



School Hiring Officer Request

Select Documents requested:

- Any disciplinary actions for the educator listed below
Any mandatory referrals\* from schools or districts for the educator listed below

Educator's Information:

Name:
State ID: Date of Birth:

School Information:

Name of District/School:
Name and Position of Appointing/Hiring Officer:
Address:
Telephone Number: Fax Number:
Email Address:

I, Name of Appointing/Hiring Officer, hereby certify that I am an appointing or hiring officer for Name of District/School.

Signature of Appointing/Hiring Officer

Please email the completed form to requests.conduct@education.ohio.gov.

\*Mandatory referrals are notices submitted to the Department pursuant to Ohio Revised Code Sections 3314.40, 3319.313, 3326.24, 3328.19, or 5126.253.