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Indiana Department of Education

Glenda Ritz, Superintendent of Public Instruction

Training Day Substitution Form

Per Indiana Code 5-2-10.1-9, each school corporation shall designate an individual to complete training to become a certified school safety specialist. To maintain certification, the Indiana Department of Education requires certified school safety specialists to attend two days of advanced or regional training each school year. Safety specialists are allowed to substitute one interagency school safety drill/training exercise (involving multiple first responder agencies) for one day of the required on-site academy training per school year. This drill/exercise must include a planning session and participation from local first responders. This form must be submitted to IDOE as documentation of attendance and participation with the interagency school safety drill.

Contact Name and Email:_____

Date of Drill:_____

Time of Drill:_____

Location of Drill:_____

Event/Drill Type:_____

Special Conditions Simulated:_____

Participating Agencies:_____

_____

Number of Planning Meetings:_____

*******Attach Participant List (Must Include Participant's Printed Name and Agency);**

Please return form and completed participant list to: Ryan Stewart, rstewart@doe.in.gov, 317-234-1362.

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List of Certified Indiana School Safety Specialists Participating in the Drill
(This form will allow IDOE to track and notify certified School Safety Specialists of credit)

Safety Specialist Printed Name	Safety Specialist Email Address
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
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16.	
17.	
18.	

Indiana Department of Education

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Participant List (Must Include Participant's Printed Name and Agency);
addendum may be attached

Participant's Printed Name	Agency
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
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11.	
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