

Child Abuse and Neglect Report Checklist

The teacher or staff member filing a report must complete this checklist to verify comprehensive and appropriate reporting of the known/suspected incident of abuse/neglect.

The following section must be completed by the teacher or staff member making the report to the D.C. Child and Family Services Agency (CFSA).

- Formal report made to CFSA immediately upon knowledge or suspicion of abuse/neglect
- Clerc Center Child Abuse/Neglect Report Documentation Form completed during or immediately following formal report
- Immediate supervisor informed that a child abuse report has been made
- This checklist attached to the Clerc Center Child Abuse/Neglect Report Documentation Form and submitted to one of the following personnel:
 - **During school hours:** Principal or assistant principal (if the principal is not available)
 - **After school hours:** Director of Student Life
- Clerc Center Child Abuse/Neglect Report Documentation Form copied and submitted to MSSD/KDES social worker

Reporter

Date

Time

The following section must be completed by the KDES/MSSD principal or assistant principal (during school hours) or director of Student Life (after school hours).

- Arrangements made for on-site interview by CFSA (if necessary)
- CFSA provided interpreting services
- Arrangements made for transportation and/or dormitory
- Arrangements made for teacher/staff coverage
- Additional information (if any):

Administrator

Date

Time

The following section must be completed by the **KDES/MSSD social worker.**

- Follow-up conducted by KDES/MSSD social worker.

Social Worker	Date	Time
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- File original copy (Clerc Center Child Abuse/Neglect Report Documentation Form and Checklist) in social worker's worker office
- File duplicate copy (Clerc Center Child Abuse/Neglect Report Documentation Form and Checklist) in principal's office

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