



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

Dear Chief Executive Officer:

Institutions of postsecondary education that participate in the Federal student financial assistance programs are required under section 485 of the Higher Education Act to provide the Secretary with campus crime statistics. For the last several years, the Office of Postsecondary Education has collected this information data and, as a result of your efforts and those of the nation's campus security officers, we achieved a 100 percent response rate for this important data collection for two consecutive years.

This year's annual Campus Crime and Security Survey will once again be administered through an Internet-based system that can be accessed only by a designated member of your staff. **We strongly urge you to appoint someone who is familiar with campus crime and security procedures to serve in this capacity as the Campus Security Survey Administrator (CSSA) and to forward the enclosed materials and instructions to that person.** The CSSA may enlist the aid of other staff members to complete the survey. However, all communications for this survey will go to the CSSA and that person will be responsible for your institution's data submission during the August 19 to October 14 collection period and for confirming its accuracy, and "locking" the data and formally transmitting it to the Department.

Providing this information is required as a condition of your institution's continued participation in the Federal student financial aid programs. We urge your prompt attention to the appointment of your CSSA. To ensure the timeliness of this survey, we will contact you again if your CSSA does not register promptly. If you need any additional information or have any questions, please contact the survey help desk by phone at 1-800-435-5985 or by email at campussecurityhelp@westat.com.

Thank you in advance for your assistance in this important project.

Sincerely,

Jeffrey R. Andrade
Deputy Assistant Secretary for
Policy, Planning and Innovation

Enclosures