

School Personnel Conviction Disclosure Form

Immediately upon conviction for an [enumerated offense](#), any school employee, or staff person who is regularly and continuously under contract must report those charges to the Michigan Department of Education.

First Name: Middle Name: Last Name:
Date of Birth: Race/Ethnicity: Gender:
[PIC \(if available\)](#): Email: Phone Number:
Current Address: School/District:
Position(s) at the District:

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 Date of Conviction:

Conviction Description:

Felony Misdemeanor/Civil Ordinance Date of Conviction:

Conviction Description:

Felony Misdemeanor/Civil Ordinance Date of Conviction:

Conviction Description:

Signature:

Today's Date:

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