



TROY AREA SCHOOL DISTRICT

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Troy, Pennsylvania 16947

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Mandated Reporting Procedures

Changes in the law effective December 31, 2014 now requires that ALL school employees are mandated reporters and must now make reports themselves. All employees will be required to complete a 3-hour course for certification of the Mandated Reporting in Pennsylvania through an [online course](#) with the University of Pittsburgh. The certification is valid for 5 years.

Procedures for Electronic Reporting to Childline

1. To make a report electronically, go to http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/form/c_137044.pdf . An initial account needs to be made. Any subsequent reports you can login to the account made.
2. Email the building Principal, School District Social Worker, School Counselor(s), and School Nurse to inform them of the report. Information should include "A report was made to Childline at (indicate time) on (date) regarding (the student's name)".
3. Provide a copy of the electronic report to the student's building principal.

Procedures for Verbal Reporting to Childline

1. Call Childline at 1-800-932-0313 and make the report. You will need to provide demographic information as well as any detailed information.
2. Email the building Principal, School District Social Worker, School Counselor(s), and School Nurse to inform them of the report. Information should include: "A report was made to Childline at (indicate time) on (date) regarding (the student's name)".
3. Provide a copy of the CY 47 form to the child's building principal as soon as possible.

Your signature below indicates that you have read these policies and understand your obligations as an employee. Your signature also confirms that the District has offered to fully explain this policy and answer any questions you might have concerning your obligations.

Employee Signature

Date

Print Name