

To: Chief Officers, School Support Officers, Principals and Assistant Principals:

Please be reminded that **all** certified professionals including teachers, nurses, counselors, principals and assistant principals have a **legal** obligation under the Texas Family Code to report **all** incidents/circumstances in which it is believed that a **child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person.**

Each professional with knowledge of the incident/circumstance has an **independent** duty to report the information, even if other school based professionals have also reported the incident.

We suggest that you err on the side of reporting any allegations, suspicions, or circumstances that may be indicative of neglect or abuse. Persons reporting in good faith are immune from criminal or civil liability.

The report must be made within **48 hours** of the time the professional becomes aware of the information to:

- Any local or state law enforcement agency
- The Department of Family and Protective Services (CPS)

The report should include, if known:

- The name and address of the child
- The name and address of the person responsible for the care, custody or welfare of the child and any other pertinent information concerning the alleged or suspected abuse or neglect

Failure to report is a Class A Misdemeanor.