



THREAT ASSESSMENT FORM

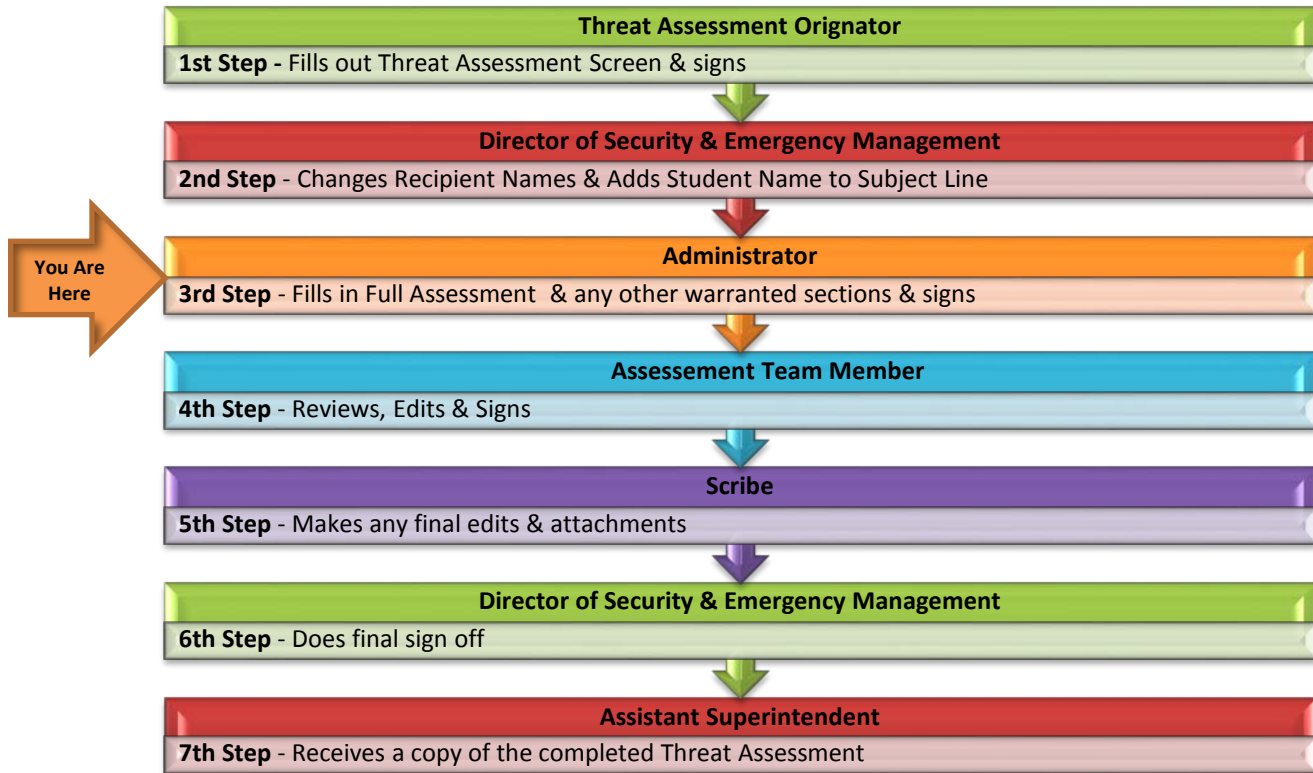
ADMINISTRATOR USER GUIDE

August 26, 2014

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Instructions

The Threat Assessment Form Document flow is as follows:



Third Step in the Threat Assessment Process

As **Administrator** for a Threat Assessment, you will receive the following email to alert you to the existence of a newly submitted Threat Assessment. Click on the [View Documents](#) button embedded in the email your received.




Please review & sign the appropriate Threat Assessment Form - Johnny Begood

1 message

Stacy Davis via DocuSign <dse_demo@docuSign.net>
Reply-To: Stacy Davis via DocuSign <davis_stacy@svvsd.org>
To: Administrator <xxxxxx_xxxxxxxxx@svvsd.org>

Fri, Aug 22, 2014 at 8:02 AM

Please
review
and sign
your
document



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From: Stacy Davis (davis_stacy@svvsd.org)
St. Vrain Valley School District

Hello Administrator,

Stacy Davis has sent you a new DocuSign document to view and sign. Please click on the 'View Documents' link below to begin signing.

Please review & sign your document. To begin the process of reviewing and signing your documents, please click the button below. Signing will not be complete until you have reviewed the agreement and you have confirmed your signature.

[View Documents](#)

Alternately, you can access these documents by visiting docuSign.com, clicking the 'Access Document' link, and using this security code:

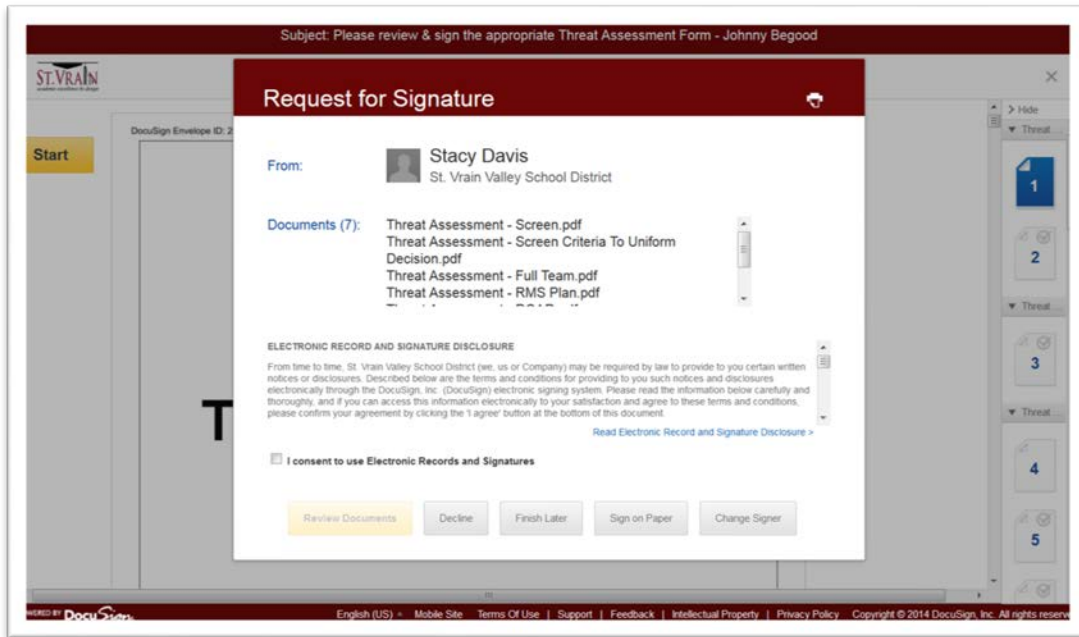
67D3F36245F2471EA4CC7B21FCD50DBD1

This message was sent to you by Stacy Davis who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

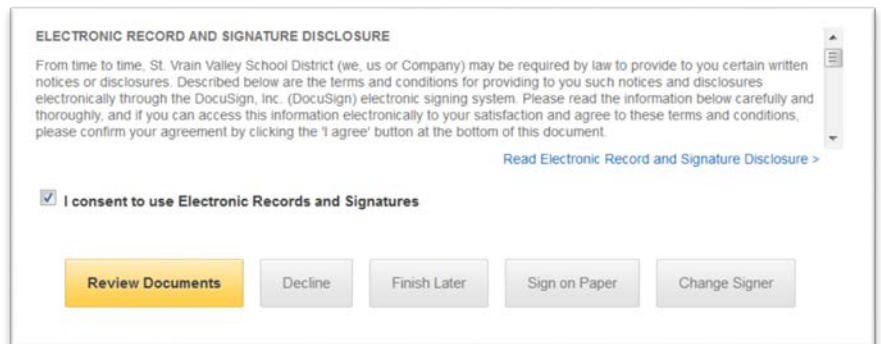
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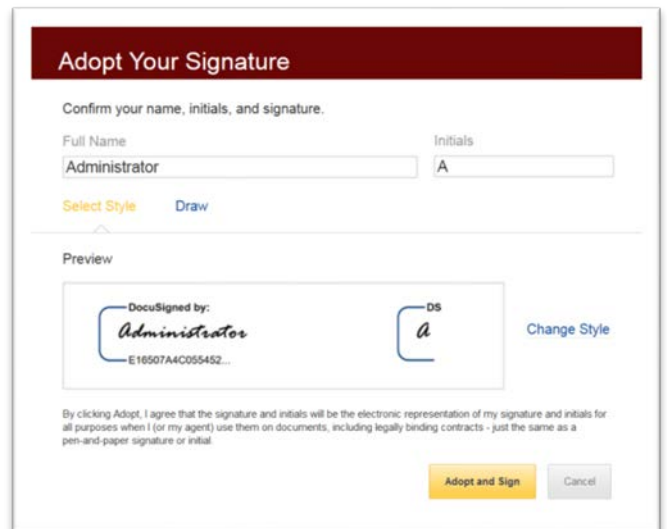
After clicking on the View Documents button, this next screen with a pop-up appears.



If this is the first time you are using DocuSign then you will see this pop-up. You will need to click on the consent check box then click on the Review Documents button to go into the actual Threat Assessment document.



Then you will be prompted to Adopt Your Signature for which you can click on Change Style to select a different signature style if desired.

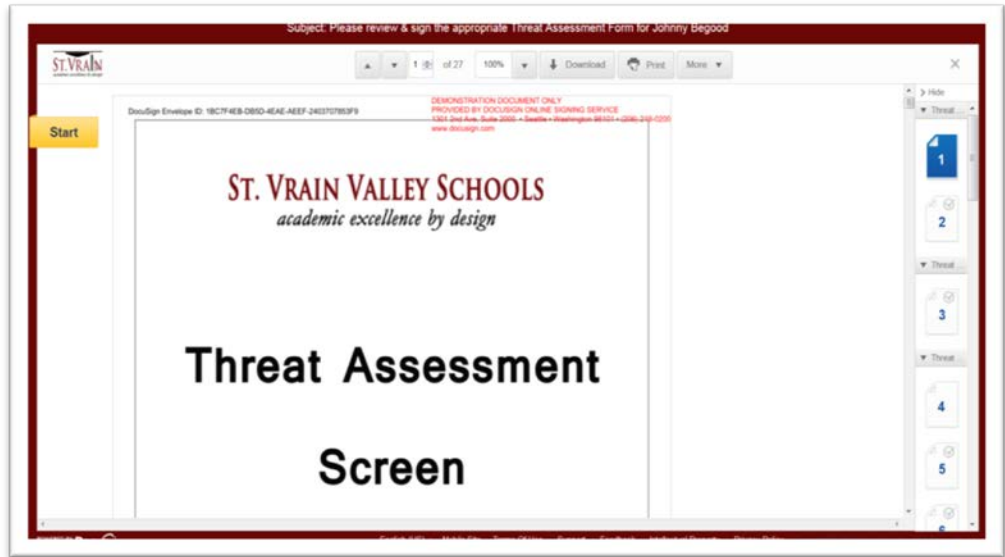


Now you are ready to begin filling out the form. Click on the

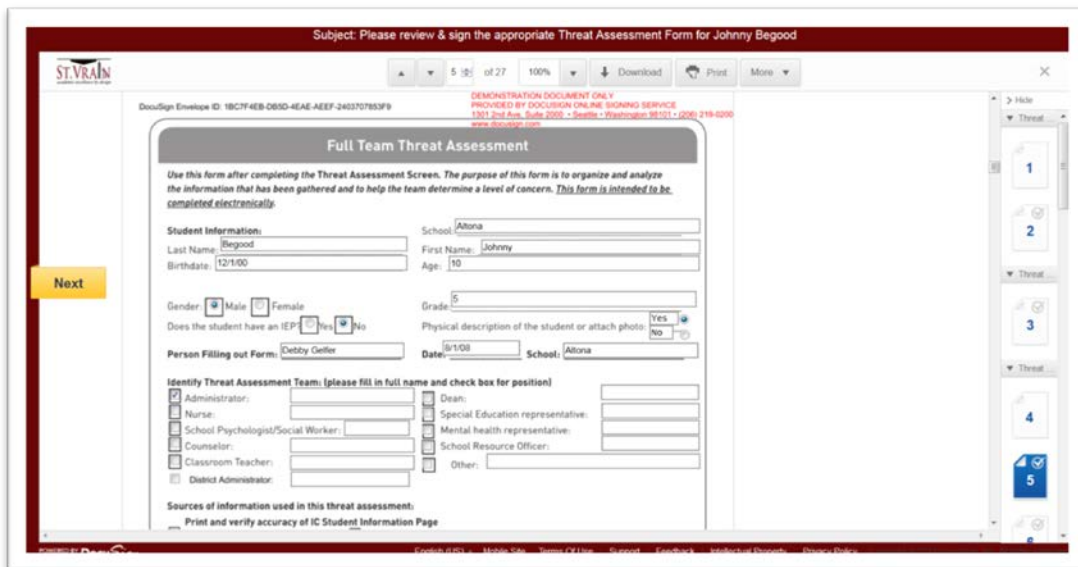


button. This will automatically move you to the first field to fill out.

Please note that if page 2 and 3 were filled out by the Originator, you still have the option to edit any of this information if needed.



Next, you will most likely start filling in the Full Team Threat Assessment starting on page 5 through page 12 where you will be required to sign. Some of these pages appear below. Also there are several Interview Pages starting on page 18 if you are conducting an interview too. There are a few places where you can attach documents too.



Subject: Please review & sign the appropriate Threat Assessment Form for Johnny Begood

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1
2
3
4
5
6

WHAT ARE THE STUDENT'S MOTIVES AND GOALS?

1. What motivated the student to communicate the threat or take the actions that caused him or her to come to attention?

2. Is the threat ongoing? Yes No If yes, please explain:

3. Has any part of the threat been resolved? Yes No If yes, please explain:

4. After completing this section, the Threat Assessment Team determines that the student's motives and goals elicit a:

High degree of concern
 Medium degree of concern
 Low degree of concern

HAVE THERE BEEN ANY COMMUNICATIONS SUGGESTING IDEAS OR INTENT TO ATTACK?

1. What, if anything, did the student communicate to others?

2. What was the context or physical location of this communication?

3. To whom did the student communicate his/her intentions?

4. How did the student communicate their intent (evidence)?

Verbal (direct statement)
 Electronic (email, social networking site, website, blog, texts, etc.)
 Written (notes, essays, schoolwork, diaries, stories, songs)
 Other (please specify):

Next

Once you have completing editing and filling out the needed forms then proceed to page 12 to electronically sign and click on the

Confirm Signing

button.

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Signatures:

Administrate
 Signature of Participant
 Signature of Participant
 Signature of Participant
 Signature of Participant
 Signature of Participant
 Signature of Participant

Confirm Signing

All required fields complete.
 You will have an opportunity to save your copy on the next screen.
 Click "Confirm Signing" when you are ready.

Print this form, obtain signatures, and keep on file along with all associated documentation and data according to district protocol. Proceed to Response, Management and Support Plan.

Attach Document?
 YES
 NO

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This is your final step. The Threat Assessment document will automatically be routed to the Threat Assessment Team Member to sign via an email similar to the one you received.