

**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: \_\_\_\_\_.