

## **Part 2 - Threat Assessment Webinar Follow-Up Questions**

(The questions and responses were transcribed from the live webinar on 8/26/2019)

1. Where is it recommended that we keep threat assessment documents? And how long do we hold onto those documents?

*Let's start with where records should not be kept. TA records should not be kept in a student's cumulative file or with the school counselors, school counseling department, or with the school psychologist. As the TA process is meant to be preventative, we do not want anyone to assume that if a school counselor or school psychologist holds those records that there is a mental health concern. They should not be stored with a student's discipline file either. Records should be held by the TA coordinator for the school. As for the length of a time a record should be held, it is usually at least 5 years after a student has moved on or transferred from that school. You can get specific information on Records Management and Retention Schedules through the [Library of Virginia](#).*

2. We need to know specifically what data to collect during the year to be prepared for any reporting requirements.

*Some data to collect during the year would be the number of TAs your school performed, their rating (low to high risk), number of times your TAT met, subject types that made the threats (student, former student, staff, etc.), and how all staff were trained. For the full list of questions that appear on the School Safety Audit, please see the list of questions [here](#). For questions specific to threat assessments, see questions 19 through 30.*

3. We don't store as a scholastic record, so not in the student's cumulative file. But do these records transfer with the student if they move schools? Seems the new school would need the history.

*Recommended practice is not to send TA records and information to the other school as part of the records transfer as you don't know how they'll use and interpret the information you send them. However, the incoming school can be made aware of concerns, and this would best be done through an informal conversation between school personnel (ex. Administrator to administrator, school counselor to school counselor, etc.). If there is a need to share documentation, it can be considered in those conversations.*