

STUDENT THREAT ASSESSMENT AND MANAGEMENT SYSTEM

Notification Letter

**(Use as written communication to legal guardians
of threatened or victimized students.)**

See RCW 28A.320.128 and WSSDA Policy and Procedure 4314 for notification guidelines.
Leading practice under Salem-Keizer recommends a phone call notification within
12 hours, followed by a notification letter within 24 hours.

Certified mail is recommended.

Date: _____

Name/Address: _____

Dear _____

This letter is a follow-up to our phone conversation of _____. To further ensure the safety of all our students, the Revised Code of Washington (RCW) require written notification to the parent of a student who 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 _____ for information regarding the law enforcement investigation.

Enter more information about the threat here:

The validity of this threat will be investigated by a multi-disciplinary team, which will include law enforcement, school administration, and school-based mental health, as well as other disciplines and community agencies, as needed. This team is currently assessing concerns 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 phone number listed above.

Sincerely,

Printed Name

Date