

# CENTENNIAL SCHOOL DISTRICT CONFIDENTIAL CHILD ABUSE/NEGLECT REFERRAL

## Instructions

- 1** Person initiating this referral must complete Section 1.
- 2** Report incident IMMEDIATELY by telephone to law enforcement agency (LEA) or Department of Human Services (DHS) Child Welfare Hotline at 503 731-3100. Person making call must complete Section 2.
- 3** Submit report to principal for signature and required distribution.

Section 1 Information to Report

**ALLEGED VICTIM:** Interpreter needed  Yes  No Disability: \_\_\_\_\_

Male  Female

\_\_\_\_\_  
LAST NAME FIRST M.I. AGE DATE OF BIRTH

\_\_\_\_\_  
SCHOOL GRADE

**NAMES, AGES/BIRTHDATE OF OTHER CHILDREN IN THE HOME (if known)** \_\_\_\_\_

\_\_\_\_\_

**PARENT/GUARDIAN:** \_\_\_\_\_

LAST NAME FIRST M.I.

\_\_\_\_\_  
ADDRESS/CITY/ZIP CODE PHONE

**NAME OF ALLEGED ABUSER** \_\_\_\_\_

Relationship to alleged victim \_\_\_\_\_

**INFORMATION GATHERED:** Be as detailed and factual as possible without soliciting further information. Include what was said regarding where, when, people involved, people reporting and relationship to victim. Note type of abuse (physical, sexual, emotional neglect) and indicators (use reverse side if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INFORMATION GATHERED BY:** Name \_\_\_\_\_ Position \_\_\_\_\_

(SIGNATURE)

Date \_\_\_\_\_ Time \_\_\_\_\_

[Notification of parent is responsibility of DHS or LEA.] Permission given by DHS/LEA to contact parent?  Yes  No

Section 2: Documentation of Reporting

**REPORTED TO:** (Indicate which agency) (record conversation on back)

**State Department of Human Services (DHS) involvement:**

Date \_\_\_\_\_ Time \_\_\_\_\_

Name of contact at DHS \_\_\_\_\_

Action taken by DHS \_\_\_\_\_

**Law Enforcement Agency involvement:**

Date \_\_\_\_\_ Time \_\_\_\_\_

Officer's name \_\_\_\_\_

Child taken into protective custody:  Yes  No

\_\_\_\_\_  
SIGNATURE OF LAW ENFORCEMENT AGENCY/CPS AGENT TAKING CHILD

**Person who made call** \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

**Principal** \_\_\_\_\_ DATE \_\_\_\_\_

(SIGNATURE)

**DO NOT FILE IN CHILD'S SCHOOL RECORD**

