

**CHILD ABUSE - NEGLECT REPORT FORM**  
**For School Personnel Use**

Use one form for each referral. Be sure to inform intake when the child is leaving the school and if he/she needs to be seen immediately.

THE FOLLOWING ARE QUESTIONS YOU ARE LIKELY TO BE ASKED BY CHILD PROTECTIVE SERVICES. ANSWER THESE QUESTIONS WITH INFORMATION YOU ALREADY HAVE. DON'T START AN INVESTIGATION.

REFERRAL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

Child's Information

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

PARENT/CARETAKER: \_\_\_\_\_

PRIMARY LANGUAGE OF THE FAMILY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Referent Information

REFERRING INDIVIDUAL: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

RELATIONSHIP TO CHILD: \_\_\_\_\_

AGENCY(IES) CONTACTED: CPS \_\_\_\_\_ LAW ENFORCEMENT \_\_\_\_\_

NAME OF CPS INTAKE WORKER/OFFICER: \_\_\_\_\_

DATE COPY GIVEN TO PRINCIPAL OR OTHER DESIGNEE: \_\_\_\_\_

DATE COPY MAILED TO CPS/POLICE/LAW ENFORCEMENT: \_\_\_\_\_

Follow-up

FOLLOW-UP CALLS TO:

CPS WORKER: \_\_\_\_\_ DATE: \_\_\_\_\_ WORKER: \_\_\_\_\_

LAW ENFORCEMENT: \_\_\_\_\_ DATE: \_\_\_\_\_ WORKER: \_\_\_\_\_

RESULT: \_\_\_\_\_

\_\_\_\_\_

Disclosure Information

INDICATE AND DESCRIBE IN DETAIL CIRCUMSTANCES OR SIGNS THAT HAVE LED YOU TO SUSPECT THE CHILD IS A VICTIM OF ABUSE.

TYPE OF ABUSE SUSPECTED (CHECK all that are relevant):

Physical          Sexual          Emotional          Physical Neglect          Educational Neglect

When did the abuse occur (dates or approximate dates) \_\_\_\_\_

Where did the abuse occur (city, county, and state) \_\_\_\_\_

INDICATORS/PHYSICAL SIGNS NOTED:

Date(s): \_\_\_\_\_ Signs: \_\_\_\_\_

\_\_\_\_\_ Signs: \_\_\_\_\_

\_\_\_\_\_ Signs: \_\_\_\_\_

CHILD'S EXPLANATION OF PROBLEM: \_\_\_\_\_

How was the problem disclosed (under what circumstance): \_\_\_\_\_

(Who else have they talked to about the abuse? Friend, counselor, etc.): \_\_\_\_\_

**BEHAVIORAL SIGNS NOTED:**

Date(s): \_\_\_\_\_ Signs: \_\_\_\_\_  
\_\_\_\_\_ Signs: \_\_\_\_\_  
\_\_\_\_\_ Signs: \_\_\_\_\_

**VERBAL DISCLOSURES:** (Put in quotation marks exactly what the child said.)

Date: \_\_\_\_\_ Disclosure \_\_\_\_\_

**CHILD'S CONDITION:** (What was the child's emotional state at the time of the disclosure? Where is child now, and how is he/she?) \_\_\_\_\_

**PARENT/CARETAKER INFORMATION:** (The parent's behavior, attitude, and comments, if any)

**FAMILY INFORMATION:** (Concerning conditions at home, if aware of any)

**OTHER SIBLINGS IN THE FAMILY:** (Names and ages if possible)

**HOW DO YOU THINK THE FAMILY WILL REACT TO CPS/LAW ENFORCEMENT INTERVENTION?**

- **IMMEDIATELY REPORT YOUR SUSPICIONS TO BOTH YOUR SCHOOL PRINCIPAL AND CPS OR YOUR LOCAL LAW ENFORCEMENT AGENCY.**
- **NOTE: A SCHOOL EMPLOYEE WHO REPORTS CHILD ABUSE TO A SCHOOL PRINCIPAL IS NOT RELIEVED OF THE LEGAL OBLIGATION TO ALSO IMMEDIATELY REPORT THE SUSPECTED ABUSE TO LAW ENFORCEMENT AND/OR CPS.**
- **REMEMBER: EACH NEW INCIDENT REQUIRES ANOTHER REFERRAL TO LAW ENFORCEMENT AND/OR CPS. COMPLETE A NEW FORM FOR SECOND REFERRAL AND ATTACH TO THE FIRST ONE.**

**\*IMPORTANT**  
After the form is completed, ask if you should FAX or mail to CPS or law enforcement (where the report was made). This form is optional.

**Confidential--Keep in Principal's locked file**