



**Oregon City School District**  
**STUDENT THREAT ASSESSMENT AND MANAGEMENT SYSTEM**

**Notification Letter**

**(Use as written communication to legal guardians  
of threatened or victimized students - See ORS 339.250 and District Policy.)**

***\*Certified mail is recommended\****

DATE

ADDRESS OF PARENT / GUARDIAN

Dear Parent/Guardian:

This letter is a follow-up to our phone conversation of (date of phone call). To further ensure the safety of all our students, the Oregon Revised Statutes requires written notification to the parent of a student whom may be at risk for potential harm.

This matter has been referred to the (police agency). The contact officer will be the School Resource Officer (name of officer) who may be reached at (phone number) for information 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,

ADMINISTRATOR