

School Entity Mandatory Report Form

The Educator Discipline Act, 24 P.S. § 2070.9(a), requires chief administrators of school districts, intermediate units, area vocational-technical schools or career and technology centers, charter schools or cyber charter schools, private academic schools, or contracted educational providers or their designees to report to the Department of Education within 15 days any educator:

* Who has been provided with notice of intent to dismiss or remove for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause;
* Who has been arrested or convicted of any crime that is graded a misdemeanor or felony;
* Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student (no longer requires administrator to have reasonable cause to believe the allegations before reporting);
* Where there is reasonable cause to suspect that he or she has caused physical injury to a child or student as the result of negligence or malice;
* Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act;
* Who is the subject of a report filed by the school entity under 23 Pa.C.S. Ch. 63 (relating to child protective services); or who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa.C.S. Ch. 63.

**All reports shall include an inventory of all information and documentary and physical evidence in possession or control of the school entity and the name and contact information for the current custodian of the items listed in the inventory. The school entity shall provide promptly to the Department any documents or items requested after the Department reviews the inventory.**

**Failure of a chief school administrator to comply with these mandatory reporting requirements is grounds for discipline, up to and including revocation of the chief school administrator’s certification and/or employment eligibility.**

The completed mandatory report form with supporting documentation should be sent to the Pennsylvania Department of Education via electronic mail at RA-EDMisconduct@pa.gov, or regular mail, to the Office of Chief Counsel, 607 South Drive, 3rd Floor, Harrisburg, PA 17120.

# Reporting School Entity

**School Entity Name**:

**Submitter’s Name**:

**Submitter’s Title**:

**School Entity Address**:

**Submitter’s Email**:

**Telephone Number**: ext. (Specify Type: Cell/Home/Work)

# Educator’s Information

**Educator’s Name**: (First Name, Middle Initial, Last Name)

**PPID**: **Date of Birth**:

**Most Recent Employer and Position**:

**Telephone Number**: (Specify Type: Cell/Home/Work)

**Alternate Telephone Number**: (Specify Type: Cell/Home/Work)

**Email**:

**Home Address** (Please complete and check box below):

 [ ]  Address is current [ ]  Address is most recent but may be inaccurate

# Information Regarding Alleged Misconduct

**County and State Where Alleged Misconduct Occurred**:

 **Reason(s) for Report** (check all that apply):

[ ]  Educator was provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of a determination not to reemploy for cause;

[ ]  Educator was arrested or indicted or convicted of a misdemeanor or felony;

[ ]  Allegations of sexual abuse or exploitation or sexual misconduct;

[ ]  Reasonable cause to suspect physical injury caused by negligence or malice;

[ ]  Educator resigned, retired, or otherwise separated from employment after alleged misconduct under the Educator Discipline Act;

[ ]  Educator is the subject of a child abuse report filed by the school entity;

[ ]  Educator is named as a perpetrator in an indicated or founded child abuse report.

**Detailed Description of the Conduct:**

Briefly describe the educator’s alleged misconduct and list the date(s) the alleged misconduct occurred and the date(s) you learned of the alleged misconduct (you may attach additional pages if needed):

**If notice of intent to dismiss/remove/non-renew/not re-employ for cause was given to the educator, indicate the date of the notice and the date(s) of any hearings, and attach a copy of the notice to this report:**

 Notice date(s):

 Hearing date(s):

**If the educator was criminally charged with or convicted of a crime graded as a misdemeanor or felony, please provide the following information**:

 Crime(s):

 Docket number(s):

 County where charged/convicted:

 Date of the charge/conviction/sentencing:

**If the educator is the subject of a report filed by the school entity pursuant to the Child Protective Services Law, please indicate the date the report was filed and the disposition of the report, if known (indicated, founded, unfounded). Attach a copy of the child protective services report to this report**:

 Date report filed:

 Disposition:

**Please provide an inventory of all information/evidence in possession of the school entity and attach the following supporting documentation, when applicable**:

[ ]  Investigative records to include notes, statements, and documents reflecting investigative outcome

[ ]  Statements of Charges or other records demonstrating the nature of intent to dismiss or remove for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause

[ ]  Any available criminal documentation, including docket sheets and police reports

[ ]  Copy of educator’s resignation, any resignation agreements, and evidence of the Board’s acceptance of the resignation

[ ]  Certified copies of applicable Board minutes

[ ]  Copies of applicable policies and/or directives

[ ]  Copies of performance ratings

# Current Status of Educator

 **Was the educator dismissed for cause or did the educator resign in order to avoid dismissal**?

[ ]  Dismissed on Click or tap to enter a date.

[ ]  Resigned to avoid dismissal on Click or tap to enter a date.

[ ]  Not applicable

**What is the current status of the educator**?

[ ]  In Classroom

[ ]  Suspended with pay on Click or tap to enter a date.

[ ]  Suspended without pay on Click or tap to enter a date.

[ ]  Temporarily Reassigned

[ ]  Resigned on Click or tap to enter a date.

[ ]  Dismissed on Click or tap to enter a date.

**If the educator was suspended or dismissed, has the educator filed a grievance or has the educator filed an appeal with the Secretary of Education? If yes, please provide information related to the status of the grievance/appeal**.

[ ]  No

[ ]  Yes, Please Explain:

# Information Regarding Mandatory Reporter

**Name of Mandatory Reporter**:

**Title of Mandatory Reporter**:

**Address**:

**Email Address**:

**Telephone Number**: ext. (Specify Type: Cell/Home/Work)

**Verification**

Under penalty of perjury, I certify that I am the person accessing and submitting the Department of Education’s school entity mandatory report form. I verify, subject to the penalties of section 4904 of the Pennsylvania Crimes Code (18 Pa.C.S. § 4904), relating to unsworn falsification to authorities, that the information above and the facts contained in this mandatory report and attachments are true and correct to the best of my knowledge. I understand that I can be prosecuted if I provide false or misleading information. I have agreed to submit this mandatory report by electronic means. By checking the box below and entering my name, I certify that all information on this form is true and correct. I also agree that by checking the box below and entering my name, I am creating an electronic signature. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

[ ]  I certify the above information is true and correct and I am the person submitting information.

Signature of Mandatory Reporter Date