



Suspected Child Abuse, Neglect, or Sexual Abuse Report Documentation

UTAH CHILD ABUSE REPORTING LAW

Utah Code 62A-4a-403 - Reporting Requirements. Requires that school personnel report any knowledge or suspicion of physical, emotional, sexual abuse or child neglect to the appropriate child protective or law enforcement agency. Teachers or other staff must report such instances to the Division of Child and Family Services (DCFS), Child Protective Services (CPS), or a law enforcement officer. Teachers are expected to document this report using this form and give a copy to their building administrator. *(It is recommended that the staff member and administrator make the report together).*

School:	Principal:
Name of Child:	Teacher / Staff:
Date of Birth:	Grade:
Census # (if applicable):	Gender: Female <input type="checkbox"/> Male <input type="checkbox"/>
Name(s) of Parent(s) or Guardian(s):	
Mailing Address:	Physical Address:
Telephone Number:	Cell Phone Number:

Type of Incident: Physical Abuse Emotional Abuse Sexual Abuse Neglect

Give a brief description of the suspected abuse or neglect, describing any injuries, and tell how you became aware of the incident. Also include the date(s) of when these incident(s) occurred, and the names of witnesses and alleged perpetrator if available

Signature of Person Reporting:	Date:
Signature of Building Administrator:	Date:
Report given to - Name of Agency:	
Receiving Officer:	Date:

Follow-up Information: *(attach additional documentation as needed)*

**** Please attach a Student Information Sheet from SIS (Student Information System) ****