



## Hamtramck Public Schools

Jaleelah Ahmed, Superintendent  
3201 Roosevelt  
Hamtramck, Michigan 48212  
(313) 591-7400, Ext. 2012

Dear School Employee:

“School Safety” legislation (2005 PA 129-131 and 138) enacted into law has an impact on your employment with the school district. Cited below are the key provisions of the new law and how it will affect you personally.

All school staff employed by the district is required to have a criminal history check conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI). This means having your fingerprints scanned electronically and submitted to the MSP. **NEW EMPLOYEES MUST BE FINGERPRINTED PRIOR TO THE START OF EMPLOYMENT.**

Once the criminal history check has been conducted by the MSP, a report will be sent to the Michigan Department of Education identifying all school employees with a recorded criminal conviction. The Department will in turn provide the names of individuals convicted of a crime to the district superintendent and the school board. If you have been convicted of a non-listed felony, the district superintendent and the school board are required, by law, to agree in writing to continue your employment. If you have been convicted of an offense that requires you to register your name on the sex offender registry, your employment will be terminated and you will not be allowed employment (in any capacity) in any Michigan K-12 school, public or private.

The law also requires you, as an employee of a school district, to self-report to your employer and the Michigan Department of Education when you have been arraigned/charged with certain identified crimes. You must do so within three business days of arraignment or you will be guilty of an additional crime. Disclosure forms are available through the Human Resources Department. Additional information is available at the following website: [www.michigan.gov/teachercert](http://www.michigan.gov/teachercert).

If you have further questions or concerns, please do not hesitate to contact our office. Thank you for working with us to continue to provide a safe learning environment for our students.

Sincerely,

Jaleelah Ahmed,  
Superintendent Hamtramck Public Schools