **Actions**, click on **School Data** and finally, click on **Choose School**.

➢ The School Data must be completed for each attendance center listed. Click on the attendance center button that you want to complete.

Incident Data

1. Check the box next to each type of incident that occurred at this attendance center OR choose **No Criminal/Violent Offenses to Report**.
2. Click **Save**.

Criminal/Violent Incidents

☐ **No Criminal/Violent offenses to report.**

☐ 1. Alcohol
☐ 2. Arson
☐ 3. Battery (Aggravated Assault)
☐ 4. Breaking and entering/Burglary
☐ 5. Disorderly conduct
☐ 6. Drugs, other than alcohol
☐ 7. Fighting
☐ 8. Homicide
☐ 9. Kidnapping
☐ 10. Larceny/Theft
☐ 11. Motor vehicle theft
☐ 12. Robbery
☐ 13. Sexual battery
☐ 14. Sexual harassment
☐ 15. Other Sex offenses
☐ 16. Threat/Intimidation
☐ 17. Tobacco
☐ 18. Trespassing
☐ 19. Vandalism
☐ 20. Firearms
☐ 21. All Other Weapons (Not Firearms)
☐ 22. Other Criminal Offenses (Non-Violent)

[Save] [Cancel]

1. Check the box next to each type of incident that occurred at this attendance center.

If no incidents occured, check the box by "No Criminal/Violent offences to report."

2. Click Save.

Encode Incidents

1. On the next screen, under **Total Incidents**, enter the total number of incidents that occurred per category. **NOTE:** Data should be entered **PER INCIDENT NOT PER STUDENT.**

1. Encode total incidents here.

2. If there were no firearms involved, enter the number of incidents here.

NOTE: The total of "No Weapons", "Handguns", "Rifles or Shotguns", "Multiple Firearms", "Other Firearms", and "All Other Weapons, Not Firearms" must equal the Total Incidents. If the incidents did not involve a firearm, all incidents would go under "No Weapons". If the incident did include a firearm, enter the number of incidents in the appropriate column.

3. If applicable, enter the number of Handguns, Rifles or Shotguns, Multiple Firearms, Other Firearms, All Other Firearms, and Not Firearms in the

Encode Incidents

Incident	Total Incidents	No Weapons	Handguns	Rifles or Shotguns	Multiple Firearms	Other Firearms	All Other Weapons, Not Firearms	NO Threat or Intent to Harm
1. Alcohol	1	1	0	0	0	0	0	0
7. Fighting	1	1	0	0	0	0	0	0
17. Tobacco	1	1	0	0	0	0	0	0
20. Firearms	1	0		1 / Offender Data	0	0		1

If number entered is changed to a lower number for a firearm related field, all Offender information for that field will need be re-entered.

Offender Data for RifleShotguns -

Select a offender type	Select grade of offender	Select if offender has a disability	Select disciplinary method
Student Offender ▼	Select Grade ▼	Select if Offender has a Disability ▼	▼

Save   Cancel

Save   Continue   Cancel

8. Click Save.   9. Click Continue.

5. Click on Offender Data, if applicable.

6. Enter Offender Data, if applicable: Choose offender type. If the offender is a student, choose grade, whether or not the offender has a disability, and the disciplinary method.

7. Click Save.

4. If there were any Handgun, Rifle or Shotgun, Multiple Firearm, Other Firearm, or All Other Weapon, Not Firearm incidents, you must identify how many of these incidents were NOT a threat or intent to harm.
*** For example, if a hunting rifle had been found in a student's car and he did not intend to use it on anyone, nor did he threaten anyone with it, you would enter "1" under Rifles or Shotguns and then a "1" under No Threat or Intent to Harm.

Note: The following columns must equal the total incidents: No Weapons, Handguns, Rifles or Shotguns, Multiple Firearms, Other Firearms, All Other Weapons (Not Firearms).

2. If the incident did not involve a firearm, all incidents would go under "No Weapons". For example, if you had "1" Alcohol incident and there were no firearms, you would need to enter "1" under "No Weapons". (See above.)
3. If there happened to be a firearm related incident that occurred in conjunction with another incident, enter the number of incidents in the appropriate column (handgun, rifle or shotgun, multiple firearms, other firearms, or all other weapons – not firearms).
4. If there was a firearm related incident, you must then identify whether or not there was a threat or intent to harm. For example, if a hunting rifle had been found in a student's car and he did not intend to use it on anyone, nor did he threaten a student with it, you would enter a "1" under **Rifles or Shotguns**, and then a "1" under **NO Threat or Intent to Harm**. (This is only required for firearm/weapon related incidents.)
5. Click **Offender Data.** (This is only required for firearm/weapon related incidents.)
6. Enter the Offender Data – offender type, grade, with/without disability, disciplinary method. (This is only required for firearm/weapon related incidents.)
7. Click **Save.** (This is only required for firearm/weapon related incidents.)
8. Click **Save**.
9. Click **Continue**.

Encode Offenders

➢ .Enter the total number of offenders (unduplicated count) under each category for each type of incident. Click **Save**.

Encode Offenders

1. Enter <u>unduplicated</u> count of offenders.

Incident	Total Incidents	Student Offenders	Non-Student Offenders	Unknown Offenders
1. Alcohol	1	2	0	0
7. Fighting	1	2	0	0
17. Tobacco	1	1	0	0

Save ← Cancel → 2. Click on Save.

➢ Enter the total number of disciplinary actions under each category for each type of incident. Click **Save**.

Encode Non-Firearm-Related Discipline Methods

Incident	In-School Suspensions	Out-of-School Suspensions	Expulsions	Other Discipline Actions
1. Alcohol	1	0	0	0
7. Fighting	0	0	1	0
17. Tobacco	1	0	0	0

Save ← Cancel → Click on Save.

➢ Click the box under "Select" to complete additional information for Expulsion incidents. **(If you did not have any expulsions, you will not see this screen.)**

Non-Firearm-Related Expulsions By Grade

Select	Incident	Number of Expelled Students
⬜	1. Alcohol	1

Continue   Cancel   ← **Click here to complete additional information.**

➢ Enter the total number of offenders by grade for Expulsion incidents. **(You will only see this screen if a student was expelled because of a non-firearm related incident.)**
➢ Click **Save**.

Non-Firearm-Related Expulsions By Grade

Select	Incident	Number of Expelled Students
⬜	1. Alcohol	1

1. Alcohol

Grade	Number of Student Offenders Who Were Expelled
9th	0
10th	0
11th	0
12th	1

Save   Cancel   → **Click Save.**

Continue   Cancel

➢ Click **Continue**.

Non-Firearm-Related Expulsions By Grade

Select	Incident	Number of Expelled Students	Complete
⬜	1. Alcohol	1	✓

Continue   Cancel   → **Click continue.**

Services to Students

1. Identify, if any, the types of services/activities offered by the school during the reporting period. Choose all that apply.
2. Enter the number of students (unduplicated count) for which a truancy complaint was filed.
3. Click **Save**.

➢ Repeat the steps above for each attendance center.
➢ After all attendance center data has been completed and reviewed for accuracy, click on the box next to the name of the attendance center to mark it complete.

DISTRICT DATA

➢ The <u>final step</u> is to check the box next to "Mark District Complete".

Choose Attendance Center

Please click on the attendance center for which you would like to complete the Safe, Drug, & Gun Free School data. Once you have completed all sections of the report for that attendance center, please check the box next to the attendance center to mark it complete. Once you have marked all attendance centers as complete, please mark the district as complete.

NOTE: Marking an attendance center as complete will not allow that attendance center's information to be changed. You may uncheck an attendance center to make additional changes to that attendance center. Once you have checked the box that marks the district as complete, you will no longer be able to add, delete, or edit information reported for this district. If any further corrections are necessary, please contact Jennifer Rattling Leaf at DOE at 605-773-4703 or jennifer.rattlingleaf@state.sd.us.
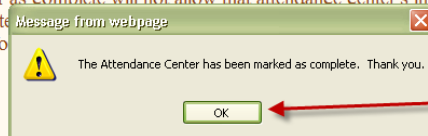
☑ Mark District Complete

Once you have completed each attendance center and each one has been checked completed, mark the district complete. To do this, click in the box next to Mark District Complete.

Attendance Center	Check if complete
T F Riggs HS - 01	☑
Georgia Morse MS - 02	☑
Buchanan Elem - 03	☑
Washington Elem - 04	☑
Jefferson Elem - 06	☑
McKinley Elem - 07	☑

➢ Click "OK".

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Choose Attendance Center

Please click on the attendance center for which yo
please check the box next to the attendance cente

NOTE: Marking an attendance center as complet
attendance center. Once you have checked the bo
are necessary, please contact Jennifer Rattling Le

apps.sd.gov says

By checking this box you are submitting your school district data for Safe, Drug and Gun-Free Schools. Checking this box will indicate to DOE/DHS staff that the data can now be used for required annual federal data reporting and identification of Persistently Dangerous Schools. Once this box is checked your district may no longer edit the data reported, however data may be reviewed. If corrections are necessary for the current year of data collection AFTER clicking the below box please contact the DOE contact person, Jennifer Rattling Leaf at Jennifer.RattlingLeaf@state.sd.us or 605-773-4703.
Corrections for the current year will only be accepted until July 15th

[OK] [Cancel]

☐ Mark District Complete

| Attendance Center	Check if complete
T.F. Riggs High School - 01	☑
Georgia Morse Middle School - 02	☑
Buchanan Elementary - 03	☑
Jefferson Elementary - 06	☑
Kennedy Elementary - 08	☑

Click "OK".

You have now completed the required reporting for the Safe, Drug and Gun Free Schools data submission.

INSTRUCTIONS FOR PRINTING COMPLETED REPORTS

➢ Click on **Reports**, from the menu on the left side of the screen.

➢ This will bring up the Report Main Menu. At the top is a Report Group Box with a dropdown list of report options. Click on the dropdown arrow and select **DE105-Report (District).**
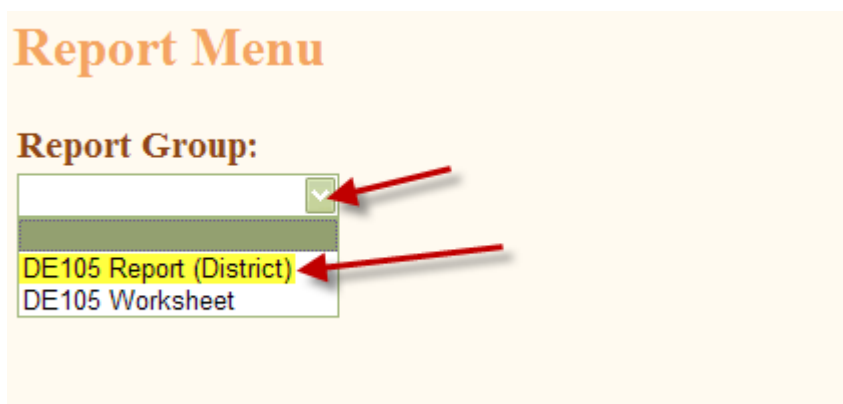
➢ **There are 3 report options in this report group.**

Report Menu

Report Group:
DE105 Report (District)

	View	Name	Description
1.		Report: Incident Data	Incident Data By District
2.		Report: Incident Specific Data	Incident Specific Data By District
3.		Report: Services To Students	Services To Students By District Number

1. To print a copy of the district summary data, click on the box under **View** beside **Report: Incident Data**. You will then see the screen below. Make sure the school year shows **"Current School Year"** and click **View Report**.

Report Parameters
Report: Incident Data

School Year: 2020-2021 ▼

View Report   Cancel

➤ Once the report is displayed, click on the Printer icon to print out a copy of the report.
➤ Close the report by clicking on the ❌ in the box at the upper right corner of the report.

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1. To print a copy of the incident specific data, click on the box under **View** beside **Report: Incident Specific Data**. Make sure the school year shows **"Current School Year"** and click **View Report**.

2. To print a copy of the services to student's data, click on the box under **View** beside **Report: Services to Students**. Make sure the school year shows **"Current School Year"** and click **View Report**.

➤ To close the application, click on **Close.**

Safe, Drug and Gun Free
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