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**Violence Threat Risk Assessment (VTRA) Field in MyEducation BC**

The Province of BC has a clear process for supporting students where threats of violence against self, others or school community may be of concern. Districts appoint a Violence Threat Risk Assessment (VTRA) team leader to oversee the activation of the community VTRA protocol. Each school should have a Site-Specifc VTRA team.

MyEducation BC is used by most school districts in BC. This system allows students to move seamlessly from one school district to another with their educational information intact. MyEducation BC has the capacity to notify a receiving school/school district that a new student has been identified as moderate to high risk through the VTRA process.

Standards for use of the VTRA field protects individual privacy while ensuring school administrators and school/school district Safe School Coordinators are notified that an incoming student has been deemed as moderate to high risk through the VTRA initial incident screening process and/or Stage 2:Step 4 process. The purpose of the VTRA field is to indicate to a Principal that they should contact the previous school administrator or school/school district Safe School Coordinator for details of the VTRA, in order to support the incoming student and ensure that appropriate supports and safety plans are in place. The VTRA field will remain at a security level that does not allow classroom teachers and other school staff to access the information. The VTRA field is not to be added as an inclusion on the permanent student record.

**Limit Access**: A VTRA field should only be visible to Principals, Vice Principals, Superintendents, Safe Schools Coordinators and Site Specific Team Leaders. This is enforced through security level profiles within MyEducation BC.

**Alert Only**: No documents or plans should be uploaded to the MyEducation BC application. The VTRA field information will not be part of any inclusions to the Permanent Student Record.

**Date Only**: No information will be entered in the field except the school district number and the date the VTRA was activated: SDxx-Sep2017. Independent Schools are to enter their Facility Number and the date the VTRA was activiated: FNxxxxxxxxx-Sep2017.

**Moderate to High Risk VTRA**: The VTRA field will only be entered in MyEducation BC after the initial VTRA screening is completed and the VTRA team deems the individual to be moderate to high risk as per the provincial VTRA protocol and safety planning is put into action.

**Ministry Consultation to Delete**: The VTRA field can only be cleared at the discretion of the School District, following discussion and consultation with the Ministry of Education or their designated appointee. This process is in place to ensure that the field is not unintentionally cleared - the Ministry of Education does not hold the authority to clear the VTRA field. The field information will remain on the student profile until removed through this process.

The following are examples of when clearing the field will be considered:

* A significant amount of time has passed without concern or incident
* School District and related VTRA team members (Police, MCFD, etc) no longer considers student to be at a significant level of risk

**Procedure Map for the VTRA Field**





