

EDUCATOR MISCONDUCT COMPLAINT

CONFIDENTIAL

Pursuant to section 9 of the Educator Discipline Act, 24 P.S. § 2070.9, the filing of a written educator misconduct complaint with the Department of Education will initiate the Department's review and investigation of an educator. Any person may file an educator misconduct complaint with the Department of Education. There is no limitations period for the filing of an educator misconduct complaint. However, you are strongly encouraged to file a complaint as soon as possible after learning of the educator's misconduct.

To file educator misconduct complaint, send this completed form, along with any relevant information or documentation to the **Pennsylvania Department of Education, Office of Chief Counsel, 333 Market Street, 9th Floor, Harrisburg, PA 17126-0333.**

1. EDUCATOR'S NAME: (First Name, Middle Initial, Last Name)
2. EDUCATOR'S PLACE OF EMPLOYMENT: (e.g., Name of School District and School Building; Charter School, Private School, etc.)
3. EDUCATOR'S JOB TITLE OR POSITION:
4. EDUCATOR'S WORK ADDRESS:
5. EDUCATOR'S WORK TELEPHONE NUMBER:
6. EDUCATOR'S HOME ADDRESS:
7. EDUCATOR'S HOME TELEPHONE NUMBER:
8. COUNTY AND STATE WHERE ALLEGED MISCONDUCT OCCURRED:
9. REASON FOR COMPLAINT: (Please check and complete)

☐ Criminal Charge(s): (Please list charge(s)/County/Court/Judge)
Charge(s):

County:

Court:

Judge:

☐ Criminal Conviction(s): (Please list crime(s)/County/Court/Judge)
Conviction(s):

County:

Court:

Judge:

☐ Conduct inappropriate for an Educator (Detailed information to be provided below)

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10. DATE OF EDUCATOR'S MISCONDUCT: (Month, Day, Year)
11. DATE YOU LEARNED ABOUT THE CONDUCT: (Month, Day, Year)
12. DETAILED DESCRIPTION OF THE CONDUCT:
Please summarize the educator's conduct, providing specific examples of actions or words (attach additional sheets as necessary). Any supporting documentation should be attached to the complaint. Your description should answer the following questions: What happened? Who was involved? When and where did the conduct occur? Please also include victim's name, age and brief description, if applicable. Please also provide the names and contact information of any witnesses or other persons having information related to this matter.
13. If you have filed a complaint with any other entity such as the Pennsylvania Human Relations Commission, Children and Youth Services, U.S. Department of Education's Office for Civil Rights, Pennsylvania Department of Education's Bureau of Special Education, or have filed criminal or civil charges, please identify the entity and attach a copy of the complaint and/or charges.
14. If you have contacted the superintendent, CEO of the charter school, school building administrators, or school board about this matter, please list the names of the individual(s) contacted, identify the position held by the individual(s) listed, and attach any documents such as letters or notes documenting your contacts.
15. COMPLAINANT'S CONTACT INFORMATION:
Name and Address:

Daytime Telephone Number: () -

Cell Phone Number: () -
Best time to contact you:

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16. VERIFICATION:

I verify, subject to the penalties of Section 4904 of the Pennsylvania Crimes Code (18 Pa.C.S. § 4904) relating to unsworn falsification to authorities, that the information above and the facts contained in this complaint and attachments are true and correct to the best of my knowledge.

SIGNATURE OF COMPLAINANT

Date: _____

CONFIDENTIALITY NOTICE

The educator misconduct complaint process is confidential and any unauthorized release of confidential information is a misdemeanor of the third degree. *See* 24 P.S. § 2070.17.2. All information relating to complaints must remain confidential unless or until public discipline is imposed. Thus, the filing of an Educator Misconduct Complaint, the Department's investigation of a complaint and the disposition of the complaint prior to the imposition of public discipline, as well as any and all information learned as a result of the Department of Education's investigation, is strictly confidential.