Incident Report

Date:
Time:
Location:

During the (*Time of day and date*) it was disclosed to me by a *(detail of individual including name and age if a minor),* that there was an incident _____. *(Name of individual)* shared that

_____
_____
_____.
(Name of individual if a minor) currently resides with her legal guardians,
_____.
Due to Indiana Law, as well as due to the nature of the reports and my duties in this role as a mandated reporter, a follow-up report was made to DCS (report number _____), in the presence of *(adult reporting incident)* at approximately *(Time and date)*. The details of the report to DCS included the information above which had been shared with me by the child as well as relevant contact information and home address.

Signatures of all staff present:

_____

_____

_____