

**Child Protection Services (CPS)**  
***NYS Office of Children and Family Services***

All school officials (*Anyone holding a teaching or administrative license of certificate*) must, when they have reasonable cause to suspect that a child is abused or maltreated, must file a report with the New York State Central Register for Child Abuse and Maltreatment.

All other employees (such as teacher aides, bus drivers, custodians, cafeteria monitors, etc.) must report their suspicion to the building principal who must call the Central Register. Or, the non-licensed employee may also call the Central Register on their own.

The toll-free number for the Central Register is **(800-342-3720)** and directions for accessing the NYS Office of Children and Family Services can be found on the online at: <http://ocfs.ny.gov/main/cps/>