**CHILD ABUSE REPORT FORM**

*A verbal report of each incident that is reported to Child Protective Services is to be given to the Superintendent of Schools (or Associate Superintendent) immediately. A written report is submitted to the Catholic Schools Office as soon as possible after the oral report (within five days).*

DATE OF INCIDENT:

SCHOOL:

NAME AND AGE(S) OF INJURED OR NEGLECTED CHILD(REN):

DESCRIBE THE SITUATION. HOW WAS IT DISCLOSED OR OBSERVED? WHO WAS INVOLVED?

WHAT ACTION WAS TAKEN?

REPORT SUBMITTED BY:

DATE SUBMITTED:

PRINCIPAL’S SIGNATURE: