



Child Abuse and Neglect Report

Steps for mandated reporting of Child Abuse and Neglect:

1. Make oral report to CPS within 48 hours.
2. Confer with building administrator.
3. Complete this form and forward to the Superintendent's office.
4. No record of this action is retained at the school (except where noted below)

School: _____ Date: _____

Student's Name: _____
(Last) (First) (Middle)

Home Address: _____
(Street) (City) (Zip code)

Birthdate: _____ Grade: _____ Home Phone _____

Name of parent/guardian where child resides: _____

Primary language spoken in the home: _____

Summary of the oral CPS report:

Signature of person filing report

Oral report made on _____ at _____
(Date) (Time)

Print name & title of person filing report

Name of CPS worker taking oral report

**Distribution: Confidential file – Principal's Office
Superintendent's Office**