SCHOOL DISTRICT, MRDD & COMMUNITY SCHOOL EDUCATOR MISCONDUCT REPORTING FORM

Ohio Revised Code 3319.313 and 5126.253 requires public and nonpublic schools, including county MR/DD boards and community schools to report to the Superintendent of Public Instruction, the name and a factual statement of any license holder who engages in professional misconduct.

A. Please check the type of education entity you are:

☐ School District
☐ Educational Service Center
☐ Community School
☐ MRDD
☐ Other (please specify): _____

Name and Address _____

_____

_____

Contact Person Name and Title _____

Telephone Number ( ) _____
Fax Number ( ) _____
Email Address _____

B. Educator's Information:

Name _____
*S.S.N. _____
Date of Birth _____
Most Recent Position _____
Educator's Home Telephone Number ( ) _____
Educator's Home Address
_____

_____

_____

* Revised Code 3319.313 requires that the social security number of the employee be provided. This information will remain secure and confidential under Revised Code 3319.311.

C. Why are you reporting this educator? (check all that apply)

- ☐ The employee has plead guilty to, has been found guilty of or has been convicted of an offense in Revised Code 3319.31 or 3319.39 (please see attached list); and/or

- ☐ The employee has been terminated or non-renewed or you have initiated termination or non-renewal proceedings because the educator has engaged in "conduct unbecoming" the profession or has committed an offense under Revised Code 3319.31 or 3319.39; and/or

- ☐ The employee has resigned under threat of termination or non-renewal; and/or

- ☐ The employee resigned because of or in the course of an investigation regarding an act unbecoming the profession or an offense described in Revised Code 3319.31 or 3319.39.

- ☐ The employee has engaged or may have engaged in conduct unbecoming to the teaching profession.

D. Please provide information concerning the incident involving the educator (i.e. the type, date and place of the conviction; or conduct that may be deemed "conduct unbecoming"; describe what prompted disciplinary action by you; describe what you were investigating that lead to resignation or non-renewal).

Please feel free to attach any information you consider important (i.e. court records, investigation reports, complaints, witness statements, etc).

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Thank you for providing this information. Upon receipt, the Office of Professional Conduct will review the information submitted and determine if further information is needed. If it is determined that further information is needed, the Office of Professional Conduct will contact the person that submitted this form.

Please be advised that under Revised Code 3319.314, you are required to maintain all information related to this report in the employee's personnel file. If the State Board of Education does not pursue disciplinary action against the reported employee, you are required to move all information related to this report from the employee's personnel file to a separate, public file. The Office of Professional Conduct will notify the contact person on this form if no discipline is warranted.

All information submitted to the Office of Professional Conduct is confidential and not a public record pursuant to Revised Code 3319.311.

Please fax (614-995-3752) or mail all documentation to:

Ohio Department of Education
Office of Professional Conduct
25 South Front Street
Mail Stop 104
Columbus, OH 43215
Website: www.ode.state.oh.us

If you need assistance in completing this form, please contact the Office of Professional Conduct at (614) 466-5638.

Completion and submission of this form does not relieve school employees of their statutory duty to report known or suspected child abuse to the appropriate children services or law enforcement agency.

_____ _____

Signature and Title Date