



Child Abuse and Neglect Report

Steps for mandated reporting of Child Abuse and Neglect:

1. Confer with building administrator.
2. Make oral report to CPS within 48 hours. **1-866-829-2153**
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**