

**DIOCESE OF TYLER
CATHOLIC SCHOOLS OFFICE**

CPS (CHILD PROTECTIVE SERVICES) REPORT

I, _____, made a report to CPS on _____
DATE
at _____.
TIME

The CPS person who took my call was _____.
PRINT NAME

The Case Number given was _____.

(_____ My report was made through your secure website. A copy of the response I received is attached.)

The report concerned _____
PRINT NAME OF CHILD

The circumstances that demanded the report (date and place of the alleged incident and any other information)

Signed: _____
EMPLOYEE MAKING THE REPORT

Signed: _____
PRINCIPAL OF THE SCHOOL

Directions:

1. The principal will mail this form to CPS confirming the report.
2. If the report was made through the DPS secure website, attach all documentation received.
3. The principal will keep a copy of this form, along with documentation at the school.
4. The principal will send a copy of this form, along with documentation to the Superintendent.
5. Know that the Superintendent will copy the report and send a copy to the Promoter of Justice for the Diocese of Tyler.
6. The report will be mailed within three (3) working days of the phone call or website report.

Two Ways to Report Abuse

1-800-252-5400

Call our Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide.

www.txabusehotline.org

Make your report through our secure web site and you will receive a response within 24 hours.

•

E-mail reports of suspected abuse or neglect are not accepted.