

SERVICE AGENCY REPORT*Confidential***DALLAS SCHOOL DISTRICT #2**

Dallas, Oregon 97338

Student Information

Student Name _____ D.O.B. _____

Address _____ School _____

Parent/Guardian Name _____

Staff Information

Staff Person Making Report _____ Position _____

Describe the nature and extent of the abuse, including any information which could be helpful in establishing the abuse identity of the abuser:

Agency Information**Child Abuse Hotline – State of Oregon 855-503-7233**

Name of agency contacted _____

Agency staff member name _____

Date contacted _____ Time _____ a.m. ☐ p.m. ☐

Method of contact _____

Describe agency response in detail:

Signatures

Staff Person Making Report _____ Date _____

Receiving Administrator _____ Date _____

****FOR CHILD ABUSE CASES THIS FORM IS TO BE COMPLETED UNDER Oregon State Law********FOR CHILD ABUSE CASES INVOLVING A SCHOOL EMPLOYEE, Contact Dennis Engle at 503-623-5594**

Copies to: DO, Principal, Employee

SERVICE AGENCY REPORT FORM PROCESS

Who: Any staff member having reasonable cause to believe that any child has suffered abuse shall report such abuse as required by Oregon State Law

What: “Service Agency Report”

Request the form from an administrator. You may request that the principal work with you and assist you in filling out the form and contacting the appropriate service agency. The “Service Agency Report” form must be completed with one copy going to the building principal, one copy to the district office, and one copy retained by the staff member making the report.

When: The sooner the better, don’t delay. If you have a question, bring that concern to the principal and discuss the matter.