

School District and Community School Reporting Form

*This form is for administrators to report educator misconduct. Under certain circumstances, Ohio law **requires** [school districts](#), [educational service centers \(ESCs\)](#), [nonpublic schools](#), [community schools](#), and [boards of developmental disabilities](#) to report misconduct. Discretionary reports are also encouraged.*

*If you are reporting multiple educators, **please fill out a form for each educator.***

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

Educational Entity

School/District Name:

IRN:

Address:

Contact Person:
(Name and Title)

Contact's Phone:

Contact's Email:

Educator's Information

Name:

[State ID:](#)

You must provide the State ID.
It is nine digits (OH7654321).

Date of Birth:

Most Recent Position:

Current Employment Status:

Phone:

Personal Email:

Address:

*Ohio law requires a report with the educator's social security number. If the Office of Professional Conduct needs the number, the Office will contact you. Please do not include the social security number in any emails.

Questions Regarding Why You Are Reporting

Has the educator pled guilty to, has been found guilty of, or has been convicted of an offense in Ohio Revised Code (O.R.C.) [3319.31](#) or [3319.39](#)?

If yes, please state the conviction and the name of the court involved.

Conviction	O.R.C. Section #	Court Name
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Has the educator resigned or retired under threat of termination or nonrenewal?

If yes, what was the date of the resignation/retirement?

Has the educator resigned or retired because of or in the course of an investigation?

If yes, what was the date of the resignation/retirement?

Have termination or nonrenewal proceedings been initiated against the educator?

Has the educator been removed from the list of eligible substitute teachers?

Discipline

Was the educator disciplined?

If yes, what was the discipline? (*Ex. verbal warning, reprimand, suspension, last chance agreement, etc.*)

Additional Questions

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

Was [children services](#) contacted?

If yes, what children services agency or county was involved?

Was law enforcement contacted?

If yes, what law enforcement agency was involved?

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Describe the Misconduct

If this report is for a broken contract (i.e. a violation of O.R.C. [3319.15](#) or [3314.103](#)), please fill out the [Discretionary Broken Contract Reporting Form](#).

Please pick the category that best describes the suspected misconduct.

What date(s) did it occur?

Please briefly describe the suspected misconduct.

Include any important dates and the names and titles of those involved. (Character Limit: 1750)

Who witnessed the alleged conduct?

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

Testing Violation Questions

Only answer these questions if the misconduct involved a testing violation (i.e. a violation of [O.R.C. 3319.151](#)).

What test was being administered?

Were test(s) invalidated because of the testing violation?

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Please sign below and 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 in completing this form, 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.

Signature

Date

Print Name and Title

Submission of this form is the first step in the investigatory process. Discipline is not automatic, as an investigation has to occur, and educators are entitled to a due process hearing. All cases are confidential under Ohio law.