

Mandatory Reporting Training

Completion Quiz

Employee/Volunteer Name: _____

Date: _____

Site/Department: _____

Passing Score: 80%

Please select the **best answer** for each question.

1. Who has a personal legal duty to report suspected abuse or neglect?

- A. Only administrators and counselors
- B. Only certificated employees
- C. Every mandated reporter who has the required reasonable belief or direct knowledge
- D. Only the employee designated by the principal

2. What level of certainty is required before making a mandatory report?

- A. Proof that abuse or neglect occurred
- B. A reasonable belief
- C. Confirmation from an administrator
- D. A statement from the student's parent or guardian

3. You have direct knowledge of suspected abuse and immediately tell your principal. What should you do next?

- A. Wait for the principal to determine whether a report is necessary
- B. Ask the principal to make the report for you
- C. Personally make the required report immediately
- D. Document the concern and wait for additional information

4. Which statement BEST describes the role of a school employee when abuse or neglect is suspected?

5. When should a required report of suspected abuse or neglect be made?

- A. By the end of the workday
- B. After discussing the situation with a supervisor
- C. Within three business days
- D. Immediately

6. Does notifying your supervisor satisfy your legal mandatory reporting responsibility?

- A. Yes, as long as the notification is in writing
- B. Yes, if the supervisor agrees to make the report
- C. No. Internal notification does not replace the legally required report
- D. No, unless the employee is a teacher

7. A student makes a concerning disclosure to you. Which response is MOST appropriate?

- A. Ask detailed questions so you can determine exactly what happened
- B. Promise the student that you will keep the information confidential
- C. Listen, reassure the student, report immediately, and document facts only
- D. Contact the student's family before deciding whether to report

8. An employee reports suspected abuse in good faith. Which statement is true?

- A. The employee may be reassigned until the investigation is completed
- B. Good-faith reporters receive protections from retaliation
- C. Protections apply only if the allegation is ultimately proven
- D. Protections apply only to certificated employees

9. Which statement about reporting suspected employee misconduct involving a minor is correct?

- A. It should be handled only through the district's internal disciplinary process
- B. It should be reported immediately to local law enforcement when required, with additional State Board reporting requirements as applicable
- C. Reporting it to another employee fulfills all reporting requirements
- D. The employee should first be interviewed by school administration

10. Which sequence BEST summarizes your responsibility as a mandated reporter?

- A. Observe concern → Investigate → Notify supervisor → Decide whether to report
- B. Observe concern → Notify supervisor → Wait for direction → Report if instructed
- C. Observe concern → Reasonable belief → Immediate report → Notify supervisor per policy → Document → Do not investigate
- D. Observe concern → Document → Contact family → Notify administration → Report

Completion Acknowledgment

By submitting this quiz, I acknowledge that I have completed the **Mandatory Reporting Professional Development** and understand that:

- I have an individual responsibility as a mandated reporter.
- A **reasonable belief**, not proof, triggers the reporting responsibility.
- Required reports must be made **immediately**.
- I cannot delegate my individual reporting responsibility.
- Internal district notification does not replace a legally required report.
- My role is to **report, not investigate**.
- Protecting students is the priority.

Employee/Volunteer Signature: _____

Date: _____