***[DRAFT - TO BE FINALIZED ON DISTRICT LETTERHEAD]***

[Date]

[NAME]

[ADDRESS]

Re: California Code of Regulations, title 5, section 80303 – Reports of Change in Employment Status

Dear [NAME]:

Pursuant to California Code of Regulations, title 5, section 80303, the superintendent of a school district is required to inform a credential holder of the content of the above-referenced regulation whenever the employment status of the credential holder changes as a result of an allegation of misconduct or while an allegation of misconduct is pending. (A copy of Cal. Code Regs., tit. 5, § 80303, is attached for your review.)

As a result of recent events involving your employment, my legal requirement to report your change in employment status to the California Commission on Teacher Credentialing (“CCTC”) has been triggered. Accordingly, I will be making the required report to CCTC. [**OPTIONAL:** You will receive a courtesy copy of the report under separate cover.]

Please feel free to give me a call should have any questions.

Sincerely,

DISTRICT SUPERINTENDENT

Attachment