

Wisconsin Department of Justice Office of School Safety (OSS)

Wis. Stat. § 118.07 Annual School Safety Submissions Transition to SharePoint

Frequently Asked Questions (FAQ)

1. What is SharePoint?

SharePoint is a modern, user-friendly business platform designed for storing documents and organizational collaboration. SharePoint will replace the current Sharefile system currently used by the OSS.

2. How will SharePoint change the document submission process?

The annual school submissions requirements will not change. The forms will be submitted to SharePoint instead of Sharefile.

3. Will I continue to use the OSS Sharefile to load my annual school safety submissions?

No, SharePoint will be the new location for the school safety submissions.

4. How will I access SharePoint?

A link will be sent to your email (the email you provided to Sharefile) from “Noreply@sharepoint.com” to gain access to your school’s folders. Click on the link to begin the verification process. You will receive an email from Microsoft to confirm your account with a 8-digit verification code. Use the code to successfully verify your account. You will receive an email confirming your account and access to SharePoint.

5. What happens if I forget my password?

No password is required. The verification process described in FAQ question 4, above, is required to access to SharePoint.

6. Who should I contact if I have questions or require additional assistance?

schoolsafety@doj.state.wi.us.

7. What is the deadline to submit my documents?

The deadline to submit the annual school safety submissions is January 1, annually. The submission can be submitted in SharePoint any time prior to the deadline.

8. What school safety submissions are required?

The following five documents are required: Blueprint/Maps, Safety Assessments, Safety Plans, School Safety Training, and Violence Drills. Please see our website [here](#) for additional information regarding Wis. Stat. § 118.07.