

LOS ANGELES UNIFIED SCHOOL DISTRICT
NOBLE AVENUE ELEMENTARY SCHOOL

Procedures for Suspected Child Abuse/Neglect

- Call Department of Children and Family Services (DCFS) at 1-800-540-4000 **as soon as possible** once you have **reasonable suspicion** of child abuse/neglect.

- Make sure to get the following information from DCFS and write it down:
 - The report number (write this at the top of the form)
 - The name, title, and badge number of the person taking the report
 - DCFS's plan regarding what action will be taken
 - DCFS's directive as to what you should/should not do regarding the reported child

- You must then fill out a form. You may file on-line at <https://mandreptla.org> or ask an administrator or the School Administrative Assistant (Nury) for a paper form. (Even if DCFS tells you there will NOT be an investigation, you are responsible for filling out and submitting the form.)

- Paper forms must be mailed within 36 hours to:

DCFS
3075 Wilshire Blvd.
5th Floor
Los Angeles 90010

- To verify that a report was taken, the district suggests you send a photocopy of the completed form in a sealed envelope with the flap taped and marked "CONFIDENTIAL" to:

Field Services Team
Office of the Counsel General
333 South Beaudry
20th Floor
Los Angeles 90017

<p style="text-align: center;"><u>Remember:</u> When in doubt, <u>call DCFS.</u></p>
--