

**NWESD / SKAGIT COUNTY
STUDENT SAFETY ASSESSMENT AND MANAGEMENT SYSTEM
*Parent Notification of Threat By or From Student***

- 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 #: _____
**#1 Emergency Name: _____	Home #: _____	Work #: _____
**#2 Emergency Name: _____	Home #: _____	Work #: _____
**NO INFORMATION REGARDING INCIDENT SHOULD BE GIVEN TO THE EMERGENCY CONTACT PERSON – ONLY PARENT/GUARDIAN.		

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):

- Gave name of SRO or Security Officer and informed parent/guardian how to contact him/her.
- Informed the parent/guardian that 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): _____
- For students targeted as victims, notified parent/guardian per RCW 28A.320.128 limiting details according to FERPA, legal limitations and the specific circumstances.
- Identified myself as the contact person regarding the school’s investigation of this incident and provided the name of the SRO for the Law Enforcement portion of the investigation.
- Notified parent/guardian of meeting scheduled on _____ to develop a Plan to Protect Student (Victim protection) or Student Supervision Plan (for student making threat).