

**CONFIDENTIAL**

**ASHLAND PUBLIC SCHOOLS  
CHILD ABUSE / NEGLECT REFERRAL**

ORS 418.750 requires that "any public or private official having reasonable cause to believe that any child with whom the official comes in contact in an official capacity has suffered abuse, or that any person with whom the official comes in contact in an official capacity has abused a child shall report or cause a report to be made..." Public officials include all school employees.

Person initiating this referral must report incident IMMEDIATELY by telephone to law enforcement agency (LEA) or State Office for Services to Children and Families (SCF).

**ALLEGED VICTIM:** Interpreter Needed  Yes  No Disability \_\_\_\_\_

\_\_\_\_\_  M  F

LAST NAME FIRST M.I. AGE DATE OF BIRTH

SCHOOL GRADE

**PARENT/GUARDIAN:** \_\_\_\_\_

LAST NAME FIRST NAME M.I.

ADDRESS / CITY / ZIP CODE PHONE

**INFORMATION GATHERED:** Be as detailed and factual as possible without soliciting further information. Include what was said regarding where, when, people involved, people reporting and relationship to victim. Note type of abuse (physical, sexual, emotional neglect) and indicators (use reverse side if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INFORMATION GATHERED BY:** Name \_\_\_\_\_ Position \_\_\_\_\_

(Signature)

Date \_\_\_\_\_ Time \_\_\_\_\_

[Notification of parent is responsibility of SCF or LEA.]

**REPORTED TO:** (Indicate which agency)

**State Office for Services to Children and Families (SCF) Involvement:**

Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Contact at SCF \_\_\_\_\_

**Law Enforcement Agency Involvement:**

Date \_\_\_\_\_ Time \_\_\_\_\_

Officer's Name \_\_\_\_\_

Child taken into protective custody:  Yes  No

\_\_\_\_\_  
Signature of Law Enforcement Agency/CPS Agent Taking Child

Person Who Made Call \_\_\_\_\_ Date \_\_\_\_\_

(Signature)

Principal \_\_\_\_\_ Date \_\_\_\_\_

(Signature)

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**DO NOT FILE IN CHILD'S SCHOOL RECORD**

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**Copies to:** Superintendent and Director of Student Services, Ashland School District