STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MEMORANDUM

DATE: April 25, 2019

TO: Local and Intermediate School District Superintendents
                Public School Academy Directors
                Nonpublic School Administrators

FROM: Venessa A. Keesler, Ph.D., Deputy Superintendent
                Division of Educator, Student, and School Supports

SUBJECT: Reporting and Employment Reminders

In accordance with Section 1230d(7) and Section 1535a(15) of the Revised School Code, it is the responsibility of the school district, intermediate school district, public school academy, or nonpublic school to report to the Michigan Department of Education (MDE) any notification of an individual who is an employee and has a non-listed felony conviction.

In accordance with Section 1230(9) of the Revised School code and within 60 days of receiving the notification, the school or district shall submit to the MDE a report detailing the information and any action taken as a result by the school or district. The report to the MDE should include a copy of the school board meeting minutes whereby the superintendent and school board agreed, in writing, to hire, employ, or continue the employment of the individual.

If an individual has been convicted of a listed offense, then the school district, intermediate school district, public school academy, or nonpublic school shall not employ the individual in any capacity.

This reminder aligns with goal Goal 3 of the Top 10 in 10: Develop, support and sustain a high-quality, prepared, and collaborative education workforce.

If you need additional assistance, contact Stephanie Whiteside, staff consultant for professional practices, at 517-335-1167 or email to WhitesideS@michigan.gov.

cc: Michigan Education Alliance