



# Student Threat Assessment & Management System

## Threat Assessment Level 1 Response Dismissal

This form is to be completed by a school administrator or Site Team member after investigating and determining through team discussion that a situation does not necessitate a Level 1 Assessment.

Student's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Administrator Name: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

School: \_\_\_\_\_

Person Completing Form (Name/Title): \_\_\_\_\_

Staff Involved in Dismissal:  Administrator  School-Based Mental Health Professional  School Psychologist

School Counselor  SRO  Law Enforcement  Other: \_\_\_\_\_

Description of Incident:

### Actions Taken/Investigation:

- Student Interview
  - Parent/Guardian Interview
  - Witness Interview
  - Teacher Interview
  - Review of Security Footage
  - Review of Records (especially special education or Section 504 records, if relevant)
  - Other:
-

**Outcomes:**

- Followed existing Behavior Intervention Plan
- Developed Behavior Intervention Plan  
(If student has an IEP or 504 plan, development will be done through that process)
- Consequence given:

Other: \_\_\_\_\_  
\_\_\_\_\_

**Reasoning for not initiating a Level 1 Assessment:**

- After investigation, it was determined that the report was false.
- After investigation, the communication or incident was not confirmed.
- Other (Explain):

\_\_\_\_\_

**Comments/Notes:**

**Team Signatures:**

\_\_\_\_\_  
Administrator Date

\_\_\_\_\_  
Other/Title Date

\_\_\_\_\_  
Other/Title Date

\_\_\_\_\_  
Other/Title Date

\_\_\_\_\_  
Other/Title Date

\_\_\_\_\_  
Other/Title Date

\_\_\_\_\_  
Other/Title Date

\_\_\_\_\_  
Other/Title Date

Parent/Guardian informed of threat response dismissal and outcome  
Name/Title/Date of Staff that informed parent: \_\_\_\_\_