

North Central Education Service District

Suspected Abuse Reporting Form

All ESD 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.

Complete the top section of this form when making a report to Child Welfare or Law Enforcement. After making your report, complete the bottom section of the form and submit a printed copy of the form to the ESD Superintendent. You must also notify your program manager after making your mandatory report. Do not email confidential information.

This form should be utilized whether or not the abuse involves a district employee. If the abuse involves a district employee, **immediately** notify the ESD Superintendent.

Name of staff member filing report: _____ Title: _____

Student's Name: _____	Date of Birth: _____
Program or School: _____	Grade: _____
Student's Address/Phone: _____	
People Living in the Student's Home: _____	
Source of Information/Disclosure: _____	
If second-hand information, name and contact of person with first-hand information: _____	
Date Suspected Abuse Occurred: _____	
Name of Program or School Administrator: _____	Date Informed: _____
Brief Summary of Incident: _____ _____ _____	

REPORT TO LEGAL AUTHORITY

Agency Notified (check all that apply):

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Dept. of Human Services
Sherman County Sheriff
Gilliam County Sheriff
Wheeler County Sheriff

Date and time report was filed: _____

(855) 503-7233 or 911 (after hours)
(541) 565-3622
(541) 384-2851
(541) 763-4101

Agency Contact Person (Name and Title): _____

Outcome: _____