

**MESA PUBLIC SCHOOLS
CHILD AND VULNERABLE ADULT ABUSE
REPORTING PROTOCOL**

Preface

Protecting the health and welfare of our students is the most fundamental responsibility of every Mesa Public Schools employee and volunteer. It is imperative that all personnel understand and carry out Arizona’s laws regarding the duty to report allegations of abuse of a child or vulnerable adult.

For the purpose of this Protocol,

“Child” means an individual who is under 18 years of age.

“Vulnerable adult” means an individual who is 18 years or older and who is unable to protect himself or herself from abuse, neglect, or exploitation by others because of a mental or physical impairment.

Failure to comply with the child and vulnerable adult abuse laws is a crime and a serious violation of District policy that may result in dismissal from employment. Above all, it is an act of neglect toward a minor or vulnerable adult who may need the help of caring adults.

This Protocol will guide Mesa Public Schools employees and volunteers through the process of reporting allegations of abuse and possible unprofessional conduct by certificated teachers and administrators. Please familiarize yourself with this Protocol and maintain it as a resource for reporting allegations of abuse.

Additional Information

For further information, review the MPS Child and Vulnerable Adult Abuse Policy GBF and contact the Protocol Coordinator:

Al Moore (480-472-1150)
Director of School Safety and Security

I. CHILD AND VULNERABLE ADULT ABUSE REPORTING LAWS

Under Arizona law, school district personnel who, when acting in the scope of their employment, develop a reasonable belief that a student is or has been a victim of abuse must immediately report or cause a report to be made to a law enforcement officer or the Department of Child Safety (DCS) for a minor, or to Adult Protective Services (APS) for a vulnerable student age 18 or older, depending on the circumstances. The initial report must be followed by completion of a report record in the District's OnBase Child or Vulnerable Adult Abuse Reporting System.

Types of Abuse

Child abuse includes any of the following three categories of abuse:

1. **Physical Abuse** – nonaccidental injury to the student's physical condition, including bruises, burns, bleeding, and bone fractures.
2. **Neglect** – physical and emotional neglect of the student, including denial or deprivation of physical or mental health care or nourishment and furnishing alcohol or illegal drugs to the student.
3. **Sexual Abuse** – any intentional physical contact with a student's genital area or a female student's breast, including sexual intercourse, assault, and molestation. Also, sexual exploitation of a minor, by video or other media including recording, filming, photographing, developing, or duplicating any visual depiction in which a minor is engaged in exploitation or sexual conduct.

Vulnerable adult abuse includes categories of abusive conduct that are similar to child abuse:

1. **Abuse** –
 - Intentional infliction of physical harm; injury caused by negligent acts of omission
 - Unreasonable confinement
 - Sexual abuse or sexual assault
2. **Neglect** – A pattern of conduct without the person's informed consent resulting in deprivation of food, water, medicine, medical services, shelter, cooling, heating, or other services necessary to maintain minimum physical or mental health.
3. **Exploitation** – The illegal or improper use of a vulnerable adult's resources for another's profit or advantage.

Important Notes about Sexual Abuse Allegations

Sexual abuse excludes consensual sexual relations between children who are 14 through 17 years old. Consensual sexual relations between students should be referred to the school counselor for evaluation to determine what action, if any, is appropriate.

Sexual abuse excludes sexual harassment that does not involve physical contact with a student's genital areas or a female student's breast. If it is unclear whether a student who alleges sexual harassment was touched in the genital area or the breast, the incident should be handled as possible abuse. If the sexual harassment allegations do not indicate touching of the genital areas or breast, the incident should be referred to a school administrator for investigation.

II. ABUSE REPORTING PROCEDURES

Step 1. The employee receives information that a student may be a victim of abuse.

The duty to report applies to all District employees when acting in the scope of their employment with Mesa Public Schools. District volunteers must also report suspected abuse when acting as a volunteer. Field trips are considered on-duty school activities regardless of the time, day, or location of the event. Abuse incidents that occur out-of-state should be reported immediately to the local law enforcement where the incident occurred.

Information about possible abuse may come from the student, from the informant's personal observations, or from third parties. The employee should not make judgments about the credibility of information provided by a third party without advising the school administration.

A District employee who receives information while working in an after-school program operated by an organization other than the District remains under the duty to report. In this situation, the employee should follow the abuse reporting protocol established by that organization. If that organization has no established protocol, the employee may follow the MPS abuse reporting procedures or independently submit an abuse report to law enforcement or to DCS/APS.

Step 2. The employee immediately informs a supervisor or the school administration.

The employee should avoid gathering any more information once he/she has determined that enough information is known to establish that abuse is suspected.

If the employee is unable to immediately inform a supervisor or administrator (for example, because the employee becomes aware of the suspected abuse at the end of the day and a supervisor or administrator is not available), the employee should call local law enforcement or DCS/APS to report the suspected abuse. The employee should not delay a telephone report to local law enforcement or DCS/APS until the next day.

Step 3. The employee or supervisor/administrator questions the student or third party only to the extent necessary to establish "reasonable belief" or jurisdiction of local law enforcement or DCS/APS.

The employee's duty is to report, not investigate, possible abuse. Excessive questioning by school personnel — particularly when the allegations concern sexual abuse — may jeopardize a criminal investigation.

The four basic questions to ask a student who is self-reporting possible abuse are:

- What happened?
- Who did it?
- When did it happen?
- Where did it happen?

No questions — other than the four basic questions — should be asked of a student who is self-reporting. When the employee or supervisor/administrator receives a sexual abuse allegation from a third party (i.e., a person outside of the District), the matter should be referred directly to law enforcement or DCS/APS without asking the four basic questions of the student.

No photographic or video images of the student will be recorded or maintained unless direction to do so is given by law enforcement or DCS/APS.

Step 4. The employee or supervisor/administrator will determine whether there is sufficient information to form a reasonable belief that the student is a victim of abuse and, if the reporting threshold is met, decide between them who will make the abuse report.

The duty to report arises whenever there is sufficient information — regardless of the source — to form a reasonable belief that a student is a victim of child abuse or vulnerable adult abuse. An employee does not need visual evidence of abuse to meet the reporting threshold. If unsure about whether the information establishes a reasonable belief that abuse has occurred, the supervisor/administrator may call the MPS Director of School Safety and Security for an evaluation of the situation.

When the reporting threshold is met, the employee must make an abuse report or cause a supervisor/administrator to make an abuse report to an appropriate authority. If an employee reports possible child abuse to a supervisor/administrator but the supervisor/administrator neglects or declines to make a required report, both the employee and supervisor/administrator may be held criminally liable for failing to report.

Therefore, the employee and supervisor/administrator must communicate clearly to the other: (i) whether he or she believes the reporting threshold has been met, and (ii) who will make an abuse report if one or the other believes the reporting threshold has been met. If at any time a supervisor/administrator decides that the reporting threshold has not been met, he or she must inform the employee of the decision and advise that the employee may independently choose to make an abuse report to law enforcement or DCS/ACP.

Step 5. When it has been decided that the reporting threshold is met, the person designated to make the report will make the report to law enforcement or DCS/ACP immediately.

An abuse report must be made immediately after the reporting threshold is met. A report cannot be delayed until the next day. Whether an abuse report should be made to law enforcement or to DCS/APS is determined by the type of suspected abuse and whether the suspected perpetrator lives in the victim's home, if the victim is a child.

Type of Abuse	Abuse of Child by Parent/Guardian or Person Living in Victim's Home	Abuse of Child by Person Living Outside Victim's Home	Abuse of Vulnerable Adult
Physical Abuse	Call law enforcement or DCS	Call law enforcement only	Call law enforcement or APS
Sexual Abuse	Call law enforcement or DCS	Call law enforcement only	Call law enforcement or APS
Neglect	Call law enforcement or DCS	Call law enforcement or DCS	Call law enforcement or APS
Mental/Emotional	Call DCS	Call DCS	Call law enforcement or APS

Call DCS at 1-888-767-2445. Call APS at 1-877-767-2385. If the call should be made to law enforcement, choose the law enforcement agency with jurisdiction of the location where the suspected abuse took place:

- City of Mesa Police, call 480-644-2211.
- City of Chandler Police, call 480-782-4130.
- Maricopa County Sheriff, call 602-876-1011.
- Salt River Pima Maricopa Indian Community, file an online report at: https://secure.srpmic-nsn.gov/cps_referral You should receive an immediate confirmation that your report has been received. If you are not contacted within an hour of submitting the report, call 480-362-2600 and ask for a caseworker.

Step 6. When an abuse report has been made, the employee or supervisor/administrator making the report will complete the Child or Vulnerable Adult Abuse Report form using the District's OnBase system.

The OnBase system is a District record system only. Completion of an abuse report form using the OnBase system does not transmit the form to law enforcement or DCS/APS. Law enforcement or DCS/APS must be called to satisfy the duty to report abuse. (See page 12 for information regarding OnBase.)

Step 7. If law enforcement or DCS/APS are delayed in responding to an abuse report, the supervisor/administrator will attempt to consult with law enforcement before releasing the student to go home.

If the law enforcement or DCS/APS investigator may be delayed past the time for release of the student from school, the supervisor/administrator will request direction from law enforcement or DCS/APS as to whether the student should remain at the school. If law enforcement or DCS/APS declines to give specific directions to hold the student, the school will release the student to go home at the end of the school day. In any situation where a supervisor/administrator is uncertain of the appropriate action, he or she may call the Director of School Safety and Security (480-472-1152) or the Mesa Family Advocacy Center (480-644-4075) for guidance.

Step 8. If the law enforcement or DCS/APS investigator requests to interview or take custody of the student, the investigator must complete the appropriate form, indicated below, to document the purpose of the interview.

For an interview by DCS, a signed DCS form letter will be provided to the school by the DCS investigator.

If the student will be taken into temporary custody by DCS, DCS will give the school a Notice of Removal and will provide the parent or guardian with a Temporary Custody Notice.

For an interview by APS, contact the Director of School Safety and Security for guidance.

For an interview by law enforcement, MPS's Student Interview or Custody Transfer by Law Enforcement Officer for Child or Vulnerable Adult Abuse Investigation (form GBF-R-F) must be completed and signed by the law enforcement investigator.

The MPS form and sample DCS forms are available in both the "Other Guidelines" section of the Legal Services website located at: www.mpsaz.org/legal/employees/other_guidelines/ and in the "Forms" section located at: <http://www.mpsaz.org/legal/forms/>.

Step 9. When law enforcement or DCS/APS have provided or completed the appropriate forms for access to the student, the superintendent/administrator will cooperate with requests for assistance from the investigator.

School employees should not participate in an abuse interview unless requested by the law enforcement or DCS/APS investigator.

If the student will be taken into temporary custody by law enforcement, the investigator must check the appropriate box and sign the Student Interview or Custody Transfer by Law Enforcement Officer (form GBF-R-F) to confirm that the student has been taken into temporary custody and that law enforcement will notify the parent or guardian of the student's removal.

If the student will be taken into temporary custody by DCS, then DCS will give the school a Notice of Removal and will provide the parent or guardian with a Temporary Custody Notice.

School employees should not notify the parent or guardian of a student who is a possible abuse victim unless authorized by the law enforcement or DCS/APS investigator. However, if the parent or guardian asks if the student has been contacted by a law enforcement or DCS/APS investigator, school employees may confirm the contact and refer the parent or guardian to the appropriate agency. If the parent or guardian asks for a phone number to contact law enforcement or DCS/APS, that information may be provided.

Step 10. If the alleged abuse involves possible misconduct by an MPS employee, the supervisor/administrator will immediately advise the appropriate Area Assistant Superintendent.

Allegations of child or vulnerable adult abuse by a District employee are investigated by a District-level administrator. If the misconduct is by a certificated employee, the Executive Director of Human Resources must file, within three days, a report of possible unprofessional or immoral conduct with the Certification Unit of the Arizona Department of Education.

III. CONFIDENTIALITY

Law enforcement and DCS/APS may occasionally request educational records of a student in connection with their abuse investigations. Under FERPA (Family Educational Rights and Privacy Act), these officials may have immediate access to a student's educational records if they advise the school administrator that the records are needed to respond to an immediate health or safety emergency. If law enforcement or DCS/APS cannot confirm a health or safety emergency, the only information that can be provided immediately is "directory information," such as the student's name, address, telephone number and enrollment dates. Other information can be provided only with parent consent or after receipt of a subpoena or court order.

All school employees must exercise care to maintain the confidentiality of information concerning an abuse report, including the identity of alleged victims, alleged perpetrators, and persons who report. Inquiries from a parent or guardian regarding the identity of the school employee or supervisor/administrator who made an abuse report must be declined. The school may provide the contact information of the agency that interviewed or removed the student from the school.

A record entered in the District's OnBase child abuse reporting system and all forms signed or presented by law enforcement or DCS to interview or remove a student are confidential records and will not be disclosed without authorization of the Superintendent or designee.

IV. QUESTIONS & ANSWERS ABOUT CHILD ABUSE REPORTING

Arizona Revised Statute §13-3620 (the "Child Abuse Reporting Law") requires school personnel who reasonably believe that a child is the victim of child abuse to immediately report the matter to a law enforcement officer or to DCS. Here are answers to some of the most common questions asked about child abuse reporting. Questions regarding the duty to report child abuse in specific situations can be obtained by calling the DCS child abuse hotline at 1-888-767-2445.

Question: Who must report?

Answer: The Child Abuse Reporting Law places a duty to report on all persons who are caregivers to children. All school personnel, including certificated and classified staff, have a duty to report child abuse when acting in the course of their employment. Thus, a teacher who, while at home, happens to hear of possible child abuse by a neighbor, is not legally obligated to report the matter. However, school personnel who are not working for the District, but who are providing child care services for another employer, such as a City Parks & Recreation Department, continue to have a duty to report child abuse while acting in the scope of their other employment.

Question: What offenses fall under the Child Abuse Reporting Law?

Answer: For the purposes of this Mesa Public Schools Child and Vulnerable Adult Abuse Reporting Protocol, it is helpful to think of the child abuse reporting duty as

covering the three categories of abuse described in Part I: physical abuse, neglect, and sexual abuse.

The Child Abuse Reporting Law, however, actually lists six categories of offenses or acts that must be reported. The following is more detailed information about each of these categories:

1. Physical Injury

The Child Abuse Reporting Law does not define “physical injury,” but this term is defined in §13-3623 as “the impairment of physical condition and includes any skin bruising, pressure sores, bleeding, failure to thrive, malnutrition, dehydration, burns, fracture of any bone, subdural hematoma, soft tissue swelling, injury to any internal organ or any physical condition that imperils health or welfare.” The descriptive title of the statute indicates that, like neglect, a physical injury is not reportable unless the reporter reasonably believes that the physical injury was “inflicted on the minor by other than accidental means” or that the physical injury “is not explained by the available medical history as being accidental in nature.”

2. Abuse

“Abuse” means the “infliction or allowing of physical injury, impairment of bodily function or disfigurement or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal or untoward aggressive behavior and which emotional damage is diagnosed by a medical doctor or psychologist pursuant to section §8-821 and is caused by the acts or omissions of an individual having care, custody and control of a child.” Abuse includes all “reportable offenses” described below.

3. Child Abuse

Child abuse occurs when a person causes a child “to suffer physical injury or abuse,” or “to cause or permit a child or health of a child to be injured, or to cause or permit a child to be placed in a situation where the child or health of the child is endangered.” (§13-3623) Child abuse (as defined in the statute) is a crime only if the actions of the abuser are intentional, reckless, or criminally negligent.

4. Reportable Offenses

Reportable offenses are any of the following:

- **Child prostitution** (§13-3212), which is knowingly causing, using, or permitting a minor to engage in “prostitution” (i.e., “engaging, agreeing or offering to engage in direct or indirect fondling or manipulating of any part of the genitals, anus or female breast, penetration into the penis, vulva or anus by any part of the body or by any object, oral contact with the penis, vulva or anus or flagellation or torture by or upon a person who is nude, clad in undergarments or in revealing or bizarre costume or while fettered, bound or otherwise physically restrained”) or receiving any benefit from placing a minor into prostitution, financing, managing, supervising, controlling or owning prostitution activity involving a minor, or transporting a minor with the intent that the minor engage in prostitution.
- **Commercial sexual exploitation of a minor** (§13-3552), which is knowingly using, employing, persuading, enticing, inducing or coercing any

minor, or permitting a minor under the perpetrator's custody or control, either (i) to engage in or assist others to engage in "exploitative exhibition" (i.e., "actual or simulated exhibition of the genitals or pubic or rectal areas for the purpose of sexual stimulation of the viewer") or other "sexual conduct" (i.e., "actual or simulated sexual intercourse, penetration of the vagina or rectum by any object, bestiality, or masturbation, sadomasochistic abuse or defecation or urination for the purpose of sexual stimulation") for the purpose of producing any visual or print medium or live act depicting such conduct; or (ii) to expose the genitals or anus or the areola or nipple of the female breast for financial or commercial gain, or transporting or financing the transportation of any minor with the intent that such minor engage in prostitution, exploitative exhibition or other sexual conduct for the purpose of producing a visual or print medium or live act depicting such conduct.

- **Furnishing to a minor over the Internet items that are harmful to a minor** (§13-3506.01)
- **Incest** (§13-3608), which is knowingly committing fornication or marriage between persons 15 or more years of age who may not legally marry.
- **Indecent exposure** (§13-1402), which is exposure of one's genitals or anus or the nipple or areola of the female breast when another person is present and a reasonable person would be offended.
- **Molestation of a child** (§13-1410), which is intentionally or knowingly engaging in or causing a person to engage in "sexual contact" except sexual contact with the female breast, with a child under 15 years of age.
- **Public sexual indecency** (§13-1403), which is recklessly engaging in sexual contact, sexual intercourse, or bestiality when another person is present and a reasonable person would be offended or alarmed by such act.
- **Sexual abuse** (§13-1404), which is "intentionally or knowingly engaging in sexual contact" (i.e., "any direct or indirect touching, fondling or manipulating of any part of the genitals, anus or female breast by any part of the body or by any object, or causing a person to engage in such contact") with any person 15 or more years of age without the consent of that person or with any person who is under 15 years of age if the sexual contact involves only the female breast.
- **Sexual assault** (§13-1406), which is intentionally or knowingly engaging in "sexual intercourse" or "oral sexual contact" with any person without consent "of such person.
- **Sexual conduct with a minor** (§13-1405), which is intentionally or knowingly engaging in "sexual intercourse" (i.e., "penetration into the penis, vulva or anus by any part of the body or by any object, or masturbatory contact with the penis or vulva") or "oral sexual contact" (i.e., "oral contact with the penis, vulva or anus") with any person who is under 18 years of age.

- **Note:** Reporting is not required for sexual conduct with a minor “if the conduct involves only minors age 14, 15, 16 or 17 and there is nothing to indicate that the conduct is other than consensual.”
- **Sexual exploitation** (§13-3553), which is knowingly recording, filming, photographing, developing, duplicating, distributing, transporting, exhibiting, receiving, selling, purchasing, possessing or exchanging any visual or print medium, in which minors are engaged in “exploitative exhibition” or other “sexual conduct.”
- **Surreptitious photographing, videotaping, filming or digitally recording of a minor** (§13-3019), which is use of a photography, videotape, film, or digital recording device to secretly view or record a minor, without the minor’s consent, under either of the following circumstances: (i) in a restroom, bathroom, locker room, bedroom or other location where the minor has a reasonable expectation of privacy; and (ii) while the minor is urinating, defecating, dressing, undressing, nude, or involved in sexual intercourse or sexual contact.

5. Neglect

“Neglect” is not defined in the statute but is limited to “neglect that appears to have been inflicted upon such minor by other than accidental means or which is not explained by the available medical history as being accidental in nature.”

6. Denial or Deprivation of Necessary Medical Treatment, Surgical Care or Nourishment of an Infant

“Denial or deprivation of necessary medical treatment, surgical care or nourishment” is not defined in the statute but is limited to denial or deprivation of necessary medical treatment, surgical care or nourishment “with the intent to cause or allow the death of an infant protected under §36-2281.” A.R.S. §36-2281 protects a child less than one year of age that is born with a handicap, not wanted by the parent(s) or guardian, born alive by natural or artificial means, or in need of necessary lifesaving medical or surgical care.

Question: Does the age of the alleged victim or perpetrator make a difference?

Answer: No. The reporting duty applies when the victim is a minor, that is, a person younger than 18 years old. The age of the person suspected of inflicting child abuse is not relevant to the reporting obligation, except in the instance of consensual sexual conduct between minors. Reporting is not required for sexual conduct between minors “if the conduct involves only minors age 14, 15, 16 or 17 and there is nothing to indicate that the conduct is other than consensual.”

Question: How certain must a person be that child abuse has occurred to have a duty to report?

Answer: The duty to report applies whenever a school employee “reasonably believes that the minor is or has been a victim” of child abuse. The law imposes a duty to report possible child abuse, not to investigate it. School personnel should

understand that the reporting threshold is met whenever there is sufficient information, regardless of the source, to form a reasonable belief that a child is a victim of child abuse. Visual evidence of physical abuse is not necessary to meet the mandatory reporting threshold.

Question: **How should a person report child abuse?**

Answer: Mesa Public Schools has established a District Child and Vulnerable Adult Abuse Reporting Protocol. A staff member who believes that a student may be a victim of child abuse should report the matter to his or her supervisor or administrator and determine who will call law enforcement or DCS, and assist law enforcement or DCS with its investigation. A telephone report is made by immediately calling a law enforcement agency or DCS to report the matter.

Note: If the employee is unable to immediately inform a supervisor or administrator (for example, because the employee becomes aware of the suspected abuse at the end of the day and a supervisor or administrator is not available), the employee should call local law enforcement or DCS to report the suspected abuse. The employee should not delay a telephone report to local law enforcement or DCS until the next day.

A staff member who reports possible child abuse may ask the principal or nurse/health assistant to clarify whether a report was made. If the staff member is dissatisfied with the status of the matter, he/she may make a child abuse report independently of the school.

A record of the child abuse report must be created and stored in the District's OnBase system.

The report record must include:

- The student's name, location, permanent ID, and the report date.
- The name of the DCS case worker or law enforcement officer's name, badge number, and report number.
- The nature of the suspected abuse or neglect.

Question: **Could a person be sued for making an abuse report?**

Answer: Yes, but the legal risk faced by a District employee who reports abuse is minimal for two reasons: First, the law grants immunity to a reporter unless he/she "acts with malice." The "malice" requirement creates a very difficult evidentiary standard and, thus, acts as a significant deterrent to a lawsuit. Second, MPS defends and indemnifies its employees when sued for acts in good faith and in the scope of their employment. An employee who reports possible abuse in accordance with the District's Child and Vulnerable Adult Abuse Reporting Protocol is clearly acting within the scope of his/her duty.

Question: What are the penalties for failing to report child abuse?

Answer: A school employee who fails to report sexual child abuse in violation of the Child Abuse Reporting Law is guilty of a class 6 felony. All other violations are a class 1 misdemeanor. A violation may also be grounds for revocation of an educator's teaching or administrative certificate by the State Board of Education. Failure to report could result in loss of employment.

V. ADDITIONAL INFORMATION ABOUT VULNERABLE ADULT ABUSE REPORTING

Arizona Revised Statute §46-454 requires persons who have responsibility for the care of a vulnerable adult and who have a reasonable basis to believe that abuse or neglect has occurred, including certificated and classified staff, have a duty to report abuse of vulnerable adults when acting in the course of their employment.

Vulnerable adults are adults who are unable to protect themselves from abuse, neglect, or exploitation by others because of a mental or physical impairment. District students who are age 18 or older and have significant mental or physical disability should be regarded as vulnerable adults.

Vulnerable adult abuse is similar in scope to child abuse. The vulnerable adult abuse reporting law also includes "a pattern of ridiculing or demeaning a vulnerable adult, making derogatory remarks to a vulnerable adult, verbally harassing a vulnerable adult or threatening to inflict physical or emotional harm on a vulnerable adult."

The protocol for reporting vulnerable adult abuse is the same as reporting child abuse. However, the report is made to the State Adult Protective Services (APS), rather than to the Department of Child Safety (DCS). The APS Hotline is 1-877-767-2385.

VI. FORMS

1. Student Interview or Custody Transfer by Law Enforcement Officer for Child or Vulnerable Adult Abuse Investigation

To locate this form, see GBF-R-F in the forms index on the Legal Services website.

2. Child and Vulnerable Adult Abuse Report (electronic form using OnBase)

To view instructions to complete this form, go to the lower right-hand corner of the District's main web page and select "Employees" under "More Resources." Under "Quick links" on the "Employee Resources" page, see "Child and Vulnerable Adult Abuse Reporting" and select "OnBase instructions." To log in, you will need your Active Directory username and password.

To locate the form, use the Google Chrome browser and enter <http://Onbase.mpsaz.org> as the URL or select "Employees" under "More Resources" in the lower right-hand corner of

the District's main webpage and then select the "OnBase Application" button under "Resources" on the right side of the page. If you do not see an option for the "Child/Vulnerable Adult Abuse Report" after logging into OnBase, select the down arrow to the right of "Document." Next, select "Workview" and either "Select an Application" or "Child Abuse Report." Then click on "Create" to open the form.

3. DCS Forms

DCS has created a form letter for its investigator to present to the school when requesting to interview a student or obtain student records in connection with a child abuse investigation.

Sample copies of the forms used by DCS investigators are available in the forms index on the Legal Services website. To view or print these forms, go to section "G" in the forms index and scroll past MPS form GBF-R-F.

4. Salt River Pima-Maricopa Indian Community Form

A sample of the SRPMIC CPS student interview form is available on the Legal Services forms index. If other SRPMIC forms become available, they will also be posted on the Legal Services forms index.