



DEPARTMENT OF CHILDREN'S SERVICES (DCS) REFERRAL

24-hour access Central Intake # 1-855-209-4226 (Educators Only) or 1-877-237-0004

Online referrals are for non-emergent suspicions of abuse or neglect that are not physical or sexual in nature.

Submit an online referral by going to <https://carat.app.tn.gov/carat/referral/emergency.html>

If you wish to track the status of a DCS referral, enter the referral ID number at

<https://carat.app.tn.gov/carat/tracking/>

Date: _____ Time: _____ DCS Person spoken to: _____ Online Referral ☐

DCS referral/intake #: _____ - _____ CMCSS Employee making referral: _____

Other CMCSS Employees aware of the concerns: _____

Name of School: _____ Grade: _____

Student Name: _____ Age: _____ DOB: _____

Parent/Guardian Name(s): _____

Address: _____

Phone Number(s): _____

Emergency Contact(s) for Student: _____

Known Allergies of Student: _____

Medications being Administered at School: _____

Are there visible marks or bruising (check one): Yes ☐ No ☐ Services: IEP ☐ 504 ☐ ELL ☐ (check all that apply)

Concern(s) Reported: (State facts as reported and/or observed)

1) **Completed Form must be emailed to leadcounselors@cmcsc.net and Child Abuse Coordinator.**

Associated Document: INS-G016 Employee Guidelines Reporting Suspected Child Abuse and Accommodating DCS Investigations

2) **If suspected abuse is severe physical or sexual, SRO should be contacted by telephone or Level Director if SRO is not available.**