



Transfer of Student Responsibility

Interviews, Custody

DCFS or Law Enforcement

4315.4.1 INVESTIGATION AS IT RELATES TO A REPORTING EMPLOYEE

Unless specified as part of the employee's employment duties, no employee shall undertake an independent investigation unless requested to cooperate with DCFS or law enforcement in such an investigation. Any employee of the District who is requested by DCFS or law enforcement to do so shall cooperate with DCFS or law enforcement agency authorized to investigate charges of child abuse and neglect.

Where DCFS requests to interview children during school hours, all District employees shall cooperate and permit such investigations where such an interview is reasonably necessary to the investigation as determined by DCFS within sound and reasonable discretion of DCFS. District employees cooperating with DCFS in such an investigation do not have any obligation to contact the parents of the child being interviewed prior to allowing such interview.

It is not necessary for a District employee to be present during interviews conducted by DCFS during school hours. The employees who are involved in such investigation shall transfer to DCFS the responsibility for the child, for notification of parents and for related duties by providing written notice of relinquishment of responsibility to DCFS or the relevant law enforcement agency involved. Such an example of written notice of the relinquishment of responsibility to DCFS is provided under exhibit A.

The employee shall maintain the confidentiality of and not disclose any information learned in connection with an investigation except with those persons with whom the employee is required to cooperate, including DCFS, law enforcement, or supervisory District officials. Persons making reports or participating in an investigation of alleged child abuse or neglect in good faith are immune from any civil or criminal liability that otherwise might arise from such actions.

The identity of those reporting or investigating child abuse or neglect shall be maintained strictly confidential in such a manner as to insure the anonymity of the persons making the initial report and any others involved in a subsequent investigation.

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 Transfer: <input type="checkbox"/> Interview <input type="checkbox"/> Sheltered Custody <input type="checkbox"/> Arrest <input type="checkbox"/> Other	
Signature of Staff Handling Transfer:	Date:
Signature of Building Administrator:	Date:
<i>My signature below indicates I am taking responsibility for the above named child and releasing San Juan School District from their responsibility for the child, until they are checked back into school. I am also taking responsibility for parent notification. I am authorized and licensed to assume such custody.</i>	
Report given to - Name of Agency:	
Receiving Officer's Name (print):	
Receiving Officer's Signature:	Date:

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