



THREAT ASSESSMENT FORM

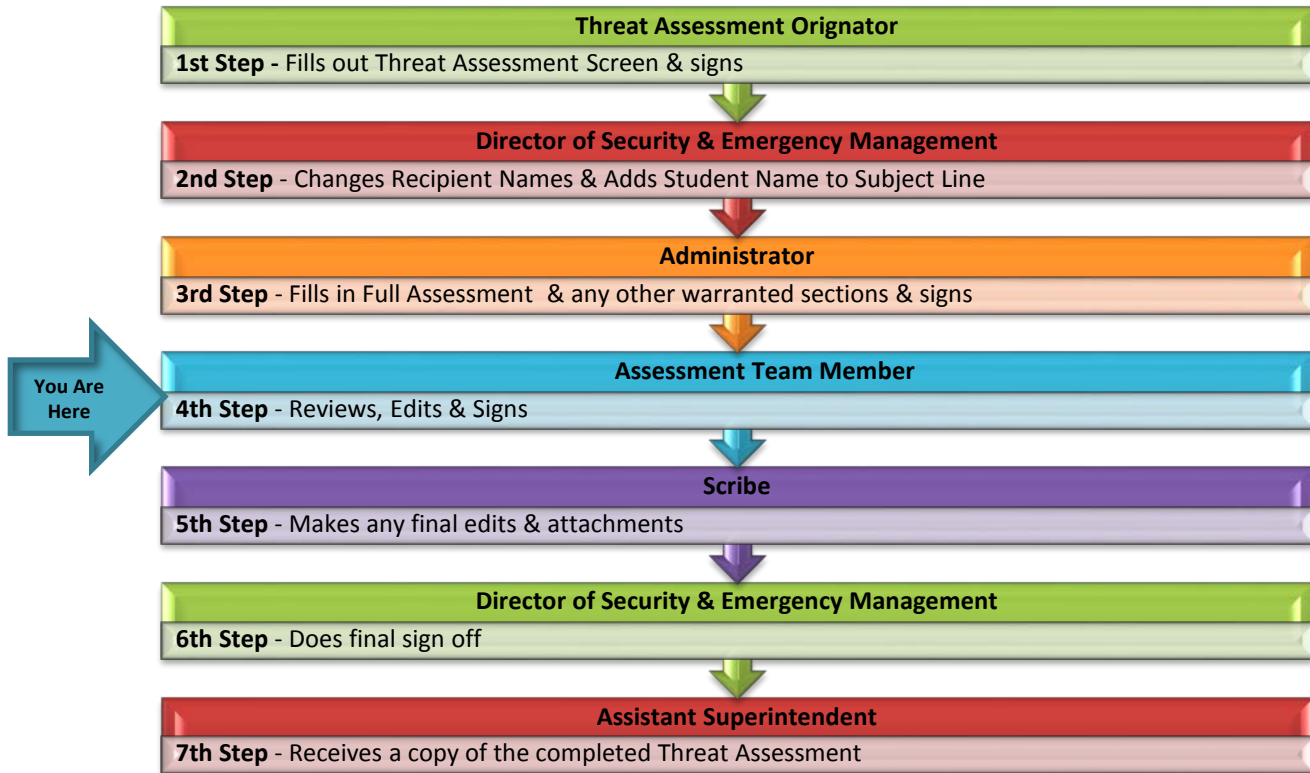
TEAM MEMBER USER GUIDE

August 26, 2014

Authored by: Dr. Debby Telfer

Instructions

The Threat Assessment Form Document flow is as follows:



Fourth Step in the Threat Assessment Process

As a **Threat Assessment Team Member** for a Threat Assessment, you will receive the following email to alert you to the existence of a submitted Threat Assessment for which you are a team member on. Click on the button embedded in the email your received.

XFINITY Connect

debby.telfer@comcast.net
+ Font Size -

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

From : Stacy Davis via DocuSign <dse_demo@docusign.net> Fri, Aug 22, 2014 08:48 AM
Sender : DocuSign Demo System <dse_demo@docusign.net>
Subject : Please review & sign the appropriate Threat Assessment Form - Johnny Begood
To : Assesment Team Member <debby.telfer@comcast.net>
Reply To : Stacy Davis via DocuSign <davis_stacy@svsd.org>



Please review and sign your document

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

Hello Assesment Team Member,

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:

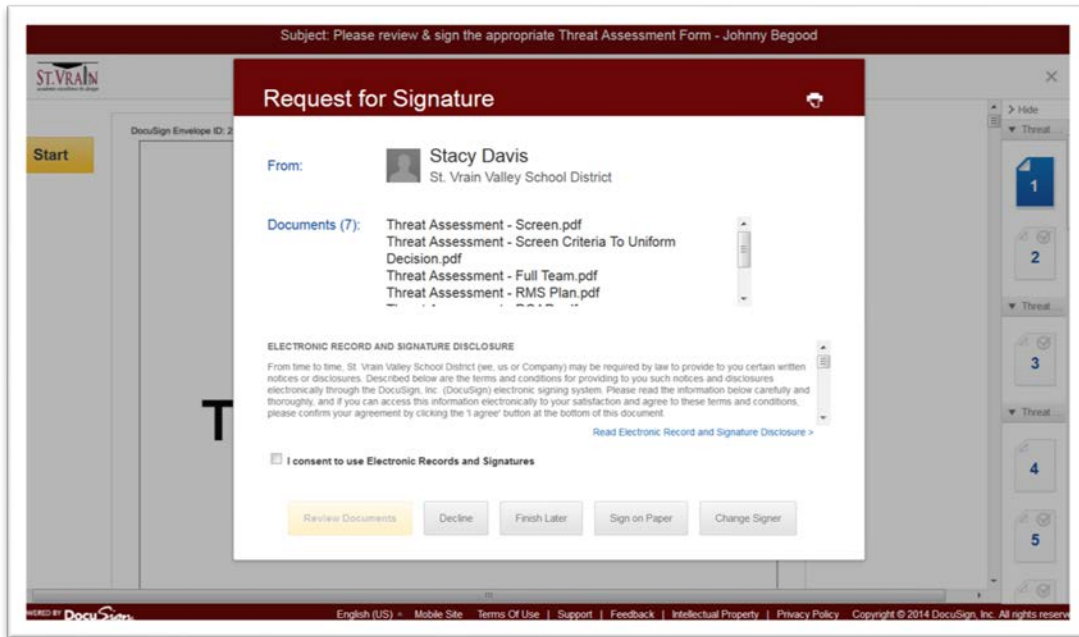
2CE9D0944AAD4367B45CC8844E97ACDA1

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.

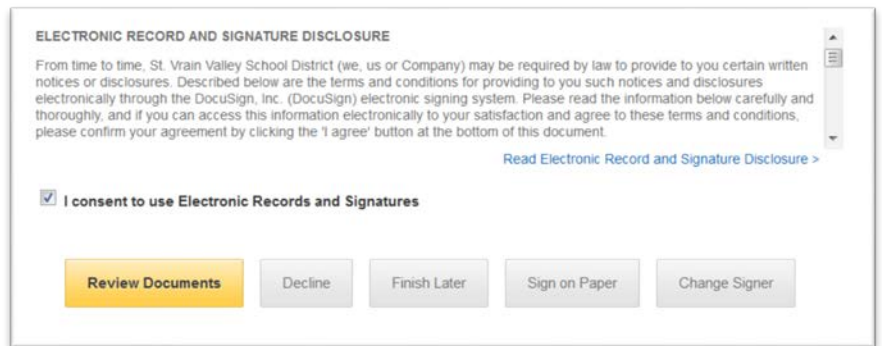
If you need assistance, please contact DocuSign Demo Support (service@docusign.com)

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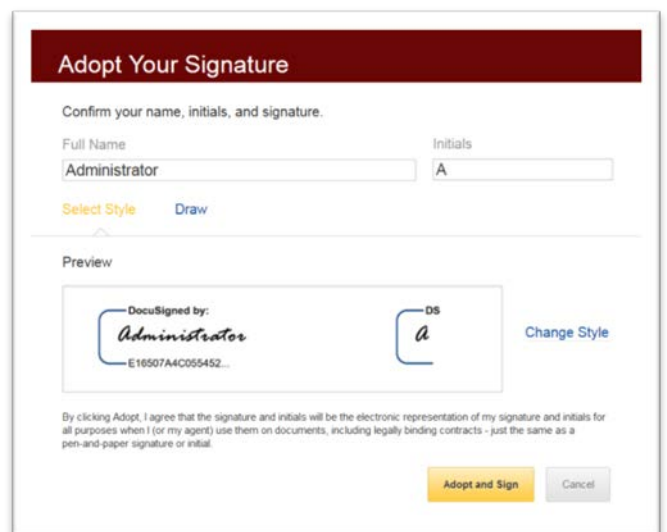
After clicking on the View Documents button, this screen appears.



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.

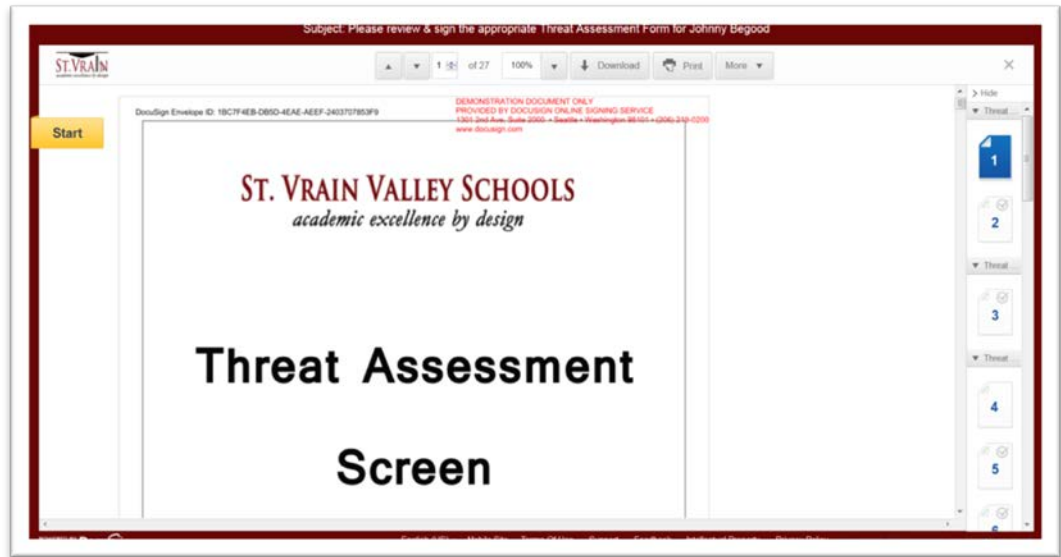


Now you are ready to begin filling out the form. Click on the

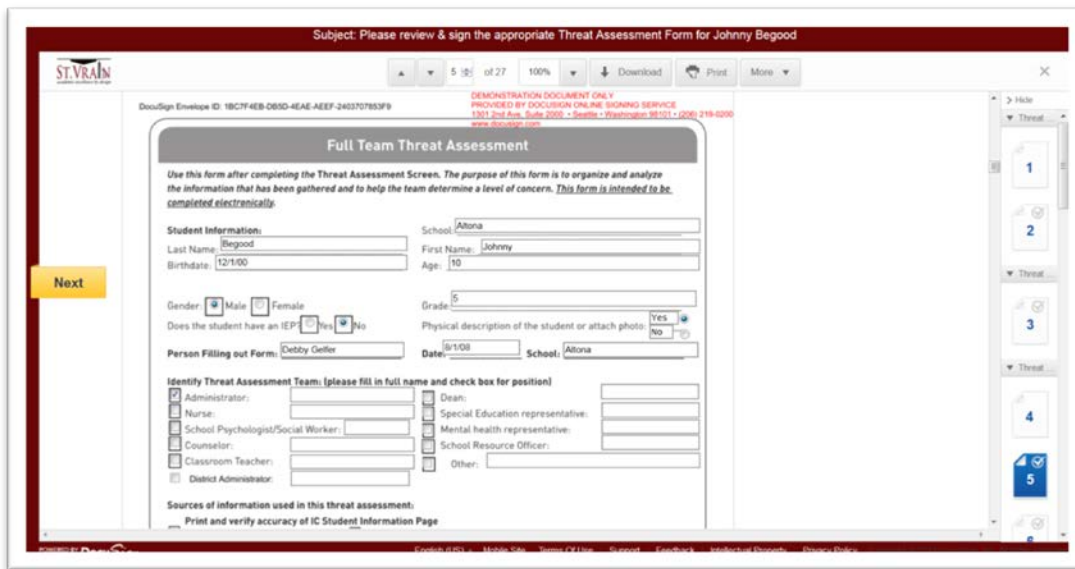


button. This will automatically move you to the first field to fill out.

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



Next, you will most likely review pages 2 through 12. Next you will sign on page 12. Some of these pages appear below. Also there are several Interview Pages starting on page 18 if you would like to edit those as well.



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

ST. VRAIN

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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 motive(s) and goal(s) 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, notes]
 - Other [please specify]:

Next

1
2
3
4
5
6

Once you have completing reviewing and potentially editing appropriate forms then proceed to page 12 to electronically sign and click on

Confirm Signing button.

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

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Signatures:

Designed by: Signature of Participant

Designed by: 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

11
12
13
14
15

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This is your final step. The Threat Assessment Form will automatically be routed to the designated scribe for any final edits and/or attachments.