
Issue Date: January 10, 2025

School Behavioral Threat Assessment Reporting Requirements

Purpose

Act 29 of 2023, enacted into statute as 16 V.S.A. §§ 1480-1485, provided several new requirements around school safety and security for both public and (approved and recognized) Independent schools. One such requirement is around the implementation, use of, and reporting for school Behavioral Threat Assessment (“BTA”) teams and completed threat assessments.

This memo provides clarification and instruction on the reporting requirements for school BTA teams. All schools that operated school BTA teams and completed school BTA cases in SY2023-2024, and forward, must report certain case information to the Agency of Education. Beginning July 1, 2025, all schools must have implemented a school BTA team and will be required to report completed case information as noted below.

Reporting Mechanism

The AOE has developed an online reporting tool using Cognito Forms, which can be completed and submitted by a designated member of the school BTA team. The form can be completed at any time during the school year but must be completed in full by June 30 of each year.

For SY2023-2024, all reports must be submitted by February 15, 2025. We acknowledge that, without detailed direction from the AOE, some schools may not have collected all required fields in SY2023-2024. We encourage all schools to complete the reports to the best of their ability, and we appreciate your efforts in compiling this information from multiple sources where required.

The SY2023-2024 and SY2024-2025 reporting form is now open using the online [Behavioral Threat Assessment Reporting Form](#). All reports for SY2023-2024 (previous school year) must be completed by February 15, 2025.

Districts may request an extension to the February 15, 2025 reporting deadline by emailing Taylor.Goodwin@vermont.gov. Requests for extension must include a short narrative justifying the request, and an expected date of completion.

Required Fields



The [Behavioral Threat Assessment Reporting Form](#) collects information about completed school BTA cases in accordance with [16 V.S.A. § 1485](#). Student demographic information, as well as detailed information about the outcome of the assessment, is required. This information will be reviewed by the AOE to ensure compliance with Act 29 and will be summarized (ensuring that any student identifiers are redacted) in a written report later this year.

Information required for reporting:

- Date of assessment
- State Assigned Student ID (to identify total number of assessments per student)
- Student Gender
- Student Race
- Student Ethnicity
- Student Age
- Whether the student has an active IEP, 504, or other identified accommodation
- FRL Eligibility
- Case details, including description of behavior, law enforcement involvement, result of assessment, and (where applicable) level of discipline imposed
- Whether the assessment resulted in a Manifestation Determination
- Time spent out of school as a result of the assessment

BTA Reporting Webinar

The AOE will host an online webinar to review the new reporting form and BTA reporting requirements on January 22, 2025 from 3:00pm-4:00pm. Please register (same day registration is welcomed) using the [BTA Reporting Form Webinar Link](#). The webinar will be recorded and later shared online at [Act 29: School Safety and Security | Agency of Education](#).

Upcoming: New BTA Resources for 2025

The AOE is committed to supporting the effective and rigorous implementation of school BTA teams by July 1, 2025. We are pleased to announce that the following resources have been secured to further support and guide your teams as you establish and grow school BTA programs:

School BTA Consultant – Jan/Feb 2025

The AOE is in the final stages of contracting for a statewide School BTA Consultant. This resource will be directly available to schools and school BTA teams and will assist with establishing teams, addressing common challenges, and providing real-time technical assistance to BTA teams as they navigate the school threat assessment

process. More information will be made available online at [Act 29: School Safety and Security | Agency of Education](#) in the coming weeks.

BTA Model Policy – Jan/Feb 2025

Act 29 requires that the Agency of Education provide a model School BTA Policy for consideration by school and district boards. This work is nearing completion and is expected to be released in the early months of 2025.

School BTA Training – Last scheduled training for Jan 2025

The last BTA training under the current contract is scheduled for January 16, 2025. The next training series is anticipated to resume later in 2025, but an official start date has not been confirmed. If you are currently engaged in school BTA work and have not yet completed BTA training, we encourage you to register for this training. Please register online at [BTA Webinar Registration - Zoom](#).

School BTA Training – New Training program 2025

The AOE is pleased to announce that we have received funding to support a revised, and expanded, School BTA training program for 2025.

Contact Information

Please contact the AOE Operations team for questions about the requirements for Act 29, BTA reporting, or upcoming BTA resources. Contact information for the Operations team is noted below. For questions about the BTA Reporting Form, please contact Taylor.Goodwin@vermont.gov.

AOE Operations:

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