

## **SCHOOL ENTITY MANDATORY REPORT FORM**

Section 9.1 of the Educator Discipline Act, 24 P.S. § 2070.9.1, 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 to comply with the reporting requirements may result in professional disciplinary action against the chief school administrator.**

The completed mandatory report form with supporting documentation should be sent to:  
**Pennsylvania Department of Education, Office of Chief Counsel, 333 Market Street,  
9<sup>th</sup> Floor, Harrisburg, PA 17126-0333.**

### **1. REPORTING SCHOOL ENTITY:**

Name and Address:

Contact Person:

Telephone Number: (       )       -       ext.

### **2. EDUCATOR'S INFORMATION:**

Educator's Name:

Social Security Number:

Date of Birth:

Most Recent Position:

Telephone Number (Home):

(Work):

Home Address (Please complete and check box below):

☐ Address is current

☐ Address is most recent but may be inaccurate

### **3. INFORMATION REGARDING ALLEGED MISCONDUCT:**

County and State where alleged misconduct occurred:

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

- ☐ Educator provided 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 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
- ☐ 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

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:

List the crime(s):  
List the county in which the educator was charged/convicted:  
List the docket number:  
List the 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:

Attach the following supporting documentation, when applicable:

- ☐ Copies of performance ratings
- ☐ Copies of applicable policies and/or directives
- ☐ Certified copies of applicable Board minutes
- ☐ Copy of educator's resignation, any resignation agreements, and evidence of the Board's acceptance of the resignation
- ☐ Any available criminal documentation, including docket sheets and police reports
- ☐ An inventory of all information/evidence in possession of school entity

#### **4. CURRENT STATUS OF EDUCATOR:**

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

☐ Dismissed      ☐ Resigned to avoid dismissal      ☐ Not applicable

What is the current status of the educator?

<input type="checkbox"/> In Classroom	<input type="checkbox"/> Temporarily Reassigned
<input type="checkbox"/> Suspended with pay on _____ Date _____	<input type="checkbox"/> Resigned on _____ Date _____
<input type="checkbox"/> Suspended without pay on _____ Date _____	<input type="checkbox"/> Dismissed on _____ 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

**5. INFORMATION REGARDING MANDATORY REPORTER:**

Name of Mandatory Reporter:

Title of Mandatory Reporter:

Address:

Telephone Number: (       )       -       ext.

\_\_\_\_\_  
Signature of Mandatory Reporter

\_\_\_\_\_  
Date