

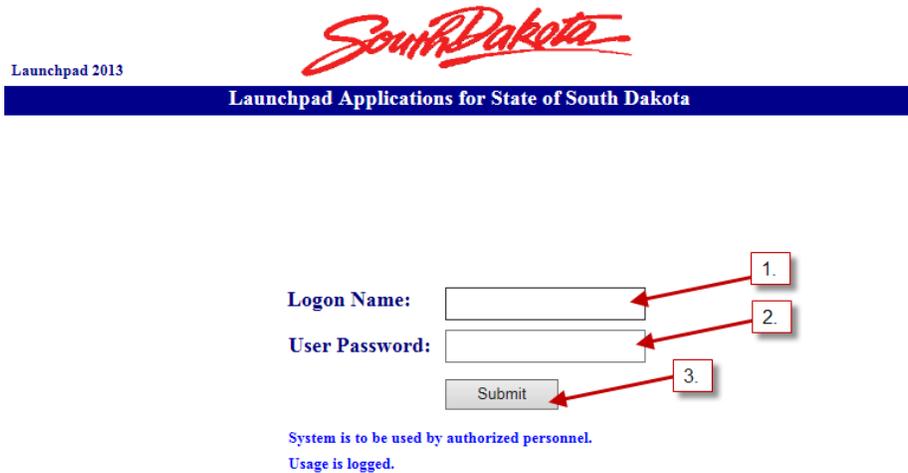
# SAFE, DRUG & GUN FREE SCHOOLS DATA SUBMISSION INSTRUCTIONS

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## 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**.



Launchpad 2013

Launchpad Applications for State of South Dakota

Logon Name:

User Password:

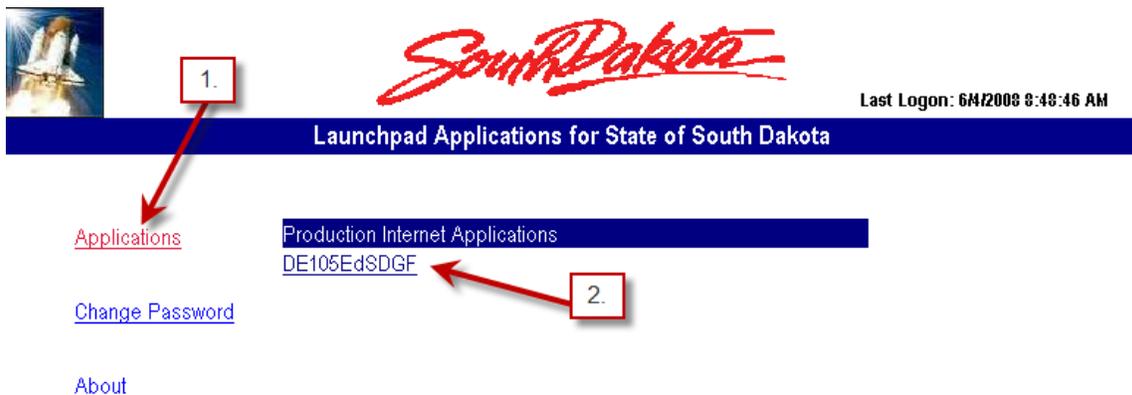
Submit

[System is to be used by authorized personnel. Usage is logged.](#)

**NOTE:** If you cannot remember the password you set up last year, contact Jennifer Rattling Leaf at [jennifer.rattlingleaf@state.sd.us](mailto:jennifer.rattlingleaf@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**.



Launchpad Applications for State of South Dakota

Last Logon: 6/12/2008 9:48:46 AM

[Applications](#)

[Change Password](#)

[About](#)

Production Internet Applications

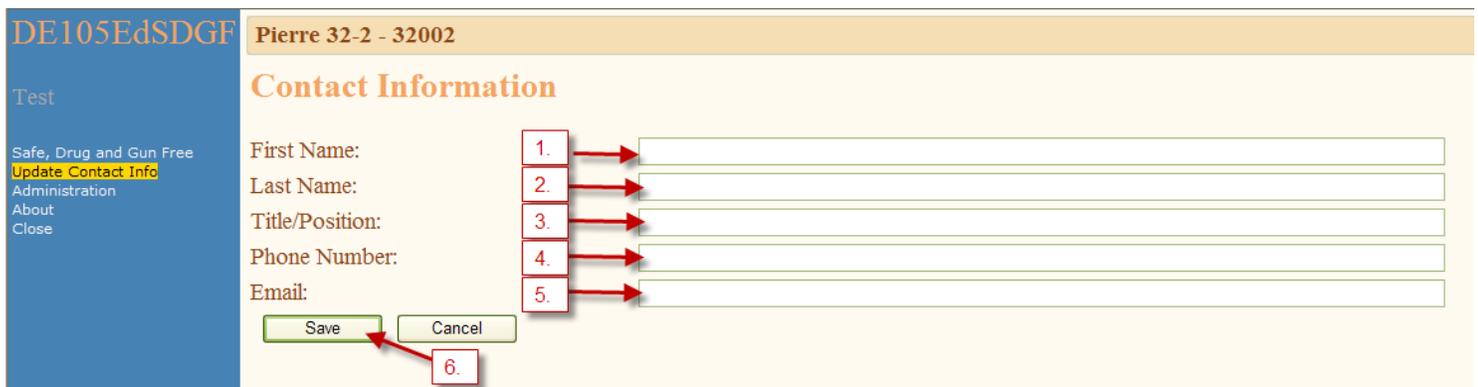
[DE105EdSDGF](#)

- Once logged in, click on “Update Contact Info”.  
Note: you must complete the contact information section before the system will let you go any farther.



- 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**.



# INSTRUCTIONS FOR PRINTING BLANK WORKSHEET FORMS PRIOR TO COMPLETING THE DATA SUBMISSION

1. Choose Reports.
2. At the top is a Report Group Box with a dropdown list of report options. Click on the drop down arrow.
3. Select **DE105 Worksheet**.



- There are 4 report options in this report group.
1. **Current Terms & Definitions**
  2. **Worksheet: School Report – Incident Data**
  3. **Worksheet: School Report – Incident Specific Data**
  4. **Worksheet: School Report – Services to Students**

Report Group:		
DE105 Worksheet		
View	Name	Description
1. ➡	Current Terms & Definitions	Current Terms Definitions for SDGF
2. ➡	Worksheet: School Report - Incident Data	Blank Form (Legal Size Paper Required)
3. ➡	Worksheet: School Report - Incident Specific Data	Blank Form (Legal Size Paper Required)
4. ➡	Worksheet: School Report - Service to Students	Blank Form

## 1. Current Terms & Definitions

- If you need to provide the Current Terms and Definitions to additional staff for reporting purposes, click on the box under **View** beside **Current Terms and Definitions** and the glossary of terms will be displayed.

### Report Group:

DE105 Worksheet

View	Name	Description
1.	Current Terms & Definitions	Current Terms Definitions for SDGF
	Worksheet: School Report - Incident Data	Blank Form (Legal Size Paper Required)
	Worksheet: School Report - Incident Specific Data	Blank Form (Legal Size Paper Required)
	Worksheet: School Report - Service to Students	Blank Form

- To print one or more copies of the report, click on the Printer icon in the upper left portion of the screen. Close the report by clicking on the in the box at the upper right corner of the report.

http://apps.sd.gov/Applications/DE105EdSDGF/Glossary.pdf - Microsoft Internet Explorer provided by State of South Dakota

Save a Copy Sign

Pages

Glossary of Terms

*After-school program:* Any program, conducted after regular school hours, that encourages drug/violence free lifestyles. Programs may be recreational, instructional, cultural, or artistic in nature.

*Alternative education program or school:* Any program for students who are not enrolled in the regular school environment, such as students who are at risk of dropping out, students who have been expelled from their regular classes, students who are undergoing outpatient treatment for drug use, etc.

*Before-school program:* Any program, conducted before regular school hours, that encourages drug/violence free lifestyles. Programs may be recreational, instructional, cultural, and/or artistic in nature.

*Community service projects:* Activities conducted by students for the benefit of the larger community that

## 2. Worksheet: School Report – Incident Data

- **NOTE:** You will need to complete one copy of this worksheet for **EACH** of the attendance centers in your district.
- To print copies of the Incident Data Worksheet, click on the box under **View** beside **Worksheet: School Report – Incident Data**.

### Report Group:

DE105 Worksheet

View	Name	Description
	Current Terms & Definitions	Current Terms Definitions for SDGF
2.	Worksheet: School Report - Incident Data	Blank Form (Legal Size Paper Required)
	Worksheet: School Report - Incident Specific Data	Blank Form (Legal Size Paper Required)
	Worksheet: School Report - Service to Students	Blank Form

- You will then see the screen below. Make sure the school year shows “2015-2016” and click **View Report**.

**Report Parameters**  
**Worksheet: School Report - Incident Data**

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School Year: 2015-2016

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**View Report**

- 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 at the upper right corner of the report.

### 3. Worksheet: School Report – Incident Specific Data

- **NOTE:** You *may* need to complete one copy of this worksheet for each of the attendance centers in your district.
- You do **not** need to collect these data elements for every incident. You must only report these data elements for incidents in which a firearm was involved (complete page 1 for these incidents) or for incidents in which a student was expelled for any reason other than for a firearms related incident (complete page 2 for these incidents).
- To print copies of the Incident Specific Worksheet, click on the box under **View** beside **Worksheet: School Report – Incident Specific Data**.

**Report Group:**  
DE105 Worksheet

View	Name	Description
	Current Terms & Definitions	Current Terms Definitions for SDGF
	Worksheet: School Report - Incident Data	Blank Form (Legal Size Paper Required)
3.	Worksheet: School Report - Incident Specific Data	Blank Form (Legal Size Paper Required)
	Worksheet: School Report - Service to Students	Blank Form

- You will then see the screen below. Make sure the school year shows “2015” and click **View Report**.

**Report Parameters**  
Worksheet: School Report - Incident Data

School Year: 2015-2016

**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 at the upper right corner of the report.

### 4. Worksheet: School Report – Service to Students

- **NOTE:** You will need to complete one copy of this worksheet for **EACH** of the attendance centers in your district.
- To print copies of the Services to Students worksheet, click on the box under **View** beside **Worksheet: School Report – Services to Students**.

**Report Group:**  
DE105 Worksheet

View	Name	Description
	Current Terms & Definitions	Current Terms Definitions for SDGF
	Worksheet: School Report - Incident Data	Blank Form (Legal Size Paper Required)
	Worksheet: School Report - Incident Specific Data	Blank Form (Legal Size Paper Required)
4.	Worksheet: School Report - Service to Students	Blank Form

- You will then see the screen below. Make sure the school year shows “2015” and click **View Report**.

**Report Parameters**  
Worksheet: School Report - Incident Data

School Year: 2015-2016

**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 at the upper right corner of the report.

## 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.

### SCHOOL DATA

- 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.

**Mark District Complete**

Attendance Center	Check if complete
T.F. Riggs High School - 01	<input type="checkbox"/>
Georgia Morse Middle School - 02	<input type="checkbox"/>
Buchanan Elementary - 03	<input type="checkbox"/>
Jefferson Elementary - 06	<input type="checkbox"/>
Kennedy Elementary - 08	<input type="checkbox"/>
Pierre JDC - 88	<input type="checkbox"/>

## 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)

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

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

2. Click Save.

Save

Cancel

## Encode Incidents

- 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.**

**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	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>				
7. Fighting	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>				
17. Tobacco	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>

Save Cancel

1. Encode total incidents here.

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

**Note:** These must equal 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 in the appropriate column.

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

4. If there were any handgun, rifle or shotgun, multiple firearm, other firearm, or all other weapon incidents, you must identify whether there was a threat or intent to harm. For example, if a student had been caught smoking tobacco in his vehicle and a hunting rifle had been found in his car at the time he was caught smoking (and he did not intend to use it on a student, 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**.

5. Click on Save.

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

- 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.)
- 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).
- 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 student had been caught smoking tobacco in his vehicle and a hunting rifle had been found in his car at the time he was caught smoking (and he did not intend to use it on a student 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**.
- Click **Save**.

**\*\*\* If you have any firearm incidents to enter, you will need to enter the student's SIMS number so that we can identify which firearm incident goes with which discipline method.**

- Enter the SIMS number for the student involved in the firearm incident. If you have more than one weapon, be sure you have the correct SIMS number for the correct weapon.
- Click **Save**.

### 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
20. Firearms	<input type="text" value="1"/>		<input type="text" value="0"/>	<input type="text" value="1"/> <a href="#">View SIMS</a>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="1"/>

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

**SIMS for Rifles or Shotguns - 20. Firearms**

1. |

Please enter a SIMS number for each Incident

Save Cancel

1. Enter SIMS number for student involved in the firearm incident. If you have more than one weapon, be sure you have the correct SIMS number for the correct weapon.

2. Click Save.

## Encode Offenders

1. Enter the total number of offenders (unduplicated count) by type for each category.

**Encode Offenders**

1. Enter unduplicated count of offenders.

Incident	Total Incidents	Student Offenders	What portion of the incidents that involved a student also involved a firearm?	Non-Student Offenders	Unknown Offenders
1. Alcohol	<input type="text" value="1"/>	<input type="text" value="2"/>	<input checked="" type="radio"/> None	<input type="text" value="0"/>	<input type="text" value="0"/>
7. Fighting	<input type="text" value="1"/>	<input type="text" value="2"/>	<input checked="" type="radio"/> None	<input type="text" value="0"/>	<input type="text" value="0"/>
17. Tobacco	<input type="text" value="1"/>	<input type="text" value="1"/>	<input checked="" type="radio"/> All	<input type="text" value="0"/>	<input type="text" value="0"/>

2. If there was more than one incident for a particular category, you may have to choose "Some" or "All", depending on how many incidents involved a firearm.

3. Click on **Save**.

2. If there was more than one incident for a particular category, you may have to choose "Some" or "All", depending on how many incidents involved a firearm.
3. Click **Save**.

- **Encode Firearm-Related Offender Types (If you did not have any weapons-related incidents, you will not see this screen.)**
- Click on the box under "Select" to complete additional information for firearm-related incidents.

### Encode Firearm-Related Offender Types

Select	Incident	Complete
<input type="checkbox"/>	17. Tobacco	

Continue Cancel

Click here to complete additional information.

- Once you click on the box above, you will see the screen below. **(If you did not have any weapons-related incidents, you will not see this screen.)**

**Encode Firearm-Related Offender Types**

Select	Incident
<input checked="" type="checkbox"/>	17. Tobacco

17. Tobacco

Grade	Number of Offenders Without Disabilities	Number of Offenders With Disabilities
9th	<input type="text" value="0"/>	<input type="text" value="0"/>
10th	<input type="text" value="0"/>	<input type="text" value="0"/>
11th	<input type="text" value="0"/>	<input type="text" value="0"/>
12th	<input type="text" value="1"/>	<input type="text" value="0"/>

1. Determine whether the student involved in the firearm-related incident was a student without disabilities or a student with disabilities, and enter the number of students in the appropriate column, next to the grade level of the student(s).

2. Click **Save**.

1. Determine whether the student involved in the firearm-related incident was a student without disabilities or a student with disabilities and enter the number of students in the appropriate column, next to the grade level of the student(s).
2. Click **Save**.

- You will then see the screen below. Click **Continue**. (If you did not have any weapons-related incidents, you will not see this screen.)

### Encode Firearm-Related Offender Types

Select	Incident	Complete
	17. Tobacco	<input checked="" type="checkbox"/>

Continue

Click Continue.

- Click on the box under “Select” to complete additional information for Firearm-Related incidents. (If you did not have any weapons-related incidents, you will not see this screen.)

### Encode Firearm-Related Discipline Methods

Select	Incident	Complete
	17. Tobacco	

Continue

Click here to complete additional information.

- You will then see the screen below. (If you did not have any weapons-related incidents, you will not see this screen.)
  1. Enter the number of students in the appropriate column, next to the discipline method that was given.
  2. Click **Save**.

Encode Firearm-Related Discipline Methods

Select	Incident	Complete
	17. Tobacco	

17. Tobacco

Discipline Methods For Students Without Disabilities	9th	10th	11th	12th
Expulsion modified to less than one year, no alternative placement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Expulsion modified to less than one year, alternative placement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
One year expulsion not modified, no alternative placement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
One year expulsion not modified, alternative placement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Out-of-School Suspension	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Other disciplinary action	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
Other removal (such as death, withdrawal, or incarceration)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Discipline Methods For Students With Disabilities	9th	10th	11th	12th
Expulsion modified to less than one year, receiving services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
One year expulsion not modified, receiving services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Out-of-School Suspension	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other disciplinary action	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other removal (such as death, withdrawal, or incarceration)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

1. Enter the number of students next to the discipline method that was given.

2. Click Save.

- You will then see the screen below. Click **Continue**. (If you did not have any weapons-related incidents, you will not see this screen.)

**Encode Firearm-Related Discipline Methods**

Select	Incident	Complete
	17. Tobacco	✓

Continue  Click Continue.

- Enter the total number of disciplinary actions by type per incident category. Click **Save**.

**Encode Non-Firearm-Related Discipline Methods**

Incident	In-School Suspensions	Out-of-School Suspensions	Expulsions	Other Discipline Actions
1. Alcohol	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
7. Fighting	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>

Save  Click on save.

- Click the box under “Select” to complete additional information. (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  Click here to complete additional information.

- Enter the total number of offenders by grade.
- 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	<input type="text" value="0"/>
10th	<input type="text" value="0"/>
11th	<input type="text" value="0"/>
12th	<input type="text" value="1"/>

Save  Click Save.

Continue

- Click **Continue**.

**Non-Firearm-Related Expulsions By Grade**

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

Continue  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**.

**Services To Students**  
Identify the prevention service/activity offered by your school during the reporting school year (choose all that apply).

No services or activities were offered by this attendance center.

After school/before school programs  
 Alternative education programs  
 Community service projects  
 Conflict resolution/peer mediation  
 Curriculum acquisition or development  
 Drug prevention instruction  
 Parent education/involvement  
 Security equipment  
 Security personnel  
 Services for out of school youth  
 Special one-time events  
 Student support services  
 Teacher/staff training  
 Violence prevention instruction  
 Other

The number of students (unduplicated count) for which a truancy complaint was filed as per SDCL 13-27-20.

**1. Check the box next to each type of prevention service/activity offered by your school. (Choose all that apply.)**

**If no services or activities were offered by this attendance center, check this box.**

**2. Enter the number of truant students here.**

**3. Click "Save".**

- Follow the previous steps to complete the data submission for each attendance center.
- Before checking the box to mark the attendance center data complete, it is recommended that you print and review each report for accuracy.
- After all attendance center data has been completed and reviewed for accuracy, click on the box next to the name of each attendance center to mark it complete. You may now access the District Data to complete that portion of the submission.

## 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 center 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. If you mark the district as complete, you will no longer be able to add, delete, or edit information reported for that district. If you have any questions, please contact Jennifer Rattling Leaf at DOE at 605-773-4703 or [jennifer.rattlingleaf@state.sd.us](mailto:jennifer.rattlingleaf@state.sd.us).

Mark District Complete

Attendance Center	Check if complete
T F Riggs HS - 01	<input checked="" type="checkbox"/>
Georgia Morse MS - 02	<input type="checkbox"/>
Buchanan Elem - 03	<input type="checkbox"/>
Washington Elem - 04	<input type="checkbox"/>
Jefferson Elem - 06	<input type="checkbox"/>
McKinley Elem - 07	<input type="checkbox"/>



**2. Once you check a box below, you will get this message. Click "OK".**

**1. Check box when attendance center has been completed.**

## DISTRICT DATA

- After all data for the district has been completed, print and review the reports for accuracy again. The final step is to check the box to mark the 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](mailto:jennifer.rattlingleaf@state.sd.us).

Mark District Complete

Attendance Center	Check if complete
T F Riggs HS - 01	<input checked="" type="checkbox"/>
Georgia Morse MS - 02	<input checked="" type="checkbox"/>
Buchanan Elem - 03	<input checked="" type="checkbox"/>
Washington Elem - 04	<input checked="" type="checkbox"/>
Jefferson Elem - 06	<input checked="" type="checkbox"/>
McKinley Elem - 07	<input checked="" type="checkbox"/>

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.

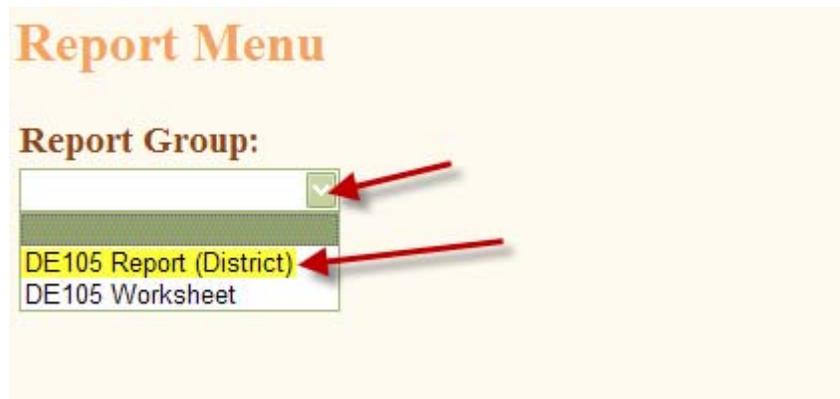
**You have now completed the required reporting for the Safe, Drug and Gun Free Schools data submission.**

## INSTRUCTIONS FOR PRINTING COMPLETED REPORTS

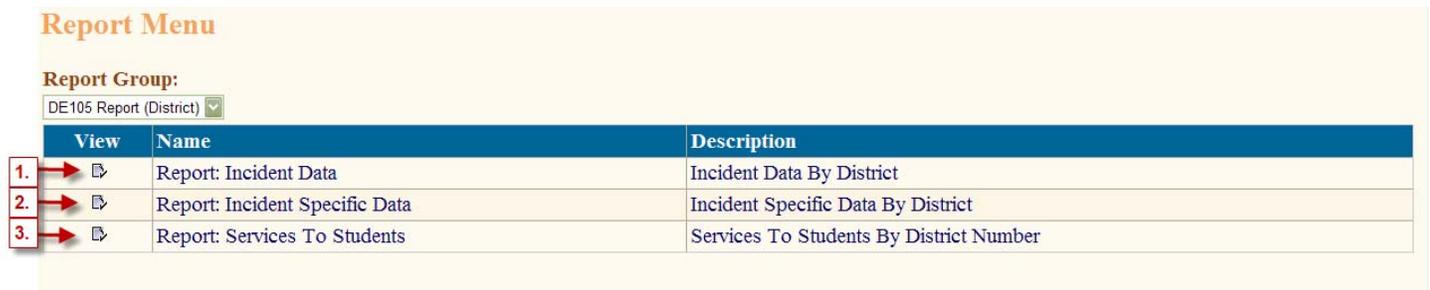
- Click on **Reports**, from the menu on the left side of the screen. Choose Reports from the Launchpad Application main menu and click on: **Reports for DE105Safe/Drug/Gun Free Reporting System**.



- 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 drop down arrow and select **DE105-Report (District)**.

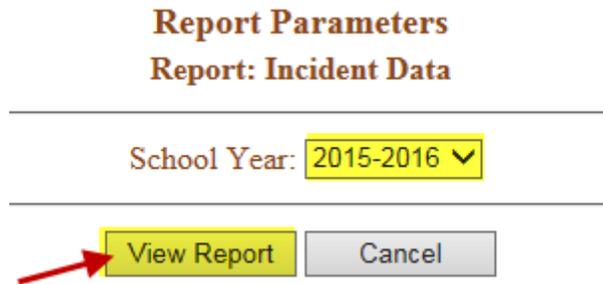


- There are 3 report options in this report group.

A screenshot of the "Report Menu" interface showing a table of report options. The table has three columns: "View", "Name", and "Description". The "Report Group:" dropdown is set to "DE105 Report (District)". Three red arrows point to the first three rows of the table.

	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 “**2015-2016**” and click **View Report**.



- 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.

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 “**2015-2016**”, and click **View Report**.
2. To print a copy of the services to students data, click on the box under **View** beside **Report: Services to Students**. Make sure the school year shows “**2015-2016**”, and click **View Report**.

- To close the application, click on the box with the X in the upper right hand corner of the application.

