

# **GADSDEN COUNTY SCHOOL DISTRICT**

## **SCHOOL DISTRICT EMPLOYEES MANDATED REPORTING REQUIREMENT**

This memorandum serves as a reminder to all district employees that we are Mandated Reporters of child abuse and neglect. Florida Statute 39.201 (see attached) requires district employees to immediately report known or suspected incidents of child abuse, abandonment, or neglect. I am attaching the Statute for your convenience.

You may report child abuse, abandonment, or neglect in three ways:

- 1) Call the Child Abuse Hotline, which is available 24/7.
  - a) Telephone: 800-962-2873
  - b) Florida Relay 711
  - c) TTY: 800-955-8771
- 2) FAX a detailed written report with your name and contact telephone or FAX contact information using the Florida Abuse Hotline's fax reporting form to 800-914-0004. See attached Mandated Reporting FAX Form.
- 3) WEB reporting (<https://reportabuse.dcf.state.fl.us/Child/ChildForm.aspx>), which should not be used for situations requiring immediate attention.

Telling your immediate supervisor of a child abuse, abandonment, or neglect incident is not the same as submitting a mandated report. If you have knowledge of child abuse, abandonment, or neglect, **YOU must report this** knowledge using one of the methods describe above. If the report involves a Gadsden County School District student or employee, please also report this information to your immediate supervisor who will in turn notify me.

In Florida, the crime of Failure to Report Child Abuse or Neglect is a Third Degree Felony and punishable by **up to five (5) years in prison, five (5) years of probation, and a \$5,000 fine**. Failure to Report Child Abuse or Neglect is assigned a Level 1 offense severity ranking under Florida's Criminal Punishment Code.

FROM THE OFFICE OF THE SUPERINTENDENT  
Elijah Key, Jr.