

**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.



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.

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

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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](http://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.

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Signature and Title

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Date