

# Ascension Public Schools

## THREAT REPORT FORM

Complete this form honestly and accurately. Submit this form to the principal or other administrator. This form may be completed by the person reporting the threat or by the school employee to whom the threat is being reported.

Date of report: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of person reporting the threat (PLEASE PRINT): \_\_\_\_\_

(Check/Circle):

**Student**

**Parent/Guardian**

**School Employee**

**Other**

**DESCRIPTION OF THREAT: INCLUDE NAME OF SCHOOL, PERSON, OR GROUP THREATENED**

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Name of student, individual or group threatening violence: \_\_\_\_\_

Date and time threat was made: \_\_\_\_/\_\_\_\_/\_\_\_\_

Method by which threat was made (Check/Circle):

**Social Media**

**Phone**

**Mail/Printed Material**

**Verbal**

Names of any witnesses to the threat:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**ATTACH AS MUCH EVIDENCE TO THIS DOCUMENT AS POSSIBLE.** For example: Screenshots, recordings, written words, pictures, social media outlets or websites.

I, (PRINT NAME) \_\_\_\_\_, agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of person reporting incident: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of person receiving form: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ACTION(s) TAKEN BY ADMINISTRATOR (Check/Circle):**

- Notified Law Enforcement
- Submitted Disciplinary History if Appropriate
- Notified Level Director/Superintendent
- Parental Notification Made

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Disciplinary Action Taken

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_