

# School Personnel & Applicant Criminal Arraignment Disclosure Form

Within 3 days of arraignment for a crime described in Michigan Compiled Laws Section [380.1535a](#), any school employee, regularly and continuously contracted staff person, or other individual fingerprinted for purposes of school employment, must report those charges to the Michigan Department of Education.

Please complete this form in its entirety and email to [MDE-Professional-Practice@Michigan.gov](mailto:MDE-Professional-Practice@Michigan.gov).

Today's Date:

## Personal Information

---

First Name Middle Name Last Name

Date of Birth: Race/Ethnicity: Gender:

[PIC \(if available\)](#): SID:

Email: Phone Number:

Current Address:

School/District:

Position(s) at the District:

## Arraignment Information

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

Felony  Misdemeanor Date of Arraignment:

Court: Arraignment Description:

Felony  Misdemeanor Date of Arraignment:

Court: Arraignment Description: