

**CRIME DATA REPORTING**

The principal or designee at each school shall immediately record each incident of school crime on the California Safe Schools Assessment (CSSA) incident form and shall send these forms monthly to the Superintendent or designee. (Penal Code 628-628.2)

The Superintendent or designee shall report school crime information to the California Department of Education or its designee by February 1 of each year for the period of July 1 through December 31 and by August 1 of each year for the period of January 1 through June 30. (Penal Code 628.2)

Copies of CSSA incident forms and any district wide aggregated data shall be made available to the public upon request. (Penal Code 628.2)

The schools and district shall retain copies of CSSA incident forms for three years or until a site validation visit, whichever occurs first.

- (cf. 0510 - School Accountability Report Card)
- (cf. 1340 - Access to District Records)
- (cf. 3515 - School Safety and Security)

Legal Reference:

**EDUCATION CODE**

14044 Crimes committed on school grounds

**PENAL CODE**

628-628.6 Reporting of school crime

**CODE OF REGULATIONS, TITLE 5**

700-705 Safe schools assessment programs