

Dayville School District 16J

Code: **JHFE-AR(2)**

Revised/Reviewed: 11/08/11

Suspected Abuse Reporting Form

All school district employees are mandatory reporters. If you suspect a child has been abused or neglected, you must make a report to Child Welfare or law enforcement immediately. Telling another employee or administrator does not relieve you of this legal obligation.

After making a report to Child Welfare or law enforcement, complete this form and submit to your school counselor or school administrator for filing purposes. This form should be utilized whether or not the abuse involves a district employee. If the abuse involves a district employee, immediately notify your school administrator.

Name of staff member filing report:

Title:

| | | |
|--|-------------|---------------------|
| Student Name _____ | Grade _____ | DOB _____ |
| School _____ | Bus # _____ | AM _____ PM _____ |
| Source of Information/Disclosure _____ | | |
| Date suspected abuse occurred _____ | | |
| Name of School Administrator _____ | | Date informed _____ |
| Brief Summary of Incident: _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |

Report to Legal Authority

Date and time report was filed: _____

Agency notified (check all that apply):

- Dept of Human Services (541)-[]
- City Police (541)-[]
- County Sheriff (541)-[]

Agency Contact Person (Name and Title): _____

Outcome: