



## Commission on Teacher Credentialing

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1900 Capitol Avenue Sacramento, CA 95811 (916) 888-921-2682 Fax (916) 323-6735 [www.ctc.ca.gov](http://www.ctc.ca.gov)

*Division of Professional Practices*

### **[EXAMPLE]** **PERSONAL AND CONFIDENTIAL**

Month Day, Year

Name

Address

City, State Zip

Re: Case Number

Dear Name:

The California Commission on Teacher Credentialing (Commission) is in receipt of information requiring a preliminary investigation of your fitness to hold a credential.

The information currently available to the Commission is that:

- On [date], the Commission was notified by [name of school district] that your employment was terminated due to allegations of misconduct. It is alleged that on [date], you [the misconduct is described].
- On [date], you were convicted, based on your plea, of a misdemeanor violation of Penal Code section [number of Code section] [(description from code section)].

In connection with consideration of this matter by the Committee of Credentials (Committee), we encourage you to provide a written response concerning these allegations within thirty (30) days of the date of this letter. Typical information submitted for consideration by the Committee may include a letter explaining the facts and circumstances surrounding the incident(s) described above, recent letters of recommendation, and recent work evaluations. You may include any additional documents you think appropriate. All materials you wish to be considered by the Committee must be in this office no later than ***[30 day deadline from date of this letter]***.

The Committee at its **[meeting date 30+ days from above deadline]** meeting will consider all available information. At that time, the Committee may either close the investigation or schedule the matter for additional review at a later date. You will be informed if the matter is closed or scheduled for further review.

LNAME, First Name

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You may request a copy of the information in your file that constitutes the basis of the allegations under review. You will be charged \$.10 per page for photocopies. You will not be provided copies of material you have submitted to the Commission.

If you have questions, you may contact [Staff Name] at [Staff Phone Number]. Thank you for your anticipated cooperation.

Very truly yours,

Staff Counsel

SC: [staff initials]

Enclosure

End of Letter of Inquiry

## CONFIDENTIAL INVESTIGATIVE REPORT

DOE, John Q.  
Case \_\_\_\_\_

### INTRODUCTION

John Q. Doe (Respondent) holds the following credentials \_\_\_\_\_.

This probable cause report contains allegations that Respondent may be subject to discipline under the Education Code based on \_\_\_\_\_.

Prior reviews if any.

### SUMMARY OF LAW

The Committee of Credentials (Committee) is responsible for investigating alleged acts or omissions which may be cause for denial of an application or private admonition, public reproof, suspension or revocation of a credential pursuant to Education Code section 44242.5. The investigation was commenced pursuant to section 44242.5 (b) \_\_ [insert appropriate subsection(s)]. The Committee has jurisdiction to hold a meeting pursuant to section 44244, based upon information sufficient to satisfy the requirements of section 44242.5 (d) \_\_ [insert appropriate subsection(s)]. The Committee shall investigate all alleged misconduct and the circumstances in mitigation and aggravation.

Pursuant to Education Code section 44421, the Commission on Teacher Credentialing (Commission) has grounds for adverse action based upon conduct that is immoral or unprofessional, or for persistent defiance of, and refusal to obey, the laws regulating the duties of persons serving in the public school system, or for any cause which would have warranted the denial of an application for a credential, or for evident unfitness for service.

### SUMMARY OF FACTS

#### RESPONDENT'S RESPONSE

#### CIRCUMSTANCES IN AGGRAVATION

#### CIRCUMSTANCES IN MITIGATION

Date:  
Prepared by:  
Reviewed by:  
Case No.