



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF POSTSECONDARY EDUCATION

THE ASSISTANT SECRETARY

July 2016

Dear Campus Safety Survey Administrator:

You are receiving this letter because your institution's Chief Executive has designated you as the Campus Safety Survey Administrator (CSSA), the person responsible for completing the 2016 Campus Safety and Security Survey which will be conducted from August 17, 2016, through October 12, 2016. The survey will collect data about the number and nature of crimes and fires on your institution's campus(es) for the 2015 calendar year. Providing this information is required under section 485 of the Higher Education Act of 1965 (HEA), as amended, as a condition of your institution's continued participation in the Federal student financial assistance programs.

Revised Handbook for Campus Safety and Security Reporting

To assist you in your Clery Act and safety- and security-related HEA responsibilities, an updated guidance document, *The Handbook for Campus Safety and Security Reporting, 2016 Edition*, was released by the Department of Education (the Department) in June 2016 and may be accessed via the Web at <http://www.ed.gov/admins/lead/safety/campus.html>. The 2016 edition of the handbook replaces all previous versions and includes the Department's current interpretations and guidance, including guidance related to the amendments made to the Clery Act by the Violence Against Women Reauthorization Act of 2013. We encourage all individuals responsible for Clery Act and other HEA safety- and security-related compliance at your institution to use the handbook as a resource when developing new policies, updating existing policies, and compiling Clery Act statistics.

Accessing the Campus Safety and Security Survey

As in prior years, the survey will be administered through a Web-based system that can be accessed only by you (or your designee) using the 2016 user ID and password shown on the enclosed Registration Certificate. This year, the URL for the collection website has changed to <https://surveys.ope.ed.gov/campussafety/>. The previous URL will redirect users to the new survey website; however, please update your saved bookmarks to point to the new URL.

Once the website opens on August 17, 2016, please log in and register immediately so that we know you have received the access information. Please enter or update your contact information carefully because it will be used for all further contact with you during this data collection. As the CSSA, you are responsible for assuring the accuracy of your institution's data. Once the data are entered, you are also responsible for locking the survey so that the data can be reviewed and later made available to the public on the Department's website located at <http://ope.ed.gov/campussafety>.

400 MARYLAND AVENUE, S.W., WASHINGTON, DC 20202  
[www.ed.gov](http://www.ed.gov)

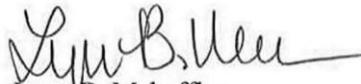
*The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.*

The following guidance resources are available to help:

- The Handbook for Campus Safety and Security Reporting, available at <http://www.ed.gov/admins/lead/safety/campus.html>.
- The web survey User's Guide which provides step-by-step instructions for each page of the survey and is available at <https://surveys.ope.ed.gov/campussafety/>.

If you need any additional information or have any questions, please contact the survey Help Desk by phone at 1-800-435-5985 or by e-mail at [campussafetyhelp@westat.com](mailto:campussafetyhelp@westat.com). With your help we anticipate achieving a 100 percent response rate by the close of data collection again this year. I appreciate your cooperation and effort in this endeavor and I look forward to working with you.

Sincerely,



Lynn B. Mahaffie  
Deputy Assistant Secretary for  
Policy, Planning, and Innovation  
Delegated the Duties of Assistant Secretary  
for Postsecondary Education