



Ogden Preparatory Academy

Youth Concern Reporting Form

INSTRUCTIONS

This form shall be completed by mandatory reporters employed at Ogden Preparatory Academy. The report shall be turned into the building counselor and kept by the counselor in a secured file.

GENERAL INFORMATION

Report date:	Case opened? Yes or No	Case #
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REPORTING PARTY

Name of Mandated Reporter	Title
Reporter's Address	Reporter's Phone Number
Signature	Did reporter witness the incident? Y or N

REPORT NOTIFICATION

Report Sent to: Police DCFS Other _____		
Agency Name		Phone Number
Agency Address		
Person Contacted	Date	Time

VICTIM INFORMATION

Victim Name	Birthdate	Sex	Race
Home Address			
Home Phone		Present Location	
Sibling Name	Birthdate	Sex	Race
Sibling Name	Birthdate	Sex	Race
Sibling Name	Birthdate	Sex	Race
Sibling Name	Birthdate	Sex	Race
Sibling Name	Birthdate	Sex	Race
Mother's Name	Phone Number	Race	Primary Language
Address			
Father's Name	Phone Number	Race	Primary Language
Address			

INCIDENT INFORMATION

Incident Date	Time	Location
Address		
Type of suspected abuse (check all that apply)		
Physical	Sexual	Emotional
Physical Neglect	Educational Neglect	Other

Narrative Description (How information came to the mandatory reporter and steps taken):

Summarize what the abused child or person accompanying the child said happened:

Explain known history of similar incidents for this child: