

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

Dallas, Oregon 97338

***Student Information***

Student Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_

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 – Marion &amp; Polk County 503-378-6704, State of Oregon 855-503-SAFE

Law Enforcement – Dallas 503-831-3516; Polk Co. Sheriff 503-623-9251

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

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## 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.