

## Mandated Reporter Process

### 1. Call the Express Line: 1-800-635-1522

*Non-Mandated # 1-800-342-3720*

New York State Child Abuse and Maltreatment Register State Central Registry (SCR)  
Seek assistance from a counselor, social worker or administrator.

### 2. Complete the Form DSS 2221

>DSS 2221 forms can be found online at [www.ocfs.state.ny.us](http://www.ocfs.state.ny.us)

***This must be completed and mailed to Saratoga County DSS within 48 hours.***

Saratoga County Department of Social Services  
152 West High Street  
Ballston Spa, NY 12020

Keep a copy for your personal record. Do not place the letter in the student file. Follow the instructions given by DSS when you receive a letter summarizing the findings\*.

\*Please mark the "yes" box indicating a request of the finding of the investigation (above your name).

### 3. Notify the Principal or an Assistant Principal about the report

Please provide a copy of the DSS 2221 Form and the follow-up letter from DSS, which summarizes the investigation, to Suzanne Roner in the Assistant Principal's office.

### 4. Notify the Assistant Superintendent/Laurel Logan-King about the report

**Calls that were not accepted are now to be included in our file** in Laurel's office. The mandated reporter is to fill out the form LDSS-2221A, then indicate if it is accepted with Call ID number. If not accepted, write that with any other response given by the hotline. This form will be sent to Laurel's office to be filed.

9/19/2013