



Everett Public Schools
Risk Manager
cps@everettsd.org

CHILD ABUSE REPORT FORM

State law requires professional school personnel to report within forty-eight (48) hours after there is reasonable cause to believe that a child or dependent adult has suffered abuse or neglect. In conjunction with a phone report (866-829-2153), complete this form and obtain an intake number from CPS/DCYF. (Refer to district [Policy 3421](#) and [Procedure 3421P](#).)

STUDENT: _____
First Name Middle Name/Initial Last Name (Legal)

SCHOOL: _____ GRADE: _____ AGE: _____ BIRTH DATE: _____ M/F: _____

Student Address

STREET/APT#: _____

CITY: _____ STATE: _____ ZIP: _____

Parent/Guardian Information

NAME: _____ RELATIONSHIP: _____

STREET/APT #: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE(S): _____

NAME: _____ RELATIONSHIP: _____

STREET/APT #: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE(S): _____

Check appropriate space indicating type of suspected abuse being reported: (Check all that apply)

- ☐ PHYSICAL ABUSE ☐ SEXUAL ABUSE ☐ EMOTIONAL NEGLECT/ABUSE
☐ NEGLECT ☐ MEDICAL NEGLECT ☐ SEXUAL EXPLOITATION
☐ OTHER (Specify): _____

State the nature and extent of the alleged injury(ies), neglect, or sexual abuse as indicted above:
(Refer to district [Procedure 3421P](#))

Do you believe this information is a result of Personal Safety Instruction? ☐ YES ☐ NO



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Child Abuse Report Form continued:

State evidence, nature and extent of any previous suspected abuse and/or reports to CPS:

State any other information that may be helpful in establishing the cause of the child's death, injury, or injuries and the identity of the alleged perpetrator(s).

NAME OF PERSON **FILING** REPORT: _____ DATE: _____

SCHOOL: _____ PRINCIPAL: _____ PHONE: _____

NAME OF PERSON WHO **RECEIVING** REPORT: _____

AGENCY: _____ INTAKE #: _____

DISTRIBUTION

1. *A phone report to:*
DCYF Intake
2. *A copy of report for district records emailed to:*
Risk Manager
3. *A copy of the report to*
School Principal/Designee

DCYF Intake Hotline
866-829-2153
Everett Public Schools
[**cps@everettsd.org**](mailto:cps@everettsd.org)

Updated: November 2001
Updated: August 2007
Updated: November 2007
Revised: January 2008
Updated: February 2009
Updated: January 2010
Updated: November 2011
Updated: December 2013

Revised: July 2015
Updated: April 2017
Updated: November 2017
Updated: March 2020
Updated: December 2022
Revised: April 2023
Updated: September 2023