

Date:

RE: Request for Unprofessional Conduct Status

Dear Former Employer:

The \_\_\_\_\_ has enclosed an Unprofessional Conduct Form with release from a former/current employee. As a school district, we are required by the State of Michigan under Public Act 189 of 1996, Section 1230b of the Revised School Code to perform unprofessional conduct checks on all potential employees. Under this law we cannot make an offer of employment until this documentation has been completed and returned by the most current former employer. This Act was implemented to serve as a source of protection for students from people with immoral behavior patterns being hired into the school system. **Failure of an organization or company to comply can result in a \$10,000.00 fine being issued by the State of Michigan.**

It is imperative we have this form completed as soon as possible, as you past/current employee appears to be a good candidate for employment with our district. If this request is not completed and returned within the 20 day time period provided, we will forward your lack of response to the prosecuting attorney office in your county. If you have further questions regarding the Act, the Michigan Department of Education can be contacted at 517-373-3324. Please feel free to contact our office at \_\_\_\_\_ if we can be of any assistance.

Respectfully,