



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

July 2019

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 2019 Campus Safety and Security Survey which will be conducted from **August 21, 2019, through October 16, 2019**. The survey will collect data about the number and nature of crimes and fires on your institution's campus(es) for the 2018 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.

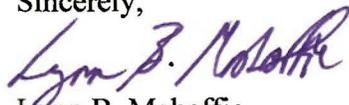
As in prior years, the survey will be administered through a Web-based system that can be accessed only by you (or your designee) using the 2019 user ID and password shown on the enclosed Registration Certificate. Once the website opens on August 21, 2019, please log in and register immediately so that 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>.

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 available on the survey website 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. With your help we anticipate achieving a 100 percent response rate by the close of data collection 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
Policy, Planning, and Innovation 

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