

# School Conviction Disclosure Form

Per [MCL 380.1230](#), school districts, intermediate school districts, public school academies, and nonpublic schools are required to disclose the receipt of conviction results for individuals who have been convicted of a [listed offense](#) or any felony. The disclosure must be submitted to the MDE within 60 days after receiving those results.

Please complete this form in its entirety and email to:

[MDE-Professional-Practice@Michigan.gov](mailto:MDE-Professional-Practice@Michigan.gov)

## Individual's Information

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

Full Name

Date of Birth

SID (if available)

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

Position(s) at the School/District

## Conviction Information

*If the individual has more than one conviction to report, attach additional convictions on a separate page.*

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

Felony

Misdemeanor

Conviction Description (e.g., 750.520e Criminal sexual conduct in the fourth degree; 257.625 Operating motor vehicle while intoxicated, third offense)

## School/District Information

Full Name of School/District Reporter

Email of School/District Reporter

School/District Name

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