

51A PROCESS SHEET

1. Report made by _____ to _____ on _____
(child's name) (staff's name) (date)
2. Date reported to building principal and/or school psychologist: _____.
3. Date reported to School Nurse: _____.
4. Date student seen by School Nurse: _____ (if appropriate).
5. Date reported to the Superintendent _____.
6. 51-A called in to Protective Service Unit of the Department of Children and Families:

(date) (name of reporter)
7. 51-A written report filed with Protective Service Unit of the Department of Children and Families:

(date) (name of reporter)
8. Name of the D.C.F. Intake Worker: _____.
9. Date D.C.F. interviewed the child: _____.
10. D.C.F. indicated initial findings of: (attach letter from D.C.F.)
_____ substantiated abuse/neglect
_____ unsubstantiated abuse/neglect on _____
(date)
11. Case assigned to D.C.F. worker: _____
(name)
12. Date initial reporter informed of D.C.F. findings: _____.