



**Commonwealth of Virginia
Virginia Department of Criminal Justice Services
School Security Officer (SSO)**

Certification Program – Request for Extension

In order to conform to Virginia State Regulation 6 VAC 20-240:

All School Security Officers must be certified through the successful completion of compulsory minimum training. Officers are required to comply with the compulsory minimum training standards within 60 days of the date of hire as a School Security Officer. Additional requirements must be met for officers hired on or after September 1, 2004.

School Division Requesting Extension: _____

SSO Name: (First, MI, Last) _____

This request for extension is being submitted as a result of the following documented condition(s) pursuant to 6 VAC 20-240-20:

Requested length of extension: _____

SSO POC Name: _____ SSO POC Title: _____

SSO POC Email: _____ SSO Phone Number: _____

SSO POC Signature: _____ Date: _____

Please submit the completed form with documentation to DCJS

Virginia Department of Criminal Justice Services, Virginia Center for School and Campus Safety, 1100 Bank Street, Richmond, Virginia 23219

Fax: 804-225-3853 or Email: schoolsecurity@dcjs.virginia.gov

FOR OFFICIAL DCJS USE ONLY: Extension granted: YES NO

DCJS representative: _____ Date: _____