

**Long Creek School District 17**

Code: **JHFE-AR(2)**  
Revised/Reviewed: 10/16/12

**Suspected Abuse of a Child Reporting Form**

All school district employees are mandatory reporters. If an employee suspects a child has been abused or neglected, the employee must make a report to Oregon Department of Human Services or law enforcement immediately. Telling another employee or administrator does not relieve an employee of this legal obligation.

After making a report to Department of Human Services or law enforcement, complete this form and submit to the superintendent. This form should be utilized whether or not the suspected abuse of a child involves a district employee or a student. If the abuse involves a district employee, the employee completing this form should immediately notify their supervisor, principal or superintendent.

\_\_\_\_\_  
Name of staff member filing report: Title: \_\_\_\_\_

Student Name _____	Grade _____	DOB _____
School _____	Bus # _____	AM _____ PM _____
Source of Information/Disclosure _____		
Date suspected abuse of a child 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):

- Department of Human Services      (541) 889-9194
- Grant County Sheriff                      (541) 575-1131

Agency Contact Person (Name and Title): \_\_\_\_\_

Outcome: