METROPOLITAN SCHOOL DISTRICT
LAWRENCE TOWNSHIP

Dr. Shawn A. Smith
Superintendent

Lawrence Education & Community Center
5720 Wheeler Road
Indianapolis, IN 46216
(317) 423-8200

DCS Interview Documentation

This form shall be used whenever the Department of Child Services (DCS) requests to interview a child at the child's school within the Metropolitan School District of Lawrence Township.

Date: _____

Name of Child: _____

Child's School: _____

Name of DCS employee:

Statement of DCS employee: [Check one or more of the following]
_____ DCS has parental consent for the interview at school;
_____ DCS has a court order allowing for the interview; or
_____ Exigent circumstances exist as defined by Indiana Code 31-9-2-44.1 to interview the child alone at school.

Per Indiana Code 31-33-8-7(f), no facts of the allegations or evidence shall be disclosed with this statement.

DCS Employee Signature_____

Name of School Administrator:

Statement of School Administrator:
_____ Yes, I have verified the credentials or other proof of employment of the DCS employee above to confirm that individual is a DCS employee.

Per Indiana Code 31-33-8-7(f), the school shall not maintain the above statement in the child's file and shall protect the child and the child's family confidentiality regarding the written statement and the interview.

The above record is confidential and shall be maintained only by the Office of Student Services, separate and apart from the child's file.

School Administrator Signature_____