

STUDENT THREAT ASSESSMENT AND MANAGEMENT SYSTEM
Notification Log
 (Use as documentation for notification to legal guardians
 of threatened or victimized students - See ORS 339.327 and District Policy.)

An interpreter was used for non-English communication

School: _____ Student Name: _____ Student #: _____

Date /Time of Incident: _____ Name of administrator completing this form: _____

Parent/Guardian Name: _____	Home #: _____	Work #: _____
Parent/Guardian Name: _____	Home #: _____	Work #: _____
**#1 Emergency Name: _____	Home #: _____	Work #: _____
**#2 Emergency Name: _____	Home #: _____	Work #: _____
**NO INFORMATION REGARDING INCIDENT SHOULD BE GIVEN TO THE EMERGENCY CONTACT PERSON, ONLY TO PARENT/GUARDIAN.		

DOCUMENT CONTACT OR ATTEMPTS TO CONTACT IN LOG BELOW

Name	Number Used	Attempted Date and Time	Message Left

NOTIFICATION CHECK-LIST

- Described incident to parent/guardian — parent/guardian’s comments (attach additional sheet if necessary):

- Informed the parent/guardian that school personnel, law enforcement, and other agencies as necessary are investigating the validity of this threat.

- Described to parent/guardian any immediate safety measures that have been taken — parent/guardian’s comments (attach additional comment sheet if necessary): _____

- Notified parent/guardian that a follow-up letter to this conversation will be arriving within a couple of days, as required by Oregon Revised Statutes.

- Identified myself as the contact person regarding the school’s investigation of this incident and provided the name of the school resource Officer for the law enforcement portion of the investigation and the officer’s contact information.

- Notified parent/guardian of meeting scheduled on _____ to develop a plan to protect their student from harm.
 (date)