

Citizen Reporting Form

*This form is for anyone to report misconduct of a licensed teacher, aide, or coach. The [Licensure Code of Professional Conduct for Ohio Educators](#) contains examples of misconduct. If you are reporting multiple educators, **please fill out a form for each educator**.*

To help the Office of Professional Conduct review your report, please answer all questions. Incomplete forms will be returned for more information.

Educator Name:

First

Last

State ID:

There are over 300,000 educators in Ohio. Every educator has a unique nine-digit ID. Providing the ID helps identify the correct person. You can search for the ID [here](#), or you can contact the school.

Position:

District & School Building:

Please pick the category that best describes the incident(s):

This will help the Office review your report. If the misconduct does not match a category below or an example in the [Licensure Code](#), it may be better handled by the school, [the Department of Education and Workforce](#), [children services](#), or [your local health department](#).

What date(s) did the incident occur?

If your child was involved, what is your child's name?

Please briefly summarize the misconduct.

In one to two paragraphs, briefly describe the incident(s) providing names and titles of those involved, important dates, and the outcome of the incident, if known. (Character Limit: 1000)

Who witnessed the alleged conduct?

Please provide the names, phone numbers, and emails of any witnesses.

Did you contact the superintendent, principal, school board members, or other administrators?

If so, what are their names and titles?

Was [children services](#) contacted?

[Ohio law](#) requires certain individuals, including teachers, to report abuse and neglect. Please review [the mandatory reporting tip sheet](#) for more information.

Is so, what children services agency or county was involved?

Was law enforcement contacted?

If so, what law enforcement agency was involved?

Please provide your contact information.

Investigations are confidential under [Ohio law](#). Please provide contact information so that the Office can contact you if more information is needed.

Name:

Street:

City, State Zip:

Phone:

Email:

Not all reports result in discipline. All cases are confidential. If a case results in discipline, that discipline can be found on the [State Board's website](#).

Please email (**preferred**), mail, or fax this form to:

State Board of Education of Ohio
Office of Professional Conduct
William Green Building
30 West Spring Street, 12th Floor
Columbus, OH 43215
educator.conduct@sboe.ohio.gov
Fax: (614) 995-3752

If you need assistance, please contact the Office of Professional Conduct at (855) 983-4868.

This does not satisfy the requirement of a [mandatory reporter to report known or suspected abuse or neglect](#). Please review the [mandatory reporting tip sheet](#) for more information.

Thank you for your assistance in ensuring Ohio has high quality educators and in keeping students and children safe.