

STUDENT THREAT ASSESSMENT AND MANAGEMENT SYSTEM

Notification Letter

(Use as written communication to legal guardians of threatened or victimized students - See ORS 339.327 and District Policy.)

**Certified mail is recommended.**

Date: \_\_\_\_\_  
Name/Address: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter is a follow-up to our phone conversation of \_\_\_\_\_. To further ensure the safety of all our students, the Oregon Revised Statutes require written notification to the parent of a student who may be at risk for potential harm.

This matter has been referred to the \_\_\_\_\_ (*police agency*). The contact officer will be the School Resource Officer, \_\_\_\_\_ (*name of officer*), who may be reached at \_\_\_\_\_ for information regarding the law enforcement investigation.

Enter more information about the threat here:

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The validity of this threat will be investigated by a multi-disciplinary team, which will include law enforcement, school administration, and school-based mental health, as well as other disciplines and community agencies, as needed. This team is currently assessing concerns and implementing safety measures for your student. If you have any further questions, I am the contact person for this team, and you may call me at the phone number listed above.

Sincerely,

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date