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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

April 18, 2025

(X) Action Required  
Due date: May 30, 2025

## BULLETIN NO. 024-25 STUDENT ENGAGEMENT & SUPPORT

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: School District Collection and Submission Requirements Related to School Safety and Security Staff

CONTACT: Ross Boylan, Lead Data Analyst for Student Engagement & Support,  
360-480-0253, [ross.boylan@k12.wa.us](mailto:ross.boylan@k12.wa.us)

## PURPOSE/BACKGROUND

[Revised Code of Washington \(RCW\) 28A.320.1241](#) requires the Office of Superintendent of Public Instruction (OSPI) to annually collect data on safety and security staff from school districts. OSPI is collecting some of the required information using an online reporting form. The information collected through this reporting form includes:

- The total number of school safety and security staff working in your district and the number of these staff that are school resource officers (SROs), private security, and district employees.
- The total number of complaints filed against safety and security staff in your district during the current school year.
- The names of any organizations – private or law enforcement – that your district has an agreement with for safety and security services.
- Digital copies of any agreements that your district has with organizations for safety and security services.

Data collection for this year will begin on May 1st. An email containing a link to the reporting form will be emailed to each district (for more information, see the "Reporting Form Distribution" section of this bulletin).

**Each district must submit their data by May 30th.**

## REPORTING FORM DISTRIBUTION

On May 1st, emails containing a link to the reporting form will be sent to the primary safety and security contact at each district, as identified by OSPI. Before distributing the form, OSPI will be working with Educational Service District (ESD) Regional School Safety Center (RSSC) staff to audit and improve their contact list. If a primary safety and security contact cannot be identified, then the link to the reporting form will be sent to the district superintendent or local education agency (LEA) leader. Districts who would like OSPI to send the reporting form to a specific staff member should provide that information to Ross Boylan, at [ross.boylan@k12.wa.us](mailto:ross.boylan@k12.wa.us), by April 30th.

The reporting form should be completed by the staff member at each district that is best suited to accurately report the data outlined in this bulletin.

## WHO TO REPORT

[RCW 28A.320.124](#) defines "safety and security staff" as school resource officers (SROs), school security officers, campus security officers, and any other commissioned or non-commissioned employees or contractors, whose primary job duty is to provide safety or security services for a public school. All safety and security staff working in the district should be reported using the reporting form, including SROs, district-employed safety and security staff, and contracted private security personnel.

## RELATED REPORTING

### Personnel Reporting Through S-275

District staff reporting safety and security staffing levels through the reporting form should also coordinate with the staff at their district responsible for personnel reporting through the S-275 to ensure that district-employed safety and security staff are being reported under activity code 35 for Pupil Safety. This code is designed specifically to be used with district-employed safety and security staff and the data reported under this activity code through the S-275 may be used for public reporting on these staffing levels in the future.

## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Ross Boylan, Lead Data Analyst for Student Engagement & Support, at [ross.boylan@k12.wa.us](mailto:ross.boylan@k12.wa.us) or 360-480-0253. For general questions regarding safety and security staff, please contact Amber Wynn, School Safety Center Program Supervisor, at [amber.wynn@k12.wa.us](mailto:amber.wynn@k12.wa.us) or 360-725-6068. The OSPI TTY number is 360-664-3631.

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This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Michaela W. Miller, Ed.D., NBCT

Deputy Superintendent

Anna Marie Dufault

Assistant Superintendent

Student Engagement and Support

CR:tb

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