

**51A PROCESS SHEET**

1. Report made by \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_  
(child's name) (staff's name)  
(date)
2. Date reported to building principal and/or school psychologist: \_\_\_\_\_.
3. Date reported to School Nurse: \_\_\_\_\_.
4. Date student seen by School Nurse: \_\_\_\_\_ (if appropriate).
5. Date reported to Superintendent: \_\_\_\_\_.
6. 51-A called in to Protective Service Unit of the Department of Social Services:  
\_\_\_\_\_  
(date) (name of reporter)
7. 51-A written report filed with Protective Services Unit of the Department of Social Services: \_\_\_\_\_  
(date) (name of reporter)
8. Name of the D.S.S. Intake Worker: \_\_\_\_\_.
9. Date D.S.S. interviewed the child: \_\_\_\_\_.
10. D.S.S. indicated initial findings of: (attach letter from D.S.S.)  
\_\_\_\_\_substantiated abuse/neglect  
\_\_\_\_\_unsubstantiated abuse/neglect on \_\_\_\_\_  
(date)
11. Case assigned to D.S.S. worker: \_\_\_\_\_  
(name)
12. Date initial reporter informed of D.S.S findings: \_\_\_\_\_.

Revised February 7, 2005

Adopted January 10, 2005

Granby Public Schools – 2004