

**STUDENT THREAT ASSESSMENT AND MANAGEMENT SYSTEM**

**Notification Log**

**(Use as documentation for notification to legal guardians of threatened or victimized students)**

See RCW 28A.320.128 and WSSDA Policy and Procedure 4314 for notification guidelines. Leading practice under Salem-Keizer recommends a phone call notification within 12 hours, followed by a notification letter within 24 hours.

An interpreter was used for communication with the parent/guardian/student

School: \_\_\_\_\_ Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Date /Time of Incident: \_\_\_\_\_ Name of Administrator completing this Form: \_\_\_\_\_

Parent/Guardian Name: _____	Home #: _____	Work #: _____
Parent/Guardian Name: _____	Home #: _____	Work #: _____
<b>**#1 Emergency Name:</b> _____	Home #: _____	Work #: _____
<b>**#1 Emergency Name:</b> _____	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.
- 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)