



# 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