

SUSPECTED CHILD ABUSE/NEGLECT REPORT FORM

- 1) Name/title/telephone number of person making first report: _____

- 2) Date and time of first report: _____
- 3) Name/title of school department official first report made to: _____

- 4) Did the person making first report contact DHS independently: _____ Yes _____ No
- 5) Date/time/person making report to Superintendent: _____
- 6) Name of student who is subject of report: _____
Birthdate: _____ Sex: _____ Grade: _____
Known history of abuse/neglect? _____
Parent/Guardian Name(s): _____
Address: _____
Home and work telephone numbers: _____
Name(s) of sibling(s): _____
- 7) Statements or indicators leading to the suspicion of abuse/neglect (include all known information, including date, time and location, name of alleged abuser, and relationship to student): _____

- 8) List any photographs taken or other materials collected related to the report: _____

9) Actions taken by school officials (list date, time and personnel involved):

10) Reports to authorities:

Agency contacted by telephone: ____
Name and title of agency contact: ____
Date and time of telephone report: ____
Copy of report form sent (include date and addressee): _____

Signature and title of person completing form:

Date: _____

PLEASE NOTE MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.
MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.