



**Public School Notification Form**

**CONFIDENTIAL**

Colorado public schools\* are required to notify the Colorado Department of Education regarding current or former school employees in the circumstances listed on the attached form. A public school providing such notice to the department must complete this form and send it, along with any attachments, to the CDE- Enforcement Unit.

\*For the purposes of this form - a public school is any public school, school district, BOCES, facility school or state operated program to be known herein as "school district"

Mail to:	CDE - Educator Talent - Enforcement Unit 201 E. Colfax Ave Denver, CO 80203	by eMail		To send via email: CDElicensingBackgroundUnit @cde.state.co.us	Questions	303.866.6966

**Person Notifying** \* Required Field

Person Notifying Last Name*		Person Notifying First Name*		Title*	
Email Address*			Contact Phone*	Name of Notifying School District*	
School District Mailing Street Address*			City*	State*	Zip*
By signing you are agreeing that in addition to this notification form you are or will be furnishing CDE the subject of your notice's entire personnel file to include any separation agreements.			Signature of Person Notifying* 		Date*
Who Would CDE Contact for Questions? * Full Name <input type="checkbox"/> Same as Above <input type="checkbox"/> If not-complete this entire row.			Title		Contact Phone

**Subject of Notice** \* Required Field

Last Name*		First Name*		Middle Name	Date of Birth*
Title/Assignment/School*			Last Known Personal Email Address		Last Known Phone Number
Last Known Mailing Street Address*			City*	State*	Zip*
Social Security Number* (complete)		Date of Hire*		Date of Separation	Date and Type of Disciplinary Action

**Details** \* Required Field

1	Did your School District Conduct an Investigation? * <input type="checkbox"/> No <input type="checkbox"/> Yes	What is the Current Employment Status of the Above Subject? *	<input type="checkbox"/> Admin Leave	<input type="checkbox"/> Resigned to Avoid Discipline	<input type="checkbox"/> Other (list):
2	Did a Social Services Agency Investigate? * <input type="checkbox"/> No <input type="checkbox"/> Yes - Provide Name of Agency:		<input type="checkbox"/> Terminated	<input type="checkbox"/> Reporting for Duty as Normal	List the Social Services Case or Report Number:
3	Did a Law Enforcement Agency Investigate? * <input type="checkbox"/> No <input type="checkbox"/> Yes - Provide Name of Agency:				List the Law Enforcement Case or Report Number:
3a	If Yes Above, Was a Criminal Charge Filed? <input type="checkbox"/> No <input type="checkbox"/> Yes - Provide Name of Charge(s):				

**! If you marked "Yes" for any of the above, please attach copies of the subject's entire personnel file, to include any separation agreement, social services report and or any law enforcement reports – when applicable. This is of the utmost importance!**

4	Did you attach a copy of this subject's <b>entire</b> personnel/investigative files to this notification? * <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please provide the contact information for whom we would send this notification to in order to obtain the <b>entire</b> personnel file on this subject:	Name and email
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Please Describe in Detail the Incident(s) you are Reporting (attach additional pages if necessary) \*:

## Statutes and Regulations

### **Pursuant to Section 19-3-308(5.7), Colorado Revised Statutes,**

Upon initial investigation of a report alleging abuse or neglect in which the suspected perpetrator was acting in his official capacity as an employee of a school district, if the county department [of social services] or the local law enforcement agency reasonably believes that an incident of abuse or neglect has occurred, it shall immediately notify the superintendent of the school district who shall consider such report to be confidential information; except that the superintendent shall notify the department of education of such investigation.

### **Pursuant to Section 22-30.5-110.5(7)(a), Colorado Revised Statutes,**

If an employee of a charter school is dismissed or resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, that is supported by a preponderance of the evidence, the governing board of the charter school shall notify the department and provide any information requested by the department concerning the circumstances of the dismissal or resignation. The charter school shall also notify the employee that information concerning the employee's dismissal or resignation is being forwarded to the department unless the notice would conflict with the confidentiality requirements of the "Child Protection Act of 1987", part 3 of article 3 of title 19, C.R.S.

### **Pursuant to Section 22-30.5-110.5(7)(b), Colorado Revised Statutes,**

If a charter school learns from a source other than the department that a current or past employee of the charter school has been convicted of, pled guilty to, pled nolo contendere to, or has received a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the charter school shall notify the department.

### **Pursuant to Section 22-32-109.7(3), Colorado Revised Statutes,**

If an employee of a school district is dismissed or resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of the evidence, within ten business days after the dismissal or resignation, the board of education of the school district shall notify the department of education and provide any information requested by the department concerning the circumstances of the dismissal or resignation. The district shall also notify the employee that information concerning the employee's dismissal or resignation is being forwarded to the department of education unless the notice would conflict with the confidentiality requirements of the "Child Protection Act of 1987," part 3 of article 3 of title 19, C.R.S. A public school district or charter school shall not enter into a settlement agreement that would restrict the school district or charter school from sharing any relevant information related to a conviction for child abuse or a sexual offense against a child as defined by section 13-80-103.9 (1) (c), C.R.S., pertaining to the employee with the department, another school district, or charter school pertaining to the incident upon which the dismissal or resignation is based.

### **Pursuant to Section 22-32-109.7(3.5), Colorado Revised Statutes,**

Whenever a school district learns from a source other than the department of education that a current or past employee of the school district has been convicted of, pled nolo contendere to, or has received a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the school district shall notify the department of education.

### **Pursuant to 1 Code of Colorado Regulations 301-37, 2260.5-R-10.05(1),**

If an employee of a school district is dismissed or resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of the evidence, within 10 business days after the dismissal or resignation, the board of education of the school district shall notify the department of education and provide any information requested by the department concerning the circumstances of the dismissal or resignation.

### **Pursuant to 1 Code of Colorado Regulations 301-37, 2260.5-R-10.05(2),**

The local board of education, charter school, BOCES or its designee shall immediately notify the Department when any dismissal action or acceptance of resignation concerning a district, charter school or BOCES employee is based upon a violation resulting in a conviction, guilty plea, plea of nolo contendere or deferred sentence as set forth in sections 15.00(2)(d)-(h) and 15.00(3)(a)-(c) of these rules. The local board, charter school, BOCES or its designee shall provide any information requested by the department concerning the circumstances of the employee's dismissal or resignation.

### **Pursuant to 1 Code of Colorado Regulations 301-37, 2260.5-R-10.05(3),**

The local board of education, charter school, BOCES or its designee shall immediately notify the Department when any dismissal action or acceptance of resignation concerning a district, charter school or BOCES employee is based upon a violation resulting in a conviction, guilty plea, plea of nolo contendere or deferred sentence as set forth in sections 15.00(2)(d)-(h) and 15.00(3)(a)-(c) of these rules. The local board, charter school, BOCES or its designee shall provide any information requested by the department concerning the circumstances of the employee's dismissal or resignation.

### **Pursuant to 1 Code of Colorado Regulations 301-37, 2260.5-R-10.05(4),**

The local board of education, charter school, BOCES or its designees shall notify the Department when the local board, charter school or BOCES reasonably believes that one of its employees is guilty of unethical behavior or professional incompetence as set forth in sections 15.01 and 15.02 of these rules. The local board, charter school, BOCES or its designee shall provide any information requested by the department concerning the employee's behavior or competence.

### **Pursuant to 1 Code of Colorado Regulations 301-37, 2260.5-R-10.05(5),**

The local board of education, charter school, BOCES or its designee shall notify the Department when the local board, charter school or BOCES learns from a source other than the Department that a current or past employee of the district, charter school or BOCES has been convicted of, has pled nolo contendere to, or has received a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children.

