

**Child Abuse and Neglect Report Form  
Lisbon School Department**

Date of referral to the Department of Health and Human Services: \_\_\_\_\_

The following information must be filled out when reporting any known or suspected cases of abuse or neglect, if within your knowledge. All staff members are mandated reporters of suspected child abuse. Completed report forms are to be given to your school principal or designee.

1. Name and address of child reported:

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
Town: \_\_\_\_\_  
Child's age or D.O.B.: \_\_\_\_\_  
Child's sex: \_\_\_\_\_  
Grade: \_\_\_\_\_

2. Name of parent(s)/guardian(s): \_\_\_\_\_  
Phone: \_\_\_\_\_

3. A. Nature and extent of suspected abuse or neglect, including a description of injuries and any explanation given for them:

\_\_\_\_\_  
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B. Evidence of prior abuse or neglect of child or siblings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Family composition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information to be filled out by the person making the DHHS referral

1. Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
School: \_\_\_\_\_

2. Confidentiality of reporter requested: Yes No

3. Other information that the person making the report believes may be helpful:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Name of DHHS personnel/intake worker: \_\_\_\_\_

5. Parental notification of referral: Yes No  
Comments:  
\_\_\_\_\_  
\_\_\_\_\_

6. Name of child protective worker assigned to case: \_\_\_\_\_

7. Any other comments or commitments made by DHHS or School at time of referral:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Lisbon School Policy requires that the principal/designee notify the Superintendent of any referrals/reports made to DHHS. Copies of any written reports are to be sealed, marked CONFIDENTIAL, and given to the Superintendent.**

Signature of person who filled out this form: \_\_\_\_\_  
Date: \_\_\_\_\_

Administrative Rule Adopted: September 09, 2008

Reviewed: January 10, 2011

Reviewed: December 10, 2012

Reviewed: April 10, 2017