

# Criminal Convictions

With a focus on educator professional practices, Michigan Compiled Law (MCL) [380.1230d](#) authorizes the fingerprinting of school employees for employment within Michigan K-12 schools and school districts, public and non-public. In addition, [MCL 380.1535a](#) authorizes the Superintendent of Public Instruction to take action against Michigan educator certificates for [specifically enumerated or listed offenses](#).

- All school staff employed by a school or school district are required to undergo a criminal history records check conducted by the Michigan State Police and the Federal Bureau of Investigation.
- The criminal history records check will generate a fingerprint search response. The response will include arrest, arraignment, and conviction data for any crime, misdemeanor or felony.
- The law requires school employees to self-report to the employing school or school district and the Michigan Department of Education when arraignment has been conducted for crimes identified in Section 1535a of the Revised School Code, Michigan Compiled Laws 380.1535a. The reporting must be provided within three business days of arraignment. Disclosure forms are available below.
- If an employee is convicted of an offense which requires [registering as a sex offender](#), upon verification of the conviction, employment shall be terminated and employment (in any capacity) in a Michigan K-12 school, public or non –public is prohibited.
- If an employee is convicted of a felony other than a listed offense, the superintendent or chief school official and the governing board are required by law to agree, in writing, to continue the employee’s employment. The same applies to offering employment to an individual with a felony conviction other than a [listed offense](#).
- If an employee is convicted of a misdemeanor offense, there is no mandated action.

Questions regarding Michigan’s professional practices, criminal convictions or school safety laws should be directed to [MDE-Professional-Practice@Michigan.gov](mailto:MDE-Professional-Practice@Michigan.gov).

## Conviction Disclosure Form

Name (Please Print) \_\_\_\_\_ Date of Birth \_\_\_\_\_

School/District Name (Please Print) \_\_\_\_\_

Position (Please Print) \_\_\_\_\_

Pursuant to Public Act 138 of 2005, I attest that:

- \_\_\_\_\_ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest), nor am I the subject of a finding of guilt by a judge or jury of any crime.
- \_\_\_\_\_ 2. This is my initial disclosure, I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*):
- Felony \_\_\_\_\_ Misdemeanor \_\_\_\_\_ Conviction \_\_\_\_\_
- Felony \_\_\_\_\_ Misdemeanor \_\_\_\_\_ Conviction \_\_\_\_\_
- \_\_\_\_\_ 3. This serves as disclosure of subsequent convictions for which I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*), and I understand that failure to disclose any subsequent convictions is considered to be a crime:
- Felony \_\_\_\_\_ Misdemeanor \_\_\_\_\_ Conviction \_\_\_\_\_
- Felony \_\_\_\_\_ Misdemeanor \_\_\_\_\_ Conviction \_\_\_\_\_

In signing this form, I understand and agree that:

If I have been convicted of a listed offense, my employment shall be terminated. I also understand that if I have been convicted of a felony, other than a listed offense, the superintendent, or chief school official and the board or governing body must each approve, in writing, to my employment.

Until the criminal history report is received and reviewed by the employing school/district, I am regarded as a conditional employee and if the criminal history report is not the same as my representation(s) above, my employment contract may be voided at the discretion of the employer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Arraignment Disclosure Form

A copy of this form must be provided to the employing school district, intermediate school district, public school academy, or non-public school and the Michigan Department of Education within three business days of arraignment.

Name (please print) \_\_\_\_\_ Date of Birth \_\_\_\_\_

School Name \_\_\_\_\_

School District \_\_\_\_\_

Position \_\_\_\_\_

Pursuant to Public Act 131 of 2005, I, hereby disclose that I was arraigned on \_\_\_\_\_ for the criminal offense of \_\_\_\_\_, in \_\_\_\_\_ Court, located in the County of \_\_\_\_\_, State of \_\_\_\_\_.

In signing this form, I acknowledge that I understand that should I be convicted of, or plead guilty or nolo contendere (no contest), or am the subject of a finding of guilt by a judge or jury, it is my responsibility to disclose to the court that I am employed by a school, public or non-public. I also understand that if I am subsequently not convicted of any crime after the completion of judicial proceedings resulting from that charge, I must request, in writing, that the Michigan Department of Education and the employing school/district delete the report from my records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For submission to the Michigan Department of Education, this form may either be emailed to [MDE-Professional-Practice@Michigan.gov](mailto:MDE-Professional-Practice@Michigan.gov) or mailed to:

Director  
Michigan Department of Education  
Office of Educator Excellence  
P.O. Box 30008  
Lansing, MI 48909