

UNPROFESSIONAL RECORDS REPORT

Act No. 451 of Michigan Public Acts of 1976 as amended by section 1230b

This information must be returned not later than twenty (20) business days after receiving the request.

Return completed form to:

\_\_\_\_\_ School District

Office of the Superintendent

\_\_\_\_\_

\_\_\_\_\_, Michigan \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Applicant's SS#: \_\_\_\_\_

Employment dates: From \_\_\_\_\_ To \_\_\_\_\_

Unprofessional conduct while employed: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please answer the following questions:

Date/dates of incident: \_\_\_\_\_

Copies or documentation enclosed: Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for leaving employment: Discharged \_\_\_\_\_ Resigned \_\_\_\_\_ Other \_\_\_\_\_

If "resigned", was this part of a negotiated termination? Yes \_\_\_\_\_ No \_\_\_\_\_

Was any disciplinary investigation or proceeding pending at the time of resignation? Yes \_\_\_ No \_\_\_

Current/Former Employer's Name: \_\_\_\_\_

Name of District official preparing this document \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

For further information please contact the \_\_\_\_\_ School District at \_\_\_\_\_ (phone number).