



NOTIFICATION LETTER

OKLAHOMA PUBLIC SCHOOLS STUDENT THREAT ASSESSMENT & MANAGEMENT SYSTEM

Use as written communication to legal guardians of threatened or victimized students. See applicable state statute and district policy. **Certified mail is recommended.**

TODAY'S DATE

NAME

ADDRESS

CITY

STATE

ZIP CODE

Dear _____,
PARENT/GUARDIAN

This letter is a follow-up to our phone conversation on _____.
DATE

To further ensure the safety of all our students, we are providing written notification to the parent of any student who may be at risk for potential harm.

This matter has been referred to the _____.
POLICE AGENCY

The contact officer will be _____ who
OFFICER NAME

may be reached at _____ for information
OFFICER PHONE NUMBER/EMAIL
regarding the law enforcement investigation.

The validity of this threat will be investigated by a multi-disciplinary team, which will include law enforcement, school administration and guidance counseling, as well, other disciplines and community agencies as needed. This team is currently assessing risk 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 above number.

Sincerely,