



Commission on Teacher Credentialing

Division of Professional Practices Voicemail: (916) 322-4974 Fax (916) 323-6735 www.ctc.ca.gov
1900 Capitol Avenue, Sacramento, CA 95811-4213

SCHOOL DISTRICT NOTICE OF CREDENTIAL HOLDER'S CONTRACT ABANDONMENT (Education Code section 44420)

Name of Credential Holder: _____

Date of Birth: _____ Last Four of SSN: _____ Incident Date(s) _____

Employment Start Date: _____ Employment End Date: _____

Number of days it took to find a suitable replacement: _____

Resignation/Retirement Date: _____

Current Address: _____

Position and Title: _____

Employing School District: _____ COE: _____

Contact Person: _____

Phone Number: _____ Extension.: _____

Please attach the following documents: (if applicable)	
Notification Form	Correspondence with Employee
Cover Letter (Case Summary)	Copy of Signed Contract
Letter of Resignation or Retirement	All other Relevant Documents

Mail To: Commission on Teacher Credentialing
Division of Professional Practices
ATTN: Nicole Lee
1900 Capitol Avenue
Sacramento, CA 95811-4213

Fax To: (916) 323-6735

EMail To: DPPquestions@ctc.ca.gov

If you have any questions, Nicole Lee can be reached at the above email address or by calling (916) 322-8551.

EDUCATION CODE section 44420

**FAILURE TO FULFILL CONTRACT AS GROUND
FOR SUSPENSION OF DIPLOMAS AND CERTIFICATES**

(a) If any person employed by a school district in a position requiring certification qualifications refuses, without good cause, to fulfill a valid contract of employment with the district or leave the service of the district without the consent of the superintendent, if any, or the governing board, of the district except in the manner provided for by law, the commission may, after proof of this fact is made to it, take an adverse action on the credential holder but may not suspend the credential for more than one year or revoke the credential.

(b) If the credentials issued to the person by the commission have been subject to adverse action pursuant to subdivision (a), the commission may, if the credentials again become subject to suspension under this section, suspend the credentials for not more than two years.

(c) The commission shall investigate allegations brought under this section in accordance with Section 44242.5.