

**CLERC CENTER CHILD ABUSE/NEGLECT REPORT DOCUMENTATION FORM**

► Call the D.C. Child and Family Services Agency (CFSA) 24-hour child abuse reporting hotline at (202) 671-SAFE (7233) if the offense occurred more than 72 hours ago.

► Deaf/Hard of Hearing Staff should make contact using [www.relaycall.com/national/relay.html](http://www.relaycall.com/national/relay.html), [www.ip-relay.com](http://www.ip-relay.com), or videophone.

► Complete this form as you make the report to CFSA and submit to appropriate Clerc Center personnel immediately after the report is completed.

**Teacher/Staff Reporting:**

Your Name: \_\_\_\_\_

Date & Time of Report: \_\_\_\_\_

CFSA Staff Name: \_\_\_\_\_

Date and Time of Completing Documentation Form: \_\_\_\_\_

**Student Involved:**

Student's Name: \_\_\_\_\_ Address: \_\_\_\_\_

DOB: \_\_\_\_\_ City: \_\_\_\_\_

SSN: \_\_\_\_\_ Zip: \_\_\_\_\_

Parents/Guardian Names: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Recommended Action by CFSA (check all that apply):**

<p>Student Interview with CFSA <input type="checkbox"/> Yes <input type="checkbox"/> NO</p> <p>Date: _____ Time: _____</p> <p>*Interpreter needed: <input type="checkbox"/> YES* <input type="checkbox"/> NO</p> <p><b>* Inform CFSA to arrange interpreting through GIS (GIS contact #: 202 651-5199)</b></p>	<p>Home Visit by CFSA <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Date: _____ Time: _____</p> <p>*Interpreter needed: <input type="checkbox"/> YES* <input type="checkbox"/> NO</p> <p><b>* Inform CFSA to arrange interpreting through GIS (GIS contact #: 202 651-5199)</b></p>
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<p>Change of Transportation <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>	<p>Temporary Dorm Placement needed <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>
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**Report Recipients (check all that apply):**  KDES  MSSD

Principal  Assistant Principal(s)  Director of Student Life  Coordinator of Student Development  Social Worker

