



PROCEDURE FOR REPORTING CHILD ABUSE

- ✓ **Step 1:** Call ChildLine at 1-800-932-0313 or file an electronic report at www.compass.state.pa.us/cwis. Keep a copy of any written report that is filed for your records.

- ✓ **Step 2:** Within 48 hours of an oral report, file a written report to the county CYS agency in the county in which the alleged abuse occurred. If an electronic report was filed under step 1, the county is automatically notified and there is no need to file a written report with the county agency.

- ✓ **Step 3:** Immediately notify school administration that a report was filed. Keep a copy of this notification for your records.