

SUSPECTED CHILD ABUSE/NEGLECT REPORT FORM		File: JLFA-E
Section J: Students	Adopted: October 3, 2019	Last Revised: April 7, 2023

Suspected Child Abuse/Neglect Report Form

Any employee of **MECDHH/GBSD** who suspects that a child has been or is likely to be abused or neglected (the “notifying person”) must immediately notify the Director or building principal using this form. The purpose of this form is to document your reporting and to facilitate confirmation to you that the Director, building principal or other designated school official has made your report to the Department of Health and Human Services (DHHS) or, as appropriate, to the District Attorney.

If you have not received written confirmation within 24 hours of submitting this form to the Director, building principal, you must make your own report to DHHS or, if appropriate, to the DA.

This form is for school use only. It is not to be sent to DHHS.

1. Name/title/telephone number and email address of notifying person (person who originally has the information and is required to report it):

2. Date and time of notifying person’s report: _____

3. Name/title of Director, school principal /designated agent first report made to:

4. Did notifying person contact DHS independently: _____ Yes _____ No

5. 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): _____

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Confirmation of Report

(Used for confirming principal or designated agent’s report to authorities)

Name of director, principal or designated agent:

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):

Director, Principal/Designated Agent Signature

Date and Time

Employee’s Acknowledgement of Receipt of Confirmation

(To be returned to principal or designated agent)

I have received confirmation that my report has been made to DHHS or the DA by the Director, Principal or other Designated Agent.

Notifying Person/Original Reporter’s Signature
(Employee’s Signature)

Date and Time

Adopted: October 3, 2019

Revised and Adopted: April 7, 2023

For more information see Policy JLFA