



# STUDENT THREAT ASSESSMENT & MANAGEMENT SYSTEM

## Notification Log

(Use as documentation for notification to parents/guardians of threatened or victimized students)

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

Date/Time of Incident: \_\_\_\_\_ Name/Title of person completing this form: \_\_\_\_\_

|                                   |                      |                      |
|-----------------------------------|----------------------|----------------------|
| Parent/Guardian Name: _____       | Home #: _____        | Work #: _____        |
| Parent/Guardian Name: _____       | Home #: _____        | Work #: _____        |
| <b>**#1 Emergency Name:</b> _____ | <b>Home #:</b> _____ | <b>Work #:</b> _____ |
| <b>**#2 Emergency Name:</b> _____ | <b>Home #:</b> _____ | <b>Work #:</b> _____ |

Per Ed Code 49076(a)(2)(A): School districts may release information from pupil records to the following: appropriate persons in connection with an emergency if the knowledge of the information is necessary to protect the health and safety of a pupil or other persons.  
This may include emergency contact if unable to contact parent/guardian.

### DOCUMENT CONTACT OR ATTEMPTS TO CONTACT IN LOG BELOW

| Name | Number Used | Attempted Date & Time | Message Left |
|------|-------------|-----------------------|--------------|
|      |             |                       |              |
|      |             |                       |              |
|      |             |                       |              |
|      |             |                       |              |
|      |             |                       |              |

An interpreter was used for non-English communication  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

### NOTIFICATION CHECK-LIST

- Described incident to parent/guardian/emergency contact — parent/guardian/emergency contact comments (attach additional sheet if necessary):
  
- Informed the parent/guardian/emergency contact that a school threat assessment team is investigating the validity of this threat.
  
- Described to parent/guardian/emergency contact any immediate safety measures that have been taken — parent/guardian/ emergency contact’s comments (attach additional comment sheet if necessary):
  
- Identified contact person regarding the school’s investigation of this incident.

\_\_\_\_\_  
(Name/Title/Contact Information)

If appropriate, notified parent/guardian/emergency contact of meeting scheduled on \_\_\_\_\_ to develop a plan to protect their student from harm. (date)