



**CHILD ABUSE/NEGLECT HOTLINE REPORT**

**CHILDREN'S SERVICES HOTLINE 1-800-392-3738**

When a school employee knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, including any report of excessive absences that may indicate educational neglect, they shall directly and immediately report or cause a report to be made to the Missouri Children's Division Child Abuse Hotline at 1-800-392-3738.

The person who has the most information about the incident should make the report. Employees who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the president about the report.

The reporter will complete the Child Abuse/Neglect Hotline Report. The Information Record should be placed in the student's health file marked, "Confidential".

\_\_\_\_\_  
Student Name Grade

\_\_\_\_\_  
School

Date of Hotline Report: \_\_\_\_\_ Time: \_\_\_\_\_

Brief and Factual Reason for Hotline Call: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DFS Case Worker Documenting Report: \_\_\_\_\_ Case Worker ID: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Call Made By: \_\_\_\_\_

Title: \_\_\_\_\_

Other Staff Consulted: \_\_\_\_\_

\_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_