

**SCHOOL SAFETY LEGISLATION RESPONSIBILITIES  
of the  
PUBLIC AND NON-PUBLIC SCHOOL**

**ADMINISTRATORS AND SCHOOL/GOVERNING BOARDS**

<b>Non-Certificated Personnel</b>	<b>Action to be Taken</b>
Arrested for a Misdemeanor Offense <b>not</b> enumerated in MCL 380.1535a and/or MCL 380 1539b	Legislation does not require notification to the Superintendent, the School Board, the Chief Administrator, or the Governing Board nor does it require any employment action to be taken.
Arrested for a Misdemeanor offense (Non-Listed Offense) enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arrestment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arrested for the crime.
Arrested for a Felony Offense (Non-Listed Offense) enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arrestment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arrested for the crime.
Arrested for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must receive the completed Arrestment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arrested for the crime.
Misdemeanor Conviction <b>not</b> enumerated in MCL 380.1535a and/or MCL 380 1539b	Legislation does not require notification to the Superintendent, the School Board, the Chief Administrator, or the Governing Board nor does it require any employment action to be taken.
Misdemeanor Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. Legislation does not require the Superintendent, the School Board, the Chief Administrator, or the Governing Board to take any employment action.
Any Felony Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. The Superintendent and the School Board, or for the Non-Public Schools, the Chief Administrator and the Governing Board must agree, in writing, to hire or retain the employee.
Conviction for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must receive the completed State Court Conviction Disclosure Form. Employment is to be terminated.

**SCHOOL SAFETY LEGISLATION RESPONSIBILITIES  
ADMINISTRATORS AND SCHOOL/GOVERNING BOARDS (continued)**

<b>Certificated/State Board Approved Personnel</b>	<b>Action to be Taken</b>
Arrested for a Misdemeanor Offense <b>not</b> enumerated in MCL 380.1535a and/or MCL 380 1539b	Legislation does not require notification to the Superintendent, the School Board, the Chief Administrator, or the Governing Board nor does it require any employment action to be taken.
Arrested for a Misdemeanor offense (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arrestment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arrested for the crime.
Arrested for a Felony Offense (Non-Listed Offense) enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arrestment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arrested for the crime.
Arrested for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must receive the completed Arrestment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arrested for the crime.
Misdemeanor Conviction <b>not</b> enumerated in MCL 380.1535a and/or MCL 380 1539b	Legislation does not require notification to the Superintendent, the School Board, the Chief Administrator, or the Governing Board nor does it require any employment action to be taken.
Misdemeanor Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. Though, the Legislation does not require the Superintendent and the School Board or the Chief Administrator, and the Governing Board to take any employment action, it still requires notification to the Department of Education of the conviction.
Any Felony Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. Notification to the Department of Education of the conviction. The Superintendent and the School Board, or for the Non-Public Schools, the Chief Administrator and the Governing Board must agree, in writing, to hire or retain the employee.
Conviction for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must receive the completed State Court Conviction Disclosure Form. Notification to the Department of Education of the conviction. Employment is to be terminated.

**SCHOOL SAFETY LEGISLATION RESPONSIBILITIES**  
**of the**  
**MICHIGAN DEPARTMENT OF EDUCATION**

<b>Certificated/State Board Approved Personnel</b>	<b>Action to be Taken</b>
Arrested for a Misdemeanor Offense <b>not</b> enumerated in MCL 380.1535a and/or MCL 380.1539b	Legislation does not require any action to be taken.
Arrested for a Misdemeanor offense (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arrestment Disclosure Form within 3 business days after being arrested for the crime.
Arrested for a Felony Offense (Non-Listed Offense) enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arrestment Disclosure Form within 3 business days after being arrested for the crime.
Arrested for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must receive the completed Arrestment Disclosure Form within 3 business days after being arrested for the crime.
Misdemeanor Conviction <b>not</b> enumerated in MCL 380.1535a and/or MCL 380.1539b	Legislation does not require any action to be taken. But the Department does review the court documents.
Misdemeanor Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. Notification to the Certificate and/or State Board Approval Holder that his/her certificate and/or State Board Approval may be suspended or revoked and their right to a Hearing on the matter. If they don't avail themselves to a Hearing the Certificate and/or State Board Approval will be suspended.
Any Felony Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a(1) and/or MCL 380.1539b(1)	Must receive the completed State Court Conviction Disclosure Form. Notification to the Certificate and/or State Board Approval Holder that his/her certificate and/or State Board Approval may be suspended or revoked and of their right to a Hearing on the matter. If they don't avail themselves to a Hearing the Certificate and/or State Board Approval will be suspended.
Conviction for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722 or an offense enumerated in MCL 380.1535a(2) or 1539b(2)	Must receive the completed State Court Conviction Disclosure Form. Notification to the Certificate and/or State Board Approval Holder that his/her certificate and/or State Board Approval is Summarily Suspended and of their right to request a Hearing on the matter.

**SCHOOL SAFETY LEGISLATION RESPONSIBILITIES**  
**of**  
**Certificated/State Board Approved Personnel**

<b>Certificated/State Board Approved Personnel</b>	<b>Action to be Taken</b>
Arrested for a Misdemeanor Offense <b>not</b> enumerated in MCL 380.1535a and/or MCL 380.1539b	Legislation does not require any action to be taken.
Arrested for a Misdemeanor offense (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must provide a completed Arrestment Disclosure Form within 3 business days after being arrested for the crime to the School Superintendent/Chief Administrator and the Department of Education.
Arrested for a Felony Offense (Non-Listed Offense) enumerated in MCL 380.1535a and/or MCL 380.1539b	Must provide the completed Arrestment Disclosure Form within 3 business days after being arrested for the crime to the School Superintendent/Chief Administrator and the Department of Education. .
Arrested for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must provide the completed Arrestment Disclosure Form within 3 business days after being arrested for the crime to the School Superintendent/Chief Administrator and the Department of Education.
Misdemeanor Conviction <b>not</b> enumerated in MCL 380.1535a and/or MCL 380.1539b	Legislation does not require any action to be taken.
Misdemeanor Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must provide the completed State Court Conviction Disclosure Form to the Department of Education and Superintendent or Chief Administrator. Failure to do so is a violation of the Law.
Any Felony Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a(1) and/or MCL 380.1539b(1)	Must provide the completed State Court Conviction Disclosure Form to the Department of Education and Superintendent or Chief Administrator. Failure to do so is a violation of the Law.
Conviction for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722 or an offense enumerated in MCL 380.1535a(2) or 1539b(2)	Must provide the completed State Court Conviction Disclosure Form to the Department of Education and Superintendent or Chief Administrator. Failure to do so is a violation of the Law.