

**INSTRUCTIONS FOR  
80303 NOTIFICATION FORM  
CALIFORNIA CODE OF REGULATIONS SECTION 80303**

When to report: [§80303 Reports of Change in Employment Status](#)

**80303 Notification Form:**

The 80303 Notification Form includes three sections of information for the Superintendent to complete when reporting an employee to the Commission. The Superintendent of an employing school district shall report a change in employment status to the Commission not later than 30 days after the final employment action whenever a credential holder, working in a position requiring a credential, as a result of an allegation of misconduct or while an allegation of misconduct is pending.

**Section 1:**

The information in Section 1 is self-explanatory. Please ensure that you fill-in each blank and include the name of a school district “contact person” and his/her phone number. The individual will serve as the Commission’s contact person should additional information be required.

**Section 2:**

Please indicate (check the box) the documents that are being submitted to the Commission with the report of misconduct. Documents include all material generated and gathered by district officials during the course of a school district investigation. When obtaining witness statements (from students, employees, etc.), it is helpful to have them signed “under penalty of perjury.”

Each notification is likely to have different documentation; however, please submit **all** documents generated during the course of the district investigation.

**Section 3:**

This section refers to “All Other Relevant Documents” that may have been gathered during the district’s investigation and include, but are not limited to the following:

- Copies of social media (i.e., Facebook, Instagram, Twitter, etc.)
- Copies of text messages
- Photos
- Journals
- Video evidence
- Audio recordings

The Superintendent is required to submit **all** documents that pertain to each notification. Failure to submit all information may cause a delay in processing district notifications received and/or may jeopardize the Superintendent’s credentials.