

Any employee or consultant of Monhegan School who suspects that a child has been or is likely to be abused or neglected (the “notifying person”) must immediately notify the superintendent using this form. The purpose of this form is to document your reporting and to facilitate confirmation to you that the superintendent has made your report to the Department of Health and Human Services (DHHS) or, as appropriate to the District Attorney.

If you have not received written confirmation within 24 hours of submitting this form to the superintendent, you must make your own report to DHHS or, if appropriate, to the DA.

- 1) Name/title/telephone number and email address of notifying person (person who originally has the information and is required to report it):

- 2) Date and time of notifying person’s report: _____

- 3) Name/title of school superintendent first report made to:

- 4) Did notifying person contact DHS independently: ____ Yes ____ No

- 5) 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 numbers: _____

Name(s) of sibling(s): _____

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

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

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

CONFIRMATION OF REPORT

(Used for confirming superintendent's report to authorities)

Name of superintendent: _____

Agency contacted by telephone: _____

Name and title of agency contact: _____

Date and time of telephone report: _____

Copy of report form sent (include date and addressee): _____

Superintendent's Signature

Date and Time

EMPLOYEE'S ACKNOWLEDGEMENT OF RECEIPT OF CONFIRMATION

(To be returned to Superintendent)

I have received confirmation that my report has been made to DHHS or the DA by the Superintendent.

Notifying Person/Original Reporter's Signature

Date and Time

(Employee's Signature)

01/26/17