Children Services notifies Board of Education when appropriate.

Convenes meeting regarding appropriate action suspect.

Meeting participants:
1. Chief Human Resources Officer
2. General Counsel
3. Appropriate Site Administrator

**Within 36 Hours After Phone Call**
(Select one option only)

- Submits written report on Form SS 8572 by mail
- Submits written report on Form SS 8572 by fax
- Submits written report on Form SS 8572 electronically (web based)

HHSA cross references report with SDPD Child Abuse Team

SDPD Child Abuse Team

<table>
<thead>
<tr>
<th>District employee reasonably suspect child abuse</th>
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<tr>
<td>After filing report notifies Principal or appropriate Site Administrator</td>
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<tr>
<td>Principal/Site Administrator contacts Chief Human Resources Officer</td>
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<td>Chief Human Resources Officer</td>
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**AS Soon As Possible**

Makes the telephone (verbal) report. Must contact either of the two agencies:
- SD County Health & Human Services Agency (HHSA) (858) 560-2191 or (800) 344-6000
- San Diego Police Dept. (SDPD) (619) 531-2260

**Information Required**
1. Name of person making report.
2. Name of Child.
3. Present location of child.
5. Other information on request.

SDUSD AP 6370
October 2009