# District Conviction Disclosure and Action Form for All School Personnel

Within 60 days of receiving any report of an enumerated offense by any employee/contractor, the district must report to the Michigan Department of Education the information received and any action taken as a result of the report (MCL 380.1230d).

## Employee/Contractor's Information

*Provide the following information for whom the conviction results were received.*

First Name: Middle Name: Last Name:

Date of Birth: Personnel Identification Code (PIC):

Race/Ethnicity: Gender:

## Conviction Information

*All convictions should include a description (e.g., 50.520e Criminal sexual conduct in the fourth degree; 257.625 Operating motor vehicle while intoxicated, third offense). Attach additional convictions on a separate page.*

*Note: do not report civil infractions (e.g., speeding tickets, parking tickets, etc.).*

☐ Felony ☐ Misdemeanor/Civil Ordinance Conviction Description:

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## Reporting School/District Contact Information

Full Name of School/District Reporter:

Email Address: Phone Number:

Title: School/District Name:

Action Taken by District (e.g., hired, removed from position, suspended, etc.):

Please complete this form in its entirety and email to MDE-Professional-Practice@Michigan.gov.