



# Commission on Teacher Credentialing

1900 Capitol Avenue Sacramento, CA 95811 (916) 445-0243 Fax (916) 323-6735 [www.ctc.ca.gov](http://www.ctc.ca.gov)  
Division of Professional Practices

## NOTIFICATION OF CREDENTIAL HOLDER'S CHANGE IN EMPLOYMENT STATUS DUE TO ALLEGATIONS OF MISCONDUCT (CALIFORNIA CODE OF REGULATIONS, TITLE 5 SECTION 80303)

### SECTION 1:

Name of Credential Holder: John E. Doe

Date of Birth: 1/1/1950 Last Four of SSN: 4321 Incident Date(s): 1/15/15 – 4/25/15

Employment Start Date: 6/1/1985 Employment End Date: 6/15/2015 Date of Final Action: 5/1/2015

Final Disciplinary Action: Dismissal Board Approval Date: 5/15/2015

Current Address: 123 Main Street, Anywhere California 90001

Position, Title, School Site: Math Teacher, ABC High School

Employing School District: Parkway Unified SD COE: Parkway COE

Contact Person: Jane D. Smith Contact Number: (321) 555-1379

### SECTION 2:

**Please attach all of the following documents pursuant to Section 80303(b) - if applicable:**

- Notification Form
- Cover Letter (Case Summary)
- Notice of Intent to Dismiss/Suspend
- Statement of Charges/Accusation
- Request for a CPC Hearing and Hearing Dates
- Final Decision (District/CPC)
- Letter of Resignation or Retirement
- Board's Acceptance
- Settlement/General Release Statement
- Copy of Signed Contract
- District Investigation Report(s)
- Law Enforcement Report(s) Police/Court
- Other \_\_\_\_\_

- Written Statement(s) of:  
Victim(s)  
Witness(es)  
Parent/Guardian(s)

- Contact Information\*  
Name, Address, Phone Number of:  
Victim(s)  
Witness(es)  
Parent/Guardian(s)

### SECTION 3:

#### **All Other Relevant Documents:**

- Copies of Emails/Text Messages
- Computer Printouts (Hard Copy)
- Correspondence with Employee
- Photographs
- Video Evidence
- Copies of Facebook, Instagram, etc.
- Other \_\_\_\_\_

\*NOTE: Parent permission is obtained prior to interviewing students.

**Mail To:** Commission on Teacher Credentialing  
Division of Professional Practices  
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**Email To:** [DPPquestions@ctc.ca.gov](mailto:DPPquestions@ctc.ca.gov)

If you have any questions, Dominick Conde can be reached at the above email address or by calling (916) 324-5678.