



**NORTH CAROLINA STATE BOARD OF EDUCATION
LEGAL AFFAIRS OFFICE**

Licensed Employee Misconduct Report Form

To report to the State Board of Education and the Superintendent of Public Instruction, the name and a factual statement of any professional educator license holder who engages in professional misconduct, LEAs/Charter Schools must complete this form and submit the following information:

A. Please check if you are a:

_____ LEA # and name _____

_____ Charter School # and name _____

School where licensed employee was last employed: _____

Grade Level and Subject(s) taught: _____

Was the licensed employee also a coach?

LEA/Charter School Contact Person Name: _____

Title: _____ Phone # () _____

Fax # () _____

Email Address: _____

B. Licensed Employee Information:

Licensed Employee's Name (include all aliases/maiden name):

Licensed Employee's License Number: _____

Licensed Employee's Last Known Contact Information:

Home Address:

Phone number: _____

Email address: _____

C. Why are you reporting this licensed employee? (check all that apply)

- The Licensed Employee has been placed on suspension due to the possibility of the Licensed Employee engaging in an act which may violate the State Board Policies on License Suspension and Revocation and/or the Standards of Professional Conduct. (see 16 NCAC 06C .0312 and 16 NCAC 06C .0602 found at <http://www.ncoah.com/>.)
- The Licensed Employee has engaged or may have engaged in conduct which violates the NC Testing Code of Ethics. (see 16 NCAC 06D .0306 found at http://www.ncoah.com)
- The Licensed Employee has resigned either during or immediately following an investigation regarding an act which may violate the State Board Policies on License Suspension and Revocation and/or the Standards of Professional Conduct.
- The Licensed Employee has resigned prior to termination or non-renewal or you have begun termination or non-renewal proceedings because the Licensed Employee has engaged in conduct which may violate the State Board Policies on License Suspension and Revocation and/or the Standards of Professional Conduct.
- The Licensed Employee has been recommended for dismissal and chooses to resign **without the written agreement** of the Superintendent. (See G.S. 115C-325 (o).)
- The Licensed Employee/former Licensed Employee has pled guilty to, has been found guilty of or has been convicted of an offense in G.S. §115C-270.35. ***These are offenses which, upon conviction, would lead to Automatic Revocation.***

D. Provide information concerning the incident involving the Licensed Employee: (i.e. the “who, what, when where, and why” of the conduct that may violate State Board Policies on License Suspension and Revocation and/or the Standards of Professional Conduct and/or the Testing Code of Ethics); describe what prompted disciplinary action by you; describe what you were investigating that led to resignation or non-renewal)

Attach any relevant information such as court records, investigation reports, complaints, witness statements, etc., to this report. *Additionally, if the investigation has been referred to law enforcement, please provide a name and contact information.*
