



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

Certification Program – Permission 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.

This form serves as a request for extension for the following school division:

This form is being submitted by the division SSOCP (*designated* School Security Officer Contact Person):

Point of Contact Name: _____

Point of Contact Title: _____

Today's Date: _____

Names of person(s) for whom an extension is requested:

1. _____
2. _____
3. _____

This form serves as a request for extension due to the following circumstances: _____

Requested length of extension: _____

Signature (SSOCP): _____ Date: _____

Please submit the completed form with documentation to DCJS

By mail: Virginia Department of Criminal Justice Services, Division of Law Enforcement and Security Services, 1100 Bank Street, Richmond, VA 23219

By fax: 804-786-0410 or *By email:* jessica.smith@dcjs.virginia.gov

FOR OFFICIAL DCJS USE ONLY: Extension granted: YES NO

DCJS representative: _____ Date: _____