

SCHOOL DISTRICT OF WAUPACA

Series 400 STUDENTS

CODE: 454-R2

SCHOOL DISTRICT OF WAUPACA

RECORD OF REPORTING SUSPECTED ABUSE OR NEGLECT

DIRECTIONS FOR COMPLETION: When making a child abuse or neglect report, the reporter should be prepared to provide as much as the following information as possible. It is to be completed by the employee(s) suspecting the abuse or neglect and the building principal. It is to be submitted to the building principal within two days following the reporting of the situation to the Waupaca County Department of Health and Human Services.

Name of Employee:

Name of School and School Phone Number:

Relationship to the Student:

Name of Student:

DOB:

Guardian's Name:

Home Address:

Guardian's Phone Number:

Work Number:

Names and Ages of the Child's siblings, if relevant to the report:

A description of why the reporter believes the child has been abused or neglected or has been threatened with abuse or neglect, statements allegedly made by the child to others, and any relevant circumstances or conditions in the home or elsewhere of which the reporter is aware.

Signature of Reporter(s)

Date

Signature of Building Principal

Date:

ADOPTED: 022007
REVISED: 121217
REVIEWED:

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.