**Registration for Access to**

**Safe School Plan (SSP) Secure Google Drive Triennial Review**

**Superintendent or Charter Director must complete this registration**

**Name of District/Charter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Superintendent/Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Gmail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*note: all emails must be a Gmail format to gain access to the secure google drive, most schools are already in this format)***

**Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return this document to** [**Kathryn.Bolkovac@ped.nm.gov**](mailto:Kathryn.Bolkovac@ped.nm.gov) **by October 1, 2024.**

**Instructions:**

1. Once this registration form has been completed and returned, the superintendent/director, principals, and any other staff member that you would like to assign to work on or have overview of the SSP process and revisions will be given access to the drive. **Please identify those people by title in the table provided.**
2. A link will be sent to staff members providing them with access to school folders **via an auto-generated email. Please advise them to save the link to your favorites.**
3. Some districts assign a safety director or SRO to review plans with schools. Please note your safety teams should be involved in the annual review and revision processes.
4. **Prior to uploading any plans into the secure drive, the PED will be conducting mandatory trainings for you and your staff in August and September. TEAMS webinar invites will be coming soon.**

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| **School Name** | **Name of Principal or Main Point of Contact** | **Gmail account-email** |
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