

Intradistrict Communication

DATE: August 28, 2025

TO: All Administrators
School Counselors
School Social Workers
School Psychologists

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Child Abuse/Neglect Reporting Process

Utah Code 62A-4a-403 requires any individual with suspicion that a child is being abused or neglected to report their suspicion to the appropriate authorities. District policy *AS70 – Child Abuse-Neglect Reporting by School Personnel* further clarifies that employees should make an initial report of their suspicions to their principal/administrator (or designee). The principal/administrator (or designee) and employee should together make contact with the Division of Child and Family Services (DCFS) and/or local law enforcement to report the suspicion.

If an oral report is made to DCFS via telephone call, there is no longer a need to also send a paper copy of the form to DCFS (note: DCFS has recently introduced an online reporting form; however, school employees are still required by DCFS to make their reports via phone call).

Administrators and employees should understand that reports made in good faith are immune from civil or criminal liability. Additionally, the responsibility for proving or verifying the suspicion lies with DCFS and law enforcement; if there is a question about whether or not an incident or situation should be reported, it should be reported.

USB E Board Rule R277-401-3(1) also requires employees to cooperate with investigations relating to charges of child abuse and neglect, to make no contact with the parents or legal guardians being questioned by DCFS or law enforcement about possible child abuse, and to maintain appropriate confidentiality. If a parent contacts a school employee with questions about if their child was interviewed by or reported to DCFS, the parent should be directed to contact DCFS. School employees may not provide additional information.

The process for reporting and documenting suspicions of child abuse and neglect should be as follows (see Policy AS70 for additional details):

1. When an employee has suspicions of child abuse or neglect, they should report the suspicion to their own immediate supervising principal/administrator or designee.
2. Together, the employee and principal/administrator or designee should make immediate contact with DCFS or law enforcement.
3. Within 24 hours, the employee (alone or with the principal/administrator or designee) should complete the Report of Child Abuse or Neglect form. The form should include relevant details, particularly the time and date of all reports made.
4. When signed by both the employee and principal/administrator or designee, a copy should be promptly sent to Student Services via secure district mail. The original form should be maintained in the principal/administrator's office (separate from the student cumulative files) through the end of the school year.

The Report of Child Abuse or Neglect form (available [at this link](#)) has been updated to clarify this process and to indicate that a paper copy should no longer be sent to DCFS. The updated form is a fillable PDF. Schools may destroy any copies of previous forms.