



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** November 7, 2019

**TO:** Local and Intermediate School District Superintendents and  
Public School Academy Directors

**FROM:** Kyle L. Guerrant, Deputy Superintendent *KG*  
Finance and Operations

**SUBJECT:** Incident Collection Guidance

"In order to obtain an accurate local picture of school crime," Section 1310a of the Revised School Code (MCL 380.1310a) states that each school building shall collect and keep current on a weekly basis the information required for reporting certain incidents (listed below and in the guidance document link) and must provide the information, within seven days, to anyone who requests the report. At least annually, school boards shall make a copy of the most recent report for the school district available to parents or legal guardians of each pupil enrolled in the school district. This report must be disaggregated by school building. In addition, each school board shall post this information on its website at least annually.

The reporting shall at a minimum include incidents of crime occurring at school within the school district involving:

- Physical violence;
- Gang-related activity;
- Illegal possession of a controlled substance or a controlled substance with a similar chemical structure, or other intoxicant;
- Trespassing; and
- Property crimes including, but not limited to, theft and vandalism. For a property crime, the report shall include an estimate of the cost to the school district resulting from the property crime.

For definitions and additional information, please see the links for Public Act 532 of 2016 incident reporting guidance and sample collection tool. Both can be found [here](#).

Questions regarding the content of this memo may be directed to Mary Teachout in the School Health and Safety Unit at the Michigan Department of Education at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092.

cc: Michigan Education Alliance

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