

**Section J:                Students**

**JLF-E                      Suspected Child Abuse/Neglect Report Form**

Name/Title of Person Making First Report:

\_\_\_\_\_

Date/Time of First Report: \_\_\_\_\_

Name/Title of School Department Administrator First Report Made To:

\_\_\_\_\_

Did the Person Making First Report Contact DHHS Independently? \_\_\_\_\_

Date/Time Reported to Director: \_\_\_\_\_

Name of student who is subject of report: \_\_\_\_\_

Birthdate \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_

Known history of abuse/neglect \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Home and work telephone: \_\_\_\_\_

Name(s) of sibling(s): \_\_\_\_\_

Statements or indicators leading to the suspicion of abuse/neglect (including all known information, including date, time and location, name of alleged abuser, and relationship to student:

List any photographs taken or other materials collected related to the report:

Actions taken by school officials (list date, time and personnel involved):

Agency Contacted by Telephone: \_\_\_\_\_

Name/Title of Agency Contact: \_\_\_\_\_

Date/Time of Telephone Report: \_\_\_\_\_

Copy of Report Form Sent To: \_\_\_\_\_

\_\_\_\_\_

Date sent: \_\_\_\_\_

Signature of Person Completing Form: \_\_\_\_\_

Cross Reference: JLF – Reporting Child Abuse and Neglect

First Reading: 6/24/09, 4/27/16

Adoption: 9/23/09, 5/25/16

Revised: 1/14/16

Reviewed: \_\_\_\_\_