



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

THE ASSISTANT SECRETARY

July 2016

Dear Chief Executive Officer:

Institutions of postsecondary education that participate in the Federal student financial assistance programs have been required by section 485(f) of the Higher Education Act of 1965, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), to provide the Secretary with campus crime statistics since 1990 and with fire statistics since the Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008 reauthorizing the Higher Education Act of 1965 (HEA), as amended.

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.

Campus Safety and Security Survey

Under the Clery Act, institutions must provide crime and fire statistics for the prior three years to the Department. As in prior years, your institution must provide this data through a Web-based system that can be accessed only by a designated member of your staff. We strongly urge you to appoint someone who is familiar with campus safety and security procedures to serve in this capacity as the Campus Safety Survey Administrator (CSSA) and to forward the enclosed materials and instructions to that person promptly.

For your convenience, the name of your institution's CSSA for last year's collection is shown on the enclosed Registration Certificate along with the new ID and password for this year. The CSSA may enlist the aid of other staff members to complete the survey. However, all communications for this survey will go to the CSSA and that person will be responsible for your institution's data submission during the August 17, 2016, to October 12, 2016, collection period. This includes confirming its accuracy, and "locking" the data for transmission to the Department. Once your institution's data have been reviewed, they will be made available to the general public at <http://ope.ed.gov/security>.

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

Remember, providing this information is required as a condition of your institution's continued participation in the Federal student financial assistance programs. To ensure the timeliness of this survey, we will contact you again if your CSSA does not register promptly once the website opens on August 17, 2016.

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.

Thank you in advance for your assistance in this important task.

Sincerely,

A handwritten signature in black ink, appearing to read "Lynn B. Mahaffie", with a long horizontal flourish extending to the right.

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

Enclosures