

**SCHOOL THREAT REPORT**

**Instructions:** Complete this form, responding only to the questions that you feel comfortable answering and are able to report accurately. Should you need assistance completing this form, please ask any teacher, counselor, or administrator for help.

Reports may also be made by phone to this number - 318-432-5911

**(If the threat you are reporting is imminent (happening right away), please call 911 immediately.)**

Please give all information possible and deliver any physical evidence to the school so as to allow them to have all information with which to investigate.

Administrators must contact law enforcement if the threat is deemed credible and /or imminent and implement their Crisis Plan if necessary. Upon receiving this documentation, administration will investigate and document any action taken.

Person Reporting Threat: \_\_\_\_\_

Date of Report: \_\_\_\_\_ School Name: \_\_\_\_\_

School District: \_\_\_\_\_

Person Reporting Threat:

Student  Parent / Guardian  School Employee  Other

School / Person / Group being threatened:

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\_\_\_\_\_



**To be completed by School Employee**

**Administrative Investigation Notes:**

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**Administrative Action Taken following investigation:**

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**Additional Notes:**

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