

**Reporting a suspicion of child abuse or neglect**

**Quick reference guide for LCSD employees**

1. You have a suspicion of child abuse or neglect. Trust your gut! If needed, talk the situation through with your principal.
2. Complete the LCSD Child Abuse/Neglect Reporting Form
3. Call in the report to the state reporting hotline: 844-264-5437
4. Fax the LCSD Child Abuse/Neglect Reporting Form to the Lake County Department of Human Services confidential fax line: 719-486-0436
5. Turn in the completed form to your principal
6. DHS may contact you for additional information. You don’t need to take any further action other than responding to their requests for information.

Please don’t:

* Contact the student’s parents
* Interview the student
* Share information about the report with other staff members or students
* Feel guilty for making a report

Remember: we are all mandated reporters and keeping kids safe is our number one priority.

Thank you!