



LEA Resource Guide

2025 School Safety Needs Assessment Summary Form and Application for Alternatives

H.B. 84 (2024) requires all Local Education Agencies (LEAs) to ensure a school safety needs assessment is conducted for each school within the LEA to determine their needs and deficiencies. All summaries of the results shall be submitted to the State Security Chief and the School Safety Center on or before **December 31, 2024**.

LEAs may use this resource to ensure successful submission of the Qualtrics form, *2025 School Safety Needs Assessment Summary Form and Application for Alternatives*.

WHO: LEA School Safety and Security Directors and other individuals involved in submitting an application(s) for alternatives

*Schools will submit their own *2025 School Safety Needs Assessment Summary Form and Application for Alternatives*.

WHAT:

- **Step 1: An LEA Administrator** may apply for any LEA-level alternative listed below to the State Security Chief on or before **December 31, 2024**, using the Qualtrics form, [2025 School Safety Needs Assessment Summary Form and Application for Alternatives](#):
 - [Section 53G-8-701.8](#): School Safety and Security Director requirements; and/or
 - [Section 53G-8-704](#): Contracts between an LEA and a contract security company for armed school security guard.

WHEN: The Qualtrics form, [2025 School Safety Needs Assessment Summary Form and Application for Alternatives](#), is due on or before **Tuesday, December 31, 2024**.

Please note the following:

VERSION: LEAs submitting the summary form and/or applying for alternative(s).

- LEAs will not submit the school safety needs assessment summary section of the *2025 School Safety Needs Assessment Summary Form and Application for Alternatives*.
- LEAs will not attach any of their schools' completed school safety needs assessment to the *2025 School Safety Needs Assessment Summary Form and Application for Alternatives* submission.
- Schools and LEAs shall keep annual records according to their retention policies.
- **30 minutes** of time should be set aside to complete the *2025 School Safety Needs Assessment Summary Form and Application for Alternatives*. LEAs can preview the information that will be requested below.

Please direct any questions to schoolsafetyprograms@schools.utah.gov.

All the best,

The School Safety Center





2025 School Safety Needs Assessment Summary Form and Application for Alternatives - QUESTIONS FOR LEAS

1. Select the reason for submitting this form.
 - a. I am a school reporting the results of the school safety needs assessment.
 - b. I am a school reporting the results of the school safety needs assessment AND applying for at least one school-level alternative.
 - c. I am an LEA applying for at least one LEA-level alternative.

Application for Alternatives

H.B. 84 (2024) School Safety Amendments states a Local Education Agency (LEA), school administrator, or private school may apply to the State Security Chief for any of the alternatives described in:

- [Section 53-22-105](#): *School Guardian Program* requirements;
- [Section 53G-8-701.5](#): *School Safety Needs Assessment* requirements;
- [Section 53G-8-701.6](#): *School Safety and Security Specialist* requirements;
- [Section 53G-8-701.8](#): *School Safety and Security Director* requirements; and
- [Section 53G-8-704](#): *Contracts between an LEA and a contract security company for armed school security guard*.

In approving or denying a request for an alternative, the State Security Chief may consider factors that impact a school's or LEA's ability to adhere to the requirements, including the school's or LEA's:

- population size;
- staffing needs or capacity;
- geographic location;
- available funding;
- general demonstration of need for an alternative to the requirements; or

- beginning FY26, any previous year's application(s).

Pre-Determined Exceptions Listed in H.B. 84 (2024)

The following exceptions are listed in H.B. 84 (2024) and require a completed application for documentation purposes.

- If a school has 350 or less enrolled students, the same individual **may** serve in more than one of the following roles:
 - School Safety and Security Specialist
 - School Guardian
 - LEA School Safety and Security Director
 - If a school has 100 or less enrolled students, when referring to the School Guardian Program, "school employee" **can** include a principal, teacher, or individual whose primary responsibilities require the employee to be primarily present in a classroom to teach, care for, or interact with students.
2. Is your LEA administrator or school administrator applying for at least one of the abovementioned alternatives to the State Security Chief?
 - a. Yes
 - b. No
 3. Which of the following LEA-level alternatives are you applying for? (Select all that apply.)
 - a. [Section 53G-8-701.8](#): *School Safety and Security Director* requirements;
 - b. [Section 53G-8-704](#): *Contracts between an LEA and a contract security company for armed school security guard.*
 4. Identify the reason(s) you are applying for an alternative. Select all that apply.
 - a. Population size
 - b. Staffing needs or capacity
 - c. Geographic location
 - d. Available funding
 - e. Any other general demonstration of need

Population Size

5. What was the enrollment as of October 1, 2024?
 - a. Less than 100 students
 - b. 101-350 students
 - c. 351 or more students
6. Describe your concerns regarding the population size. [text box]
7. If your alternative is approved, what is the proposed resolution to address the concerns regarding the population size? [text box]

Staffing Needs or Capacity

8. Describe your concerns regarding staffing needs or capacity. [text box]
9. If your alternative is approved, what is the proposed resolution to address the concerns regarding staffing needs or capacity? [text box]

Geographic Location

10. Describe your concerns regarding the geographic location or campus layout. [text box]
11. If your alternative is approved, what is the proposed resolution to address the concerns regarding the geographic location or campus layout? [text box]

Available Funding

12. Describe your concerns regarding available funding. [text box]
13. If your alternative is approved, what is the proposed resolution to address the concerns regarding available funding? [text box]

General Demonstration of Need

14. Describe your concerns of other general needs. [text box]

15. If your alternative is approved, what is the proposed resolution to address the concerns regarding other general needs? [text box]

Optional

16. What additional information would you like to share with the State Security Chief regarding your application(s) for alternative(s)? [text box]

17. Upload any supplemental documentation as one file (PDF) to support your application for alternative(s).

Assurances and Signature

18. With your signature, you acknowledge you have submitted the above information as accurately as possible. Place your signature in the box below.



Submission Text

Thank you for your time. Your submission has been recorded, and you will receive a copy of your response via email. For any additional questions contact schoolsafetyprograms@schools.utah.gov.