

**MANDATORY REPORT FORM**

The School Laws require school officials to report promptly to the Department of Education the following: 1) an educator who is **dismissed** for cause; 2) an educator who is **charged** with a crime involving moral turpitude or some other offense requiring mandatory suspension or revocation; 3) an educator who is convicted of a crime involving moral turpitude or any other offense requiring mandatory suspension or revocation. (24 P.S. §2070.9(b)).

While the above situations are mandatory, the Department of Education strongly encourages school officials to similarly report educators who **resign to avoid a dismissal** for cause, even if there is no dismissal proceeding, formal charge, or conviction. The Department is especially interested in learning of matters involving danger to students or others in the schools.

Send this completed form, with supporting documentation to: Pennsylvania Department of Education, Office of the Deputy Secretary for Postsecondary and Higher Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333, Attention: Nancy Avolese.

**1. SCHOOL ENTITY:**

A. Name and Address

\_\_\_\_\_  
\_\_\_\_\_

B. Contact Person

C. Telephone Number

(\_\_\_\_) \_\_\_\_\_

**2. COUNTY/STATE WHERE CONDUCT OCCURRED: \_\_\_\_\_**

**3. EDUCATOR'S INFORMATION:**

A. Name \_\_\_\_\_

B. Social Security Number \_\_\_\_\_ C. Date of Birth \_\_\_\_\_

D. Most Recent Position \_\_\_\_\_

E. Telephone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

F. Home Address (Please complete and check box below)

\_\_\_\_\_  
\_\_\_\_\_

Address is current  Address is most recent but may be inaccurate

**4. CURRENT STATUS OF EDUCATOR:**

In classroom  Temporarily Reassigned

Suspended with pay on \_\_\_\_\_  Resigned on \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date

Suspended without pay on \_\_\_\_\_  Dismissed on \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Date

**5.  DISMISSED FOR CAUSE OR  RESIGNED IN ORDER TO AVOID BEING DISMISSED:**

A. Check the reason(s) the educator was dismissed or would have been dismissed:

Immorality

Intemperance

Incompetence

Drugs or Narcotics

Cruelty

Negligence

Persistent and Willful  
\_\_\_ Violation of School Laws

Forged or Altered Certificate

\_\_\_  Other \_\_\_\_\_

B. Briefly describe the facts surrounding the dismissal and the act or behavior  
\_\_\_ of the educator.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. If a dismissal hearing or arbitration hearing was held, indicate the date(s) of  
\_\_\_ the hearing(s) and the date of the final decision:

\_\_\_\_\_

D. Attach the following supporting documentation when applicable:

- \_\_\_ 1. Certified copies of ratings.
- \_\_\_ 2. Copies of applicable policies and/or directives.
- \_\_\_ 3. Certified copies of applicable Board minutes.
- \_\_\_ 4. Copy of educator's resignation, any resignation agreements, and  
\_\_\_ evidence of the Board's acceptance of the resignation.

**Note:** There is no need to forward transcripts. The Department will request copies if necessary.

**6. CHARGED WITH, OR CONVICTED OF, A CRIME OF MORAL TURPITUDE:**

A. List the crime(s): \_\_\_\_\_

B. List the county in which the educator was  
\_\_\_ charged/convicted \_\_\_\_\_

C. List the docket number: \_\_\_\_\_

D. List the date of the charge/conviction/sentencing:  
\_\_\_\_\_

E. List the name of the district magistrate:  
\_\_\_\_\_

F. Enclose a copy of any available criminal court documents.

\_\_\_\_\_  
\_\_\_\_\_(Signature of Chief School Administrator) \_\_\_\_\_(Date)