

**ADMINISTRATIVE PROCEDURES**

**Notification of Principal About Referral to D.C.F.S.**

Any employee notifying D.C.F.S. must also inform the Principal within the same day. The employee must complete the form called "Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters," 5:90-E1 or can be found at: [http://www.state.il.us/dcf/library/com\\_communications\\_forms.shtml](http://www.state.il.us/dcf/library/com_communications_forms.shtml)

**Notification of Parents About Referral to D.C.F.S.**

Parents will be notified of a D.C.F.S. interview of a child on a case-by-case basis. It shall be the judgment of the Principal as to the timeliness of the notification.

ADOPTED: June 1, 2010

REVISED: September 30, 2013