

**Suspected Child Abuse/Neglect Referral Form**  
**Bemidji Area Schools**  
**3300 Gillett Drive NW**  
**Bemidji, MN 56601**

**Who Reports?** Anyone. However, Minnesota Statutes 626.556 as amended – Reporting Maltreatment of Minors makes it mandatory for most people working with children to report suspected neglect, physical and/or sexual abuse of children. Completion of this report with information available to you constitutes a written report as required by Minnesota Law. **You are not required to use this form. You are required to report.**

**How To Report:** An oral report should be made immediately – telephone or otherwise. Contact Beltrami County Human Services – 333-8316 or 333-8404; Beltrami County Law Enforcement & Police Department – 333-9111 or 751-9111.

**The oral report must be followed by a written report within 72 hours. Fax to 333-8307 or send written report to Beltrami County Human Services, 616 America Avenue NW, Suite 100, Bemidji, MN 56601.**

**Report/Referral**

Person Making Report	Date	Position
School	Telephone Number	

**Child Involved**

Name of Child (Last-First-Middle)	Birth Date	Grade	Male	Female
Name of Parent/Adult Responsible for Child	Relationship			
Address	Telephone Number(s) Home: _____			
	Work: _____			
	Cell: _____			

**Nature and Description of Incident**

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(Use back of sheet if necessary)

Other individuals who are aware of this referral: \_\_\_\_\_

Signature of person making report: \_\_\_\_\_

Date of oral report: \_\_\_\_\_ To whom reported: \_\_\_\_\_

Check here if you wish to receive information from Social Services regarding the disposition of this report.

## **Welcome Back to the 2013-2014 School Year!**

I wanted to give you information on how to access and download the suspected child abuse/neglect referral form if necessary. Please go to the district's main page and there are two ways to access it.

1. Click the **Support** drop down and then click the **Social Work** tab. It is at the top on the left side.

OR

2. Click the **Staff** drop down and then click the **Staff Resources** tab. Scroll down to the bottom of the page.

Please remember if you have any questions or concerns, don't hesitate to call.

Thanks,

Amy Merschman  
School Social Worker  
333-3119 ext. 208