



Manitou Springs School District
DHS Child Abuse and Neglect Reporting Form - Only Complete What You Know
1-844-CO-4-KIDS (1-844-264-5437) Hotline

Date: _____ Name of Reporting School/Dept: _____
DHS Reference #: _____ Grade: _____
Police Call Screen/Case # (if available): _____ Phone: _____
Name/Title of Reporter: _____
Student: _____ DOB: _____ Sex: _____
Address: _____ Zip: _____

Is the student on a plan?

Name and age of other children known to be in the home:

Name of other staff member(s) who were present when you reported:

Did you request follow up from DHS?

Incident Details:

Please check all that apply:

- Sexual abuse
- Other _____

Factual description of abuse/neglect/endorsement. Include known injuries, medical information, any disabilities the victim may have, and possible witnesses (additional room if needed on 2nd page):

Name of Police Agency (if advised):

Staff Member, Counselor or Administrator will do the following:

- Uploaded as attachment in ** PowerSchool and add to Log Entries
- Email to Building Principal
- Email and copy to School Social Worker and School Counselor
- Email Superintendent
- Email Director of Student Success
- Email Director Safety & Security
- Email HR if a Staff Member is involved

* In the event one of the above individuals is named in the report to the DHS report or potentially involved with the incident, this information will not be forwarded to that individual.

** If you are a staff member without the ability to complete a PowerSchool Log Entry, you must notify the School Counselor or Social Worker to update PowerSchool.

Additional Space if needed for factual description of abuse: