

Campus Safety and Security Survey 2019 Registration Certificate

Reformed University

The Campus Safety Survey Administrator (CSSA)
listed in the database is:

Dr. Won Moon, Vice President

Log in information:

Data collection site:

<https://surveys.ope.ed.gov/campussafety>

User ID: C4902301

Password: &fmNv\$6ZP

The letters in the User ID and Password are case sensitive.

Ref #: 490230

Survey Dates:

August 21, 2019

Data collection opens. Please complete the
Registration screen as soon as possible after this date
so that we know you have received this certificate.

October 16, 2019

Data collection closes.

Help Desk contact information:

Telephone:

1-800-435-5985

E-mail:

campussafetyhelp@westat.com



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

July 2019

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.

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 21, 2019, to October 16, 2019 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/campussafety>.

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 21, 2019.

400 MARYLAND AVENUE, S.W., WASHINGTON, DC 20202
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.

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,



Lynn B. Mahaffie 
Deputy Assistant Secretary
Policy, Planning, and Innovation

Enclosures



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,

A handwritten signature in black ink, appearing to read "Lynn B. Mahaffie".

Lynn B. Mahaffie
Deputy Assistant Secretary
Policy, Planning, and Innovation

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