

# NORTH CAROLINA STATE BOARD OF EDUCATION

## LEGAL AFFAIRS OFFICE

### Teacher Misconduct Reporting Form

To report to the State Board of Education and the Superintendent of Public Instruction, the name and a factual statement of any license holder who engages in professional misconduct, please complete and submit the following information:

A. Please check if you are a:

\_\_\_\_\_ LEA # \_\_\_\_\_

\_\_\_\_\_ Charter School

Name of the school where the teacher was last employed: \_\_\_\_\_

Grade Level and Subject(s) taught: \_\_\_\_\_

Was this teacher also a coach? \_\_\_\_\_

Contact Person Name and Title \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_

Fax Number ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

B. Teacher Information:

Name (include all aliases) \_\_\_\_\_

\_\_\_\_\_

SSN xxx-xx-\_\_\_\_\_

Teacher's Last Known Home Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_The teacher has been placed on suspension due to the possibility of the teacher 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 teacher 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 teacher 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 teacher has resigned prior to termination or non-renewal or you have begun termination or non-renewal proceedings because the teacher has engaged in conduct which may violate the State Board Policies on License Suspension and Revocation and/or the Standards of Professional Conduct.

\_\_\_\_\_The teacher has been recommended for dismissal and chooses to resign **without the written agreement** of the Superintendent. (See G.S. 115C-325 (o))

\_\_\_\_\_The teacher/former teacher has pled guilty to, has been found guilty of or has been convicted of an offense in G.S. §115C-296(d)(2). These are offenses which upon conviction, would lead to an Automatic Revocation.

D. Please provide information concerning the incident involving the teacher (i.e. the “who, what, when where, and why” of the conduct which may violate the 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 lead to resignation or non-renewal)

Please feel free to attach any relevant information such as court records, investigation reports, complaints, witness statements, etc. Additionally, if the investigation has been referred to law enforcement, please provide a name and contact information.

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Thank you for providing this report. The State Board of Education, Legal Affairs Office, will review the information submitted and determine if any further information is needed in which case, the person who submitted this form will be contacted. Please be advised that under G.S. §115C-13 “Except as otherwise provided by federal law, local boards of education and their officers and employees shall provide to the State Board and to the Superintendent all information needed to carry out their duties.”

The Legal Affairs Office will notify the contact person on this form if no discipline is warranted.

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All information submitted to the State Board of Education, Legal Affairs Office is confidential and not a public record pursuant to Chapter 132 of the General Statutes.

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Please fax (919-807-3198) or mail all documentation to:

State Board of Education  
Legal Affairs Office  
MSC 6302  
Raleigh, NC 27703

If you need assistance in completing this form, please contact the Legal Affairs Office at (919) 807-3369 or by email to [joan.champagne@dpi.nc.gov](mailto:joan.champagne@dpi.nc.gov)

Completion and submission of this form does not relieve school employees of their statutory duty to report known or suspected child abuse to the appropriate child services or law enforcement agency.

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Signature and Title

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Date