



THREAT ASSESSMENT FORM

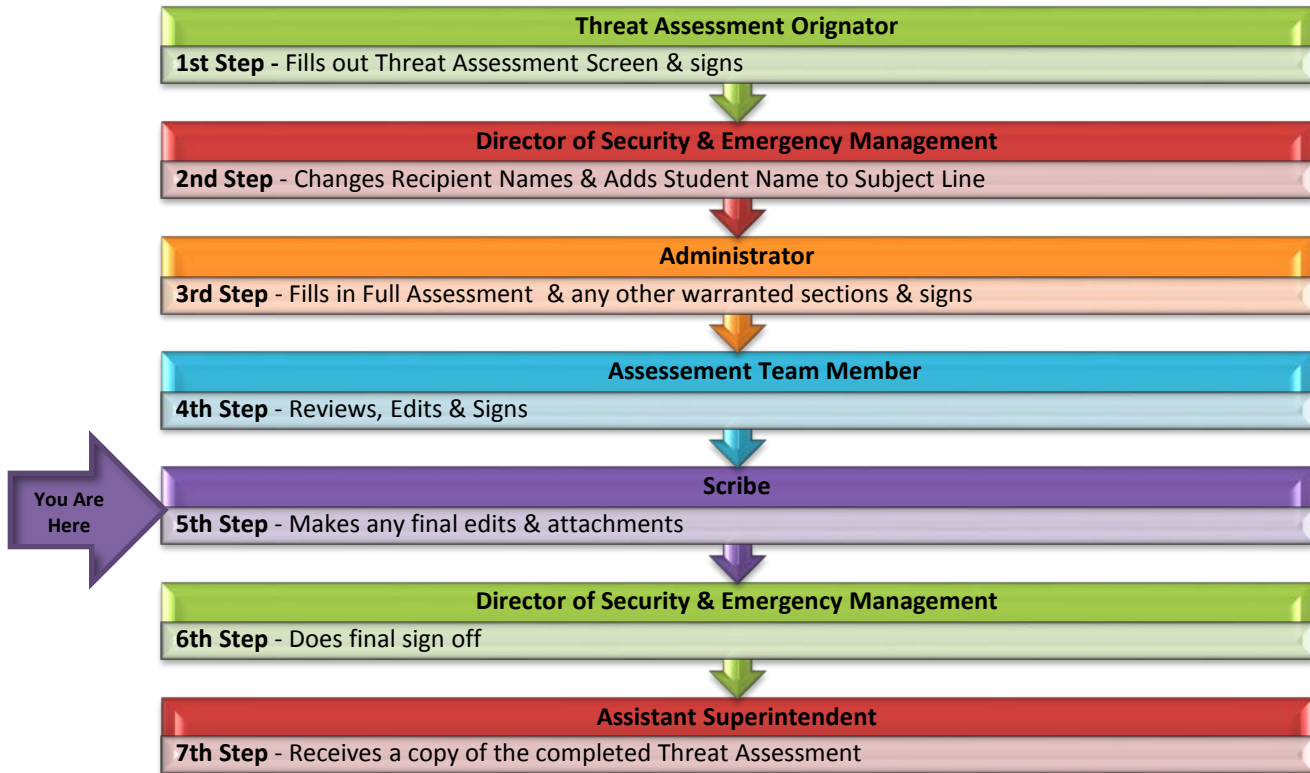
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August 26, 2014

Authored by: Dr. Debby Telfer

Instructions

The Threat Assessment Form Document flow is as follows:



Fifth Step in the Threat Assessment Process

As the **Scribe** for a Threat Assessment, you will receive the following email to alert you to the existence of a submitted Threat Assessment for you to take action on. 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: Scribe <xxxxxxxxx_xxxxxxxxxx@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 Scribe,

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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.

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

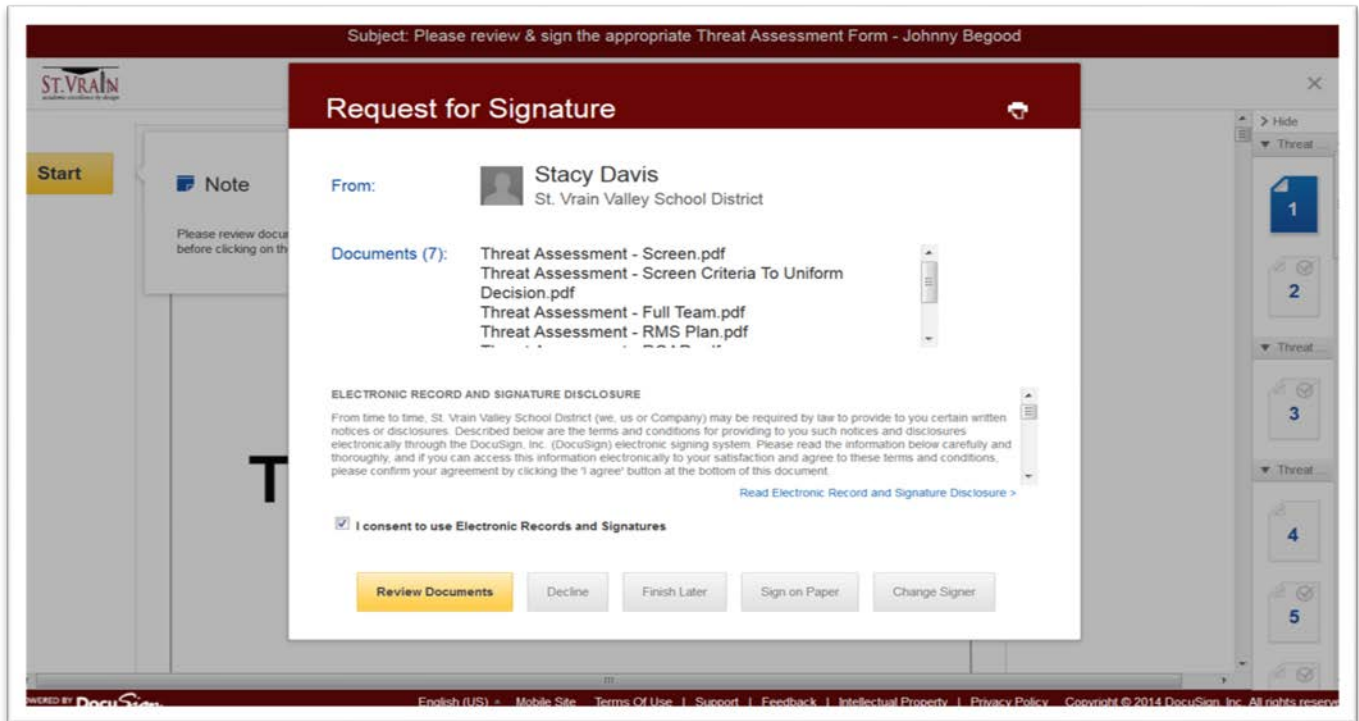
67D3F36245F2471EA4CC7B21FCD50DBD1

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.

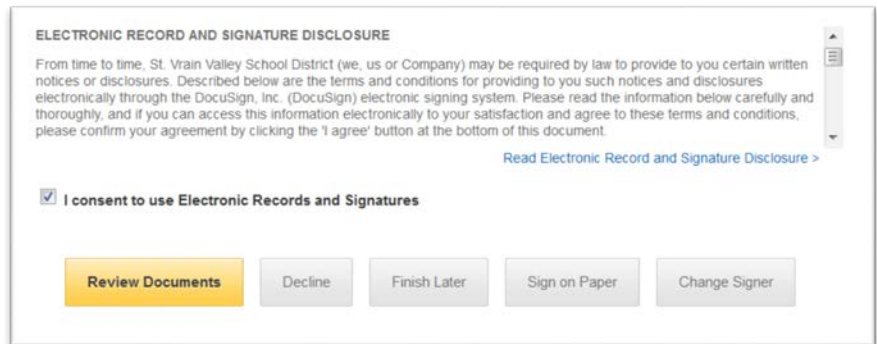
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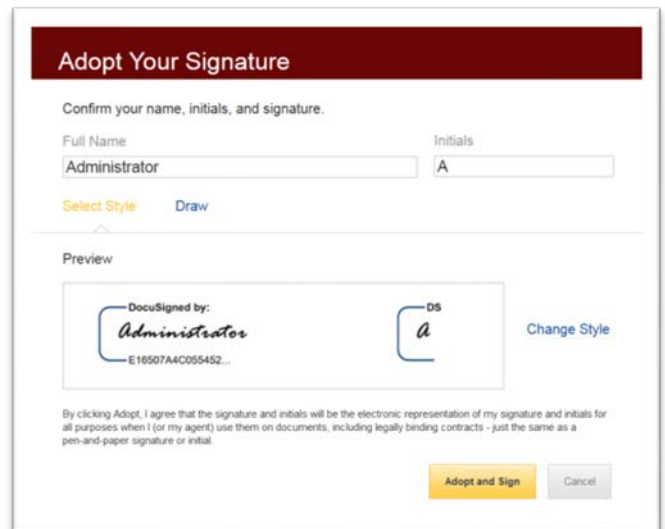
After clicking on the View Documents button, this screen appears.



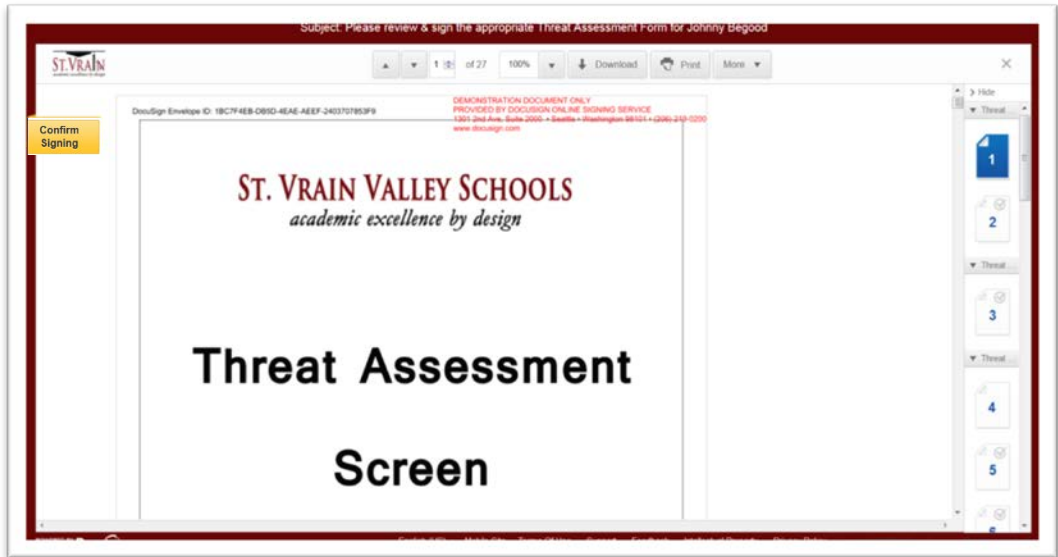
If this is the first time you are using this DocuSign form then you must click on the consent check box then click on the Review Documents button.



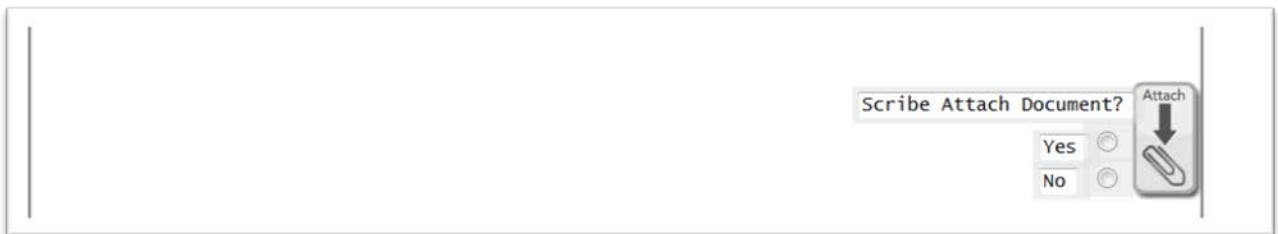
Then you will be prompted to Adopt Your Signature for which you can click on Change Style to select a different one if you wish.



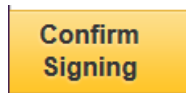
Please note you that you still have the ability to edit any of the information contained in this document if needed.



Next, you should review all pages and make any necessary edits. You also have the option to attach a document which is on page 12. Please review the entire document and make any changes or an attachment prior to clicking on the “Confirm Signing” button.



Once you have completed editing click on the Confirm Signing button which appeared as soon as you opened up the document.



This is your final step. The Threat Assessment Form will automatically be routed back to the Director of Threat & Risk Management for one final review and signing.