



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 administrator or counselor 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 or the superintendent.

Name of Staff Member Filing Report: _____ Title: _____

Student Name: _____ Grade: _____ DOB: _____

School: _____

Source of Information/Disclosure: _____

Date Suspected Abuse Occurred: _____

Name of School Administrator: _____ Date Informed: _____

Brief Summary of Incident:

REPORTED TO:

☐ Oregon Department of Human Services or Community Human Services:

Date: _____ Time: _____ Name of Contact: _____

☐ Oregon Department of Human Services or Community Human Services:

Date: _____ Time: _____ Officer's Name: _____

☐ Oregon Department of Human Services or Community Human Services:

Date: _____ Time: _____ Initial: _____

DO NOT FILE IN CHILD'S SCHOOL RECORD

Copies To: Superintendent: Principal Counselor