



# Portland Public Schools

## Student Threat Assessment System

### Notification Log

(Use as documentation for notification to legal guardians of threatened or victimized students - See ORS 339.327 and District Policy.)

- I An interpreter was used for non-English communication
- I 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

- Described incident to parent/guardian – parent/guardian’s comments (attach additional sheet if necessary):
  
- Informed the parent/guardian that Portland Public Schools 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.