Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am writing to report concerns regarding the safety and well-being of a student enrolled at your school , (School Name). This communication is made in good faith and in accordance with state-mandated reporting responsibilities.

## Student Information

Full Name:  
Age / Grade Level:  
Teacher’s Name:

## Description of Concern

Date(s) of suspected incident(s):  
What was observed or disclosed (be factual and specific):  
Any known history or patterns:  
Emotional, physical, or behavioral changes noted:

## Actions Taken So Far (if any)

Has CPS or law enforcement been contacted?  
Has the student spoken to a counselor or staff member?

## Supporting Documentation

Photos, written notes, logs, etc. (attach or describe):

## Requested Actions

Please acknowledge receipt of this report.  
Please investigate and respond in accordance with district and legal procedures.  
I request that steps be taken to ensure the student’s safety while the matter is under review.

## Reporter’s Contact Information

Name:  
Phone:  
Email:  
Relationship to student:

## FERPA Notice

This information is shared in good faith with the understanding that student privacy and confidentiality will be respected in accordance with the Family Educational Rights and Privacy Act (FERPA).

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Reporter’s Signature Date