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## **ACS INCIDENT/CHILD ABUSE REPORTING PROCEDURES**

If a Home Instruction teacher suspects his/her student (17 years old and under) is a victim of child abuse or neglect, the teacher, as a mandated reporter, must call the State Central Registry (SCR) immediately at 1-800-635-1522 and report the suspicion of child abuse.

If the SCR **accepts** the teacher's report, the Home Instruction teacher must:

1. Record the name of the person at SCR who took the report
2. Record the State Registry Call ID Number
3. Complete the report of Suspected Child Abuse or Maltreatment Form (LDSS-2221-A)
4. Complete the Home Instruction Incident Form\*
5. Call the Home Instruction guidance office at (718) 794-7200, ext. 1, option 2 to report the incident.
6. Fax (718-794-7237) or mail the Home Instruction Incident Form to the guidance office at (718) 794-7237.

\* These forms are available to be downloaded at our website [www.homeinstitutionschools.com](http://www.homeinstitutionschools.com)

If the SCR **does not accept** the teacher's report, the Home Instruction teacher must:

1. Record the name of the person at SCR who did not accept the case.
2. Complete the incident form and forward to the Home Instruction guidance office.
3. Call the guidance office or notify your Assistant Principal that the report was not accepted.

For students 18 and older, you must call Protective Services for Adults and Disabled (APS) at 1-212-630-7853. If the case is accepted, request a reference number. Provide your telephone number so that the assigned case worker can call you. Make sure you provide the HI Guidance Counselor with the case worker's name and contact information so that the HI Guidance Counselor can follow up.

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