



NOTIFICATION LOG

OKLAHOMA PUBLIC SCHOOLS STUDENT THREAT ASSESSMENT & MANAGEMENT SYSTEM

(USE AS DOCUMENTATION FOR NOTIFICATION TO LEGAL GUARDIANS OF THREATENED OR VICTIMIZED STUDENTS - SEE DISTRICT POLICY.)

An Interpreter Was Used For Non-English

Communication Attached Copy of District Incident Report

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 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 School District Policy.

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 (provided officers contact information.)

Notified parent/guardian of meeting scheduled on _____ (date) to develop a Plan to Protect their student from harm