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Criminal Arraignment Disclosure Form

Nada Alamaddine <alamadn@dearbornschools.org>

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To: Staff - All District Employees <staff-alldistrictemployees@dearbornschools.org>

Good morning,

I hope this message finds you well as we begin the 2024-25 school year. I would like to take this opportunity to remind all employees of the importance of promptly disclosing any criminal arraignment or conviction to Human Resources, in accordance with the timeline specified by the Michigan Department of Education.

The necessary forms are available on the Human Resources website under the "Important Forms and Links" section, as well as on the Department of Education's website.

Please find explanations for each form below:

[School Personnel and Applicant Criminal Arraignment Disclosure Form](#)

Within three days of arraignment for certain crimes, or the first time a criminal defendant appears in court where they hear the charges against them and submit a plea, Michigan law requires all employed personnel, personnel regularly and continuously employed under contract, and applicants for employment to report the arraignment to their employing district and MDE.

School Personnel Criminal Conviction Disclosure Form

Immediately upon conviction of certain crimes, the employed personnel and personnel working regularly and continuously under contract must submit the school personnel criminal conviction disclosure form to their employing district, MDE, and the prosecuting attorney.

Please feel free to contact me if you have any questions or **concerns**.

Thanks,

Nada Alamaddine, HRS
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