



MANITOU SPRINGS SCHOOL DISTRICT 14
DHS Child Abuse and Neglect Form – Only Complete What You Know
1-844-CO-4-KIDS (1-844-264-5437) Hotline

Date:			
Name of Reporting School/Dept:			
DHS Reference #			
Name/Title of Reporter:		Phone:	
Police Call Screen/Case # (if available):			
Name of Police Agency (if advised):			
Student:	Grade:	DOB:	Gender:
Address:		Zip:	
Is this student on a plan?	IEP	504	ELL
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?			
<div style="display: flex; justify-content: space-around;">YESNO</div>			
<u>Incident Details:</u>			
Please check all that apply:			
<input type="checkbox"/> Sexual Abuse	<input type="checkbox"/> Physical Abuse	<input type="checkbox"/> Emotional Abuse	<input type="checkbox"/> Neglect
Other:			
On a scale of 1-10, with 10 being the safest and 1 being the most dangerous, what is the safety level of the student?			
What would you like the department to do?			
What if any supports do the student/family have in place?			
<i>Continue to Next Page</i>			

Factual description of abuse/neglect/endangerment. Include known injuries, medical information, any disabilities the victim may have, and possible witnesses.

Continued on next page (if needed)

Factual Description Continued...

Staff Member, Counselor or Administrator will do the following:

Upload as attachment in **PowerSchool and add to Log Entries

Email Building Principal

Email and copy to School Social Worker and School Counselor

Email Superintendent

Email Director of Student Success

Email Director of Safety & Security

Email HR if a Staff Member is involved

* In the event one of the above individuals is named in this DHS report or potentially involved with the incident, this information should not be emailed 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.

***A copy of this form needs to be put into cumulative file.

Please insert images, if applicable, on the next page.

Insert Images Here. Click on box to upload an image.