



TOC 24/7, featuring Aesop technology

## Mandated Reporting: MN Employees

### Who Are Mandated Reporters

All professionals in the following fields: education, health care, social services, childcare, mental health, law enforcement, correctional services, and clergy. All mandated reporters are required to report immediately upon learning of maltreatment.

### What to Report

**Physical Abuse** – includes any physical, threatened, or mental injury inflicted on a child by a person responsible for care of a child

**Sexual Abuse** – includes any act or threatening of criminal sexual conduct by a person responsible for the child's care or by a person in a position of authority over a child

**Neglect** – is the failure to provide a child with necessary food, shelter, clothing or medical care; the failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so

### How to Report

Complete reports including the identity of the student, alleged offender, a description of the abuse or neglect, and the name and address of the reporter can be made confidentially by submitting a complete report form:

- **Online** -- Reporting forms and additional information are available on MDE's website: <http://education.state.mn.us> > Select School Support > Student Maltreatment. C
- **Email** – mde.student-maltreatment@state.mn.us
- **Fax** – 651-797-1601
- **Telephone** – 24-hour reporting hotline 651-582-8546. If you report by telephone, you must follow up with a written report within 72 hours.
- **Mail** – Student Maltreatment: 1500 Highway 36 West, Roseville, MN 55113

### Who Should You Report To?

**Minnesota Department of Education** investigates incidents that allegedly occur in public schools.

**Minnesota Department of Human Services** investigates reports of alleged maltreatment that occur in licensed child care centers.

**The reporter must also notify the building principal or administrator of alleged abuse or neglect.**

### **The Investigative Process**

- Upon receipt of a report, the investigating agency will assess report and determine if an investigation is required.
- When appropriate, the report will be referred to other agencies.
- If a report is filed, MDE will cross-report immediately to law enforcement as required.
- MDE may defer the investigation to law enforcement and either work cooperatively with law enforcement and the school on the investigation, or conduct its own investigation.
- Trained maltreatment investigators will conduct investigations and determine whether maltreatment occurred and who is responsible.

### **The Final Report**

- Upon completion of an investigation, MDE will issue a determination of whether or not maltreatment occurred.
- The report must protect the identity of the reporter, the student, the alleged offender, and witnesses.
- If maltreatment is determined, the determination must be provided to the victim's parents, the offender, school administrators, the school board, and the appropriate licensing agency if the employee is licensed.
- If maltreatment is not determined, the determination must be provided to the alleged victim's parents, the alleged offender, school administrators, and the school board.

### **Contact Information and Additional Resources**

#### **Student Maltreatment Program**

1500 Highway 36 West

Roseville MN 55113

Phone: 651-582-8546

Fax: 651-797-1601

Email: [mde.student-maltreatment@state.mn.us](mailto:mde.student-maltreatment@state.mn.us)

Minnesota Department of Education

[file:///C:/Users/agraves/Downloads/Student%20Maltreatment%20Brochure%205.13%20\(2\).pdf](file:///C:/Users/agraves/Downloads/Student%20Maltreatment%20Brochure%205.13%20(2).pdf)

Department of Human Services

[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id\\_000152](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_000152)

I understand my role as a mandated reporter, and by checking the box I acknowledge receipt and review of this information.