

Educator Misconduct Complaint Form

**Confidential**

Pursuant to the Educator Discipline Act, 24 P.S. § 2070.9, the filing of a written educator misconduct complaint (“complaint”) with the Department of Education initiates the Department’s review and investigation of an educator. Any person may file a complaint with the Department of Education. There is no limitations period for the filing of a complaint; however, you are strongly encouraged to file a complaint as soon as possible after learning of the educator’s misconduct.

To file a complaint, send this completed form, along with any relevant materials to the Pennsylvania Department of Education via electronic mail, to RA-EDMisconduct@pa.gov, or regular mail, to the Office of Chief Counsel, 607 South Drive, 3rd Floor, Harrisburg, PA 17120.

# Educator Information

**Educator’s Name**: (First Name, Middle Initial, Last Name)

**Educator’s Place of Employment**: (e.g., Name of School Entity and School Building)

**Educator’s Job Title or Position**:

**Educator’s Work Telephone Number**:

**Educator’s Work Address**:

**Educator’s Home Telephone Number**:

**Educator’s Home Address**:

**Educator’s Email Address**:

**County and State Where Alleged Misconduct Occurred**:

**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.)

**Date of Educator’s Misconduct**: (Month, Day, Year) Click or tap to enter a date.

**Date You Learned About the Conduct**: (Month, Day, Year) Click or tap to enter a date.

**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 the 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.

**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 include with your educator misconduct complaint a copy of the complaint and/or charges.**

 Entity:

 Date Complaint was Made:

**If you have contacted the school entity’s chief school administrator, school building administrators, or school oversight entity (i.e. school board, joint operating committee, board of directors) about this matter, please list the names of the individual(s) contacted, identify the position held by the individual(s) listed, and include with your complaint any documents such as letters or notes documenting your contacts.**

 School Leadership Contact (state whom or what entity you contacted):

 Date Contact was Made:

# Complainant’s Contact Information

**Name and Address**:

**Email Address**:

**Telephone Number**: (Specify Type: Cell/Home/Work)

**Alternate Telephone Number**: (Specify Type: Cell/Home/Work)

**Best Time to Contact You**:

# Verification

Under penalty of perjury, I certify that I am the person accessing and submitting the Department of Education’s educator misconduct complaint form. 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. I understand that I can be prosecuted if I provide false or misleading information. I have agreed to submit this complaint by electronic means. By checking the box below and entering my name, I certify that all information on this form is true and correct. I also agree that by checking the box below and entering my name, I am creating an electronic signature. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

[ ]  I certify the above information is true and correct and I am the person submitting information.

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(b). All information relating to complaints must remain confidential unless or until public discipline is imposed. Thus, the filing of a 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.