



Everett Public Schools
Special Services
PO Box 2098
Everett, Washington 98213-0098

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, complete this form and send to the Children's Administration Central Intake office. (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

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Parent/Guardian Information

NAME: _____ RELATIONSHIP: _____

STREET/APARTMENT: _____

CITY: _____ STATE: _____ ZIP: _____

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? _____

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).

DATE: _____ PERSON FILING REPORT: _____ SCHOOL: _____

PRINCIPAL: _____ ADDRESS: _____ PHONE: _____

DISTRIBUTION

1. **DCYF Intake**

DCYF REGION 3 INTAKE (Everett Regional) DCYF INTAKE HOTLINE 866-829-2153 DCYF REGION 3 INTAKE FAX 425-513-2553	DCYF Region 3 Everett Regional ATTN: DCYF Region 3 Intake Unit 8625 Evergreen Way Suite 250 Everett, WA 98208
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2. **Special Services—**
 Interdistrict mail to
 the Community
 Resource Center
 (CRC)

District Child Abuse Prevention Services Community Resource Center 3900 Broadway, Everett, WA 98201 425-385-5250

3. **Principal's Copy**

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