

[Insert School District Name] Joins Safe School ID

[Insert Today's Date]

[Insert Sample Vendor Name & Address]:

At [Insert School District Name], the safety and security of our students and staff is our number one priority, and we are constantly reviewing our strategies to enhance our safety programs. As such, the [Insert Name of School] Board of Education has passed a resolution to join the Safe School ID (SSID) program because we believe it will strengthen the security and safety of our students and staff.



Beginning with the 2024-25 school year, our school district, like others in our area, will be requiring that all non-employee vendors, contractors, and sub-contractors participate in the SSID screening program. SSID is a vendor management tool that helps organizations, government entities, schools and municipalities manage the screening and site access of contractors. Starting [Insert Date], 2024, individuals unaccompanied by a district administrator will be required to have successfully passed the SSID program check to be able to enter, access, or otherwise be on the premises of any property or facilities of the [Insert School District Name].

Vendors should follow these steps:

- 1) Beginning June 1, vendors may access the SSID portal at safeschoolid.net to set up your company's account and to upload the necessary identifying documents so that each employee can be screened through the SSID program.
- 2) SSID background screenings will be conducted on each employee of each vendor that will be on a school property or in a school facility and each person will be cleared or not cleared. It is the vendor's responsibility to identify each employee that will be on the district's property or in the district's buildings. If a person is not cleared, information will be shared with the vendor and the school district as to why they were not cleared.
- 3) If a vendor's employee is screened and cleared through the SSID program, then they are considered screened and cleared for all SSID participating school districts.
- 4) SSID requires a minimum of 10 working days advance notice to allow the background check to be properly completed and results returned to the vendor and school district. SSID will not be liable for any delays in contractor work or progress on projects because of background screenings.
- 5) School districts may opt in or out certain contracted employees at the district's complete discretion (i.e., employees of a bus or food service contractor)
- 6) SSID will monitor the district access frequency and may run additional screenings from time to time based on the frequency of an individual.

Verified employees will receive a personalized QR code validation badge that can be downloaded into iOS or Android wallet and/or accessed online via smartphone. Printed and laminated badges can be purchased by the vendor through a third-party vendor at an additional cost. The SSID access

credential must be scanned upon entering the property or facility and always be available while the individual is on [\[Insert School District Name\]](#) property or in our facilities. In addition, while on district property or in district facilities, each individual must always carry a valid state or US government issued photo identification.

It takes everyone working together and being vigilant around school safety, and we view SSID as another tool to improve the environment of our school community. If you have questions on setting up your SSID account at safeschoolid.net, please contact Brittany McMullen at 317.445.6785 or via email at brittany@safeschoolid.net for direct assistance.

Thank you for your cooperation and for helping the [\[Insert School District Name\]](#) keep our students and staff safe.

Sincerely,

[\[Insert School District Name\]](#)
Superintendent