

How to Upload Anonymous Reporting Documents

Step-by-Step Instructions

STEP 1: Log into School Safety Plans Application

Option 1: Log in through [ODE \(education.ohio.gov\)](http://education.ohio.gov)

The screenshot shows the Ohio Department of Education website. A yellow callout box points to the 'Login' link in the top right corner. Below, a larger screenshot shows the 'PLEASE SELECT THE OPTION THAT BEST APPLIES TO YOU:' section. A yellow callout box points to the 'OH|ID PORTAL' button, with the text 'Click 'OH | ID Portal''.

Click 'Login'.

Ohio Department of Education

Home >

Ohio Launches Strategic Plan for Education: Each Child, Our Future

The State Board of Education and State Superintendent of Public Instruction Paolo DeMaria joined key partners to unveil Each Child, Our Future, Ohio's five-year strategic plan for education. View Ohio's Strategic Plan...

PLEASE SELECT THE OPTION THAT BEST APPLIES TO YOU:

Redesigned OH|ID Coming Soon

TAKE A TOUR

A teacher, superintendent, parent, or other customer of the Department of Education:

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

Important: Your SAFE credentials will not work in the OH|ID platform. Please create a new OH|ID account if you do not already have one.

OH|ID PORTAL

Click 'OH | ID Portal'.

Need Help? Visit the Department of Education OH|ID Portal Help webpage for information on how to access and navigate the OH|ID portal.

An employee of the Department of Education:

The SAFE portal has now been integrated with myOhio. In order to access your existing SAFE applications, please click the button below to access the new myOhio platform.

MYOHIO PLATFORM

CONTACT US

Option 2: Log in through [OH ID \(ohid.ohio.gov\)](http://ohid.ohio.gov)

The screenshot shows the OH|ID login page. The top navigation bar includes 'My Apps', 'App Store', 'Account Settings', 'Security Profile', 'Log In', and 'Help'. The main content area features the text 'Secure access to State of Ohio services' and 'OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs.' A 'Create OH|ID Account' button is visible. On the right, there is a login form with fields for 'User ID' and 'Password', and a 'Log In' button. Below the form is a 'Get login help' link.

OH|ID

My Apps App Store Account Settings Security Profile Log In Help

Secure access to State of Ohio services

OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs.

Create OH|ID Account

User ID

FORGOT YOUR USER ID?

Password

FORGOT PASSWORD?

Log In

Get login help

OH|ID

Enter 'User ID' and 'Password'.

Log in with your OH|ID

User ID

FORGOT YOUR USER ID?

Password

FORGOT PASSWORD?

Log In

Get login help | Create an OH|ID account

Click 'Log In'.

For assistance, click here.

OH|ID SECURITY

MY APPS APP STORE ACCOUNT SETTINGS SECURITY LEVEL

Click 'My Apps'.

My Apps

Click the star to pin your favorite apps to the top of the page.

Click on the star and it will save it as a favorite.

Ohio Education Directory System (OEDS)
Directory of schools and districts

Details Open App

Ohio School Safety Center (OSSC)
School Safety Plans Portal Ohio School Safety Center (OSSC)

Details Open App

Click on 'Open App'.

STEP 2: Select School/District IRN

Search plans by school or district. NOTE: For access, you must be assigned one of the following roles in OEDS: superintendent, principal, or coordinator of safety plans. Please contact your [local](#) OEDS administrator for access.

Type the school's name, or IRN into the search bar below. Click on the correct entry and then "Search". To search by School Group, type the School Group name into the second search bar below. Click on the correct entry and then "Search".

Search by: Individual School Name or IRN Search

Search by: District or School Group Name

Below are the school safety requirements outlined by ORC 5502.262 and OAC 4501:5-1-01. Click on the text link in each column to upload, input, or view your school's entries.

IRN	Location Name	Location Address	Plan Status & Submission Date	Safety Plan & Threat Assessment	Annual Plan Certification	Emergency Management Test(EMT)	Anonymous Reporting Documents
School Information Displayed Here			Resubmission Date	Click to View/Upload Documents	Complete By July 1st	Complete By Dec 31st	View/Enter Data

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Click this button to view/enter all of your emergency plan documents.

Type the school's name, or IRN into the search bar below. Click on the correct entry and then "Search". To search by School Group, type the School Group name into the second search bar below. Click on the correct entry and then "Search".

Search by: Individual School Name or IRN Search

Search by: District or School Group Name

Below are the school safety requirements outlined by ORC 5502.262 and OAC 4501:5-1-01. Click on the

Non-public schools are not required to complete anonymous reporting documents and it will be listed as optional.

IRN	Location Name	Location Address	Plan Status & Submission Date	Safety Plan & Threat Assessment	Annual Plan Certification	Emergency Management Test(EMT)	Anonymous Reporting Documents
				Click to View/Upload Documents	06/26/2023	Complete By Dec 31st	Optional: View/Enter Data

1 - 1 of 1

Type the school's name, or IRN into the search bar below. Click on the correct entry and then "Search". To search by School Group, type the School Group name into the second search bar below. Click on the correct entry and then "Search".

Search by: Individual School Name or IRN Search

Search by: District or School Group Name

Below are the school safety requirements outlined by ORC 5502.262 and OAC 4501:5-1-01. Click on the text link in each column to upload, input, or view your school's entries.

IRN	Location Name	Location Address	Plan Status & Submission Date	Safety Plan & Threat Assessment	Annual Plan Certification	Emergency Management Test(EMT)	Anonymous Reporting Documents
				Click to View/Upload Documents	01/17/2023	Complete By Dec 31st	Data submitted by District Office

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For Public Schools, District offices will submit the Anonymous Reporting Documents for the whole district.

STEP 3: Select if anonymous reporting information was received

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IRN	Location Name	Location Address
School Information Displayed Here		

Anonymous Reporting

Anonymous Reporting Legal Information

[Per House Bill 123](#), all local, city, exempted village, and joint vocational school districts must register with an anonymous reporting system and report any received information by **July 1** each year. The "District/School Information" section below displays your school's type and whether your school is required to submit anonymous reporting data.

NOTE: Non-required school types are welcome to voluntarily report their data below.

District/School Information:

What is this District or School's type?	Community School
Is this District/School type required to submit anonymous reporting data?	Yes

Instructions to Complete:

By July 1st of each year, all required schools (and those voluntarily reporting) should report any information received via their anonymous reporting system in the past academic year. To begin, choose the option below that best describes your school.

- If your school **did not** receive any data in the past academic year, choose the first option below and click "Submit". You will not be asked for any additional information.
- If your school **did** receive data in the past academic year, choose the second option below, click "Submit", and begin entering data in the following screen. Once saved, schools will be able to view and edit existing entries.

Public and joint vocational school districts must submit anonymous reporting data for the previous academic year **no later than July 1** each year. Fulfill this requirement by completing the below:

My district/school did not receive any information from our anonymous reporting provider during the past academic year.

 My district/school received information from our anonymous reporting provider during the past academic year.

Select the option that is applicable to your school/district.

Submit

After selecting the appropriate option above, click the 'Submit' button.

Step 4a: If information was not received

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IRN	Location Name	Location Address
School Information Displayed Here		

Anonymous Reporting

Anonymous Reporting Legal Information

[Per House Bill 123](#), all local, city, exempted village, and joint vocational school districts must register with an anonymous reporting system and report any received information by **July 1** each year. The "District/School Information" section below displays your school's type and whether your school is required to submit anonymous reporting data.

NOTE: Non-required school types are welcome to voluntarily report their data below.

District/School Information:

What is this District or School's type?	Community School
Is this District/School type required to submit anonymous reporting data?	Yes

Instructions to Complete

By July 1st of each year, all required schools (and those voluntarily reporting) should report any information received via their anonymous reporting system in the past academic year. To add additional anonymous reports:

If no tips were received, you will see the school year, date of submission and '0' # of tips received.

Anonymous Reporting History

	Year	Last Updated	# Of Items	View	Edit	Uploaded By
	2022-23	07/07/2023	0	View	Edit	

Step 4b: If information was received

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Anonymous Reporting - Add Tip

IRN	Location Name	Location Address
School Information Displayed Here		

Tip Information

The 'Tip Information' will need to be filled out for each tip received throughout the school year.

School Name	<input type="text"/>	This field is required.
School IRN	<input type="text"/>	This field is required.
Anonymous Reporting Provider Name (Ex. Safer Ohio School Tip Line)	<input type="text"/>	This field is required.
Tip Category	<input type="text" value="---Select--"/>	This field is required.
Was a disciplinary action taken as a result of this tip?	<input type="text" value="---Select--"/>	This field is required.
If yes, what was the gender of the student involved in discipline?	<input type="text" value="---Select--"/>	
If yes, what was the race of the student involved in discipline?	<input type="text" value="---Select--"/>	
What type of discipline resulted from this tip?	<input type="text" value="---Select--"/>	This field is required.
Was there a mental wellness referral as a result of the tip?	<input type="text" value="---Select--"/>	This field is required.
If yes, what was the gender of the student involved in the referral?	<input type="text" value="---Select--"/>	
If yes, what was the race of the student involved in the referral?	<input type="text" value="---Select--"/>	
What type of mental wellness referral was made?	<input type="text" value="---Select--"/>	This field is required.
Was your school's threat assessment team involved in analyzing this tip?	<input type="text" value="---Select--"/>	This field is required.
Summary of actions taken	<input type="text"/>	This field is required.

After all required fields are filled click the 'save' button.

Save

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Anonymous Reporting Tips

IRN	Location Name	Location Address
School Information Displayed Here		

[Add New Tip](#)

School	IRN	Edit	Last Updated	Last Updated By
Tip #1	Tip #1	Edit	07/07/2023	
Tip #2	Tip #2	Edit	07/07/2023	
Tip #3	Tip #3	Edit	07/07/2023	

An entry is needed for every tip received by your school /district. Create a new entry by clicking on 'Add New Tip'.

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Anonymous Reporting

IRN	Location Name	Location Address
School Information Displayed Here		

Anonymous Reporting Legal Information

Per House Bill 123, all local, city, exempted village, and joint vocational school districts must register with an anonymous reporting system and report any received information by **July 1** each year. The "District/School Information" section below displays your school's type and whether your school is required to submit anonymous reporting data.

NOTE: Non-required school types are welcome to voluntarily report their data below.

District/School Information:

What is this District or School's type?	Community School
Is this District/School type required to submit anonymous reporting data?	Yes

Instructions to Complete

By July 1st of each year, all required schools (and those voluntarily reporting) should report any information received via their anonymous reporting system in the past academic year.

To add additional anonymous reporting information, click on the "Add New Tip" button. You can view the number of tips received and the last update date for the school year.

Anonymous Reporting History

Year	Last Updated	# Of Items	View	Edit	Uploaded By
2022-23	07/07/2023	3	View	Edit	

'View' and 'Edit' the tip information submissions by clicking the appropriate button.

NOTE: It is encouraged to enter tip information/anonymous reporting data throughout the school year.



NOTE: If you have trouble uploading documents or navigating through the sections, contact your school's planner which can be found [here](#), or call the **Ohio School Safety Center** at (614) 644-2641 or email OhioSchoolSafetyCenter@dps.Ohio.gov.