

**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):

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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:

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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.