

**South Lyon Community Schools  
345 South Warren  
South Lyon, Michigan 48178**

**AUTHORIZATION FOR DISCLOSURE OF INFORMATION**

REGARDING UNPROFESSIONAL CONDUCT PURSUANT TO PUBLIC ACT 189 OF THE PUBLIC ACTS OF 1996, RELEASE OF LIABILITY RELATED THERETO AND EMPLOYMENT HISTORY CHECK

PLEASE PRINT:

Applicant's Name: \_\_\_\_\_  
*Last Other Name(s) First Middle*

Social Security Number (*last 4 digits*) : \_\_\_\_\_ Position Applying For: \_\_\_\_\_

**I hereby authorize my current/previous employer:**

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip Code*

Dates of Employment \_\_\_\_\_ Position Held: \_\_\_\_\_

to provide South Lyon Community Schools any information regarding my employment history and, in addition, to disclose any other information which is job related, including all items within my personnel file and, pursuant to Public Act 189 of the Public Acts of 1996 being section 380.1230b of the Michigan Compiled Laws, authorize any current or former employer(s) to disclose any unprofessional conduct and provide copies of all documents in my personnel record maintained by my current or former employer(s) relating to any unprofessional conduct as defined by Public Act 189 or 1996 which reads:

"Unprofessional conduct" which means 1 or more act of misconduct; 1 or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor, or commission of a crime involving a minor. A criminal conviction is not an essential element of determining whether or not a particular act constitutes unprofessional conduct - MCL 380.1230 (8) (b)

I acknowledge the South Lyon Community Schools' right to investigate any and all references and secure additional information regarding my employment history, including any and all disciplinary action and/or the events surrounding the termination of employment.

Pursuant to Public Act 189 1996, I waive my right of prior notice under the Bullard-Plawecki Employee Right to Know Act, Act No. 397 or the Public Acts of 1978, being section 423.506 of the Michigan Compiled Laws and I hereby release my current and former employer, and employees acting on behalf of my current and former employer, from any liability for providing information regarding unprofessional conduct and further release South Lyon Community Schools and its agents and employees from any and all liability in connection with this employment history verification.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE TO CURRENT/PREVIOUS EMPLOYER:** Public Act 189 or 1996 requires you to provide South Lyon Community Schools copies of any and all information relating to unprofessional conduct contained within the above named person's personnel file within 20 days of receipt of this request.

The Act provided that, "an employer or an employee acting on behalf of the employer that discloses information under this section in good faith is immune from civil liability of the disclosure."

Please return copies of all such documents along with a signed copy of this request to:

**Administrative Services  
South Lyon Community Schools  
345 South Warren  
South Lyon, MI 48178**

If no documentation of unprofessional conduct is contained within the personnel file, please note it at the bottom of this form and return to South Lyon Community Schools. If we do not receive information from you within the required twenty (20) business days after receiving this request, we will consider your failure to respond as an indication that no information exists in the individual's personnel records relative to any reported and substantiated unprofessional conduct.

Thank you for your assistance.

If you have any questions or concerns, please contact the Personnel Department at South Lyon Community Schools (248) 573-8140.

\_\_\_\_\_ I certify that NO documents or unprofessional conduct exists within the above person's personnel file.

\_\_\_\_\_ I have enclosed items relating to unprofessional conduct.

\_\_\_\_\_  
Signed for employer by

\_\_\_\_\_  
Date