



15510—1st Ave. NE/PO Box 519, Duvall, WA 98019 • 425.844.4500 • 425.844.4502 FAX

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*Building Bridges to the Future*

**CPS Contact School Documentation Form**

**RSD Procedure P3080-5:**

*Student interviews with a CPS investigator, unaccompanied by law enforcement, request to interview the suspected abused or neglected child at school, the principal or designee shall obtain the child’s consent before making the student available for an interview. The principal or designee shall ask the child if she/he has a school person who she/he would like to be present during the interview. The principal or designee shall document the consent questions asked and the student’s response. The principal or designee shall notify the parent of the contact unless CPS directs the school not to do so.*

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**CPS Worker Name/Phone #:** \_\_\_\_\_

**Questions to Child:**

*Would you like a school person to be present when you speak to the CPS Worker?*

Yes  No

**Response/Comments:** \_\_\_\_\_

\_\_\_\_\_

**Parent notification will be completed by:**

School Staff \_\_\_\_\_ Spoke to Whom: \_\_\_\_\_

CPS Worker \_\_\_\_\_ When: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Completing Form

\_\_\_\_\_  
Date

CC: Student File  
School Counselor  
School Principal