

District Conviction Disclosure for Credentialed Personnel



[MCL 380.1535a](#) and [MCL 380.1539b](#) require districts to notify the Michigan Department of Education within 15 days of receiving a report of an [enumerated offense](#) for an individual credential by the Michigan Department of Education.

Credentialed Employee/Contractor 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:

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