



# Oregon City School District

## STUDENT THREAT ASSESSMENT AND MANAGEMENT SYSTEM

### Notification Log

(Use as documentation for notification to legal guardians  
of threatened or victimized students - See ORS 339.250 and 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 #: _____
<b>**#1 Emergency Name:</b> _____	<b>Home #:</b> _____	<b>Work #:</b> _____
<b>**#2 Emergency Name:</b> _____	<b>Home #:</b> _____	<b>Work #:</b> _____
<b>**NO INFORMATION REGARDING INCIDENT SHOULD BE GIVEN TO THE EMERGENCY CONTACT PERSON – ONLY PARENT/GUARDIAN.</b>		

#### 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 Oregon City 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 Oregon Revised Statutes.
- 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 \_\_\_\_\_ to develop a Plan to Protect their student from harm.  
(date)