

**Virginia Department of Criminal Justice Services
Division of Public Safety Training
and the
Virginia Center for School and Campus Safety (PST-VCSCS)**

Richmond, VA

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Memo No. VCSCS 24-005

MEMO To: Division and School Safety Leaders

From: Donna Michaelis, Division Director, PST-VCSCS

Date: November 9, 2023

Subject: **NEW Threat Data Collection Form**

The purpose of this memorandum is to notify schools and divisions that the Virginia Center for School and Campus Safety (VCSCS) has created a Behavioral Threat Assessment Data Collection Form to further assist schools in the required collection of threat assessment data throughout the academic school year.

This form will allow schools to collect quantitative threat assessment data as incidents occur during the school year. The goal is to improve the accuracy of data submitted to the VCSCS through the annual [School Safety Survey](#), which is submitted after the close of the academic school year.

This form is intended for internal use only and should not be submitted to the Virginia Department of Criminal Justice Services (DCJS). Use of this form is not mandatory but recommended. It will be provided as an attachment to all divisions and schools in a follow up email.

Please contact Nikki Wilcox, nikki.wilcox@dcjs.virginia.gov or Brad Stang brad.stang@dcjs.virginia.gov with any questions or concerns.