

**Attention Licenced Educators:**

# REPORTING ARRESTS

**YOU MUST NOTIFY your principal within 48 hours if you were cited, charged or arrested for the following:**

- ⇒ An alleged sex offense
- ⇒ An alleged drug-related offense
- ⇒ An alleged alcohol-related offense
- ⇒ An alleged domestic violence offense
- ⇒ An alleged **offense against a person** (assault, hazing, violation of protective orders, reckless endangerment, abuse/neglect of a child, etc.)
- ⇒ An alleged felony **offense against property** (theft, property damage, trespass, burglary, fraud, etc.)

## REPORTING CONVICTIONS

In addition to the legal requirement to report citations, charges or arrests, you must also report ANY conviction, regardless of the offense, including pleas in abeyance and diversion agreements.

**CITATIONS-CHARGES-ARRESTS  
MUST BE REPORTED  
TO YOUR PRINCIPAL  
WITHIN 48 HOURS.**

