



# Commission on Teacher Credentialing

Division of Professional Practices  
651 Bannon Street, Suite 600 B  
Sacramento, CA 95811-4213

Phone: (916) 322-4974

[www.ctc.ca.gov](http://www.ctc.ca.gov)

## 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

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:

Employing Charter School:

Charter School: Independent from SD/COE  Dependent of SD/COE

Contact Person:

Phone Number:                      Extension:

<b>Please attach the following document: (if applicable)</b>	
<input type="checkbox"/> Notification Form	<input type="checkbox"/> Correspondence with Employee
<input type="checkbox"/> Cover Letter (Case Summary)	<input checked="" type="checkbox"/> * Copy of Signed Contract
<input type="checkbox"/> Letter of Resignation or Retirement	<input type="checkbox"/> All other Relevant Documents
*A copy of the signed contract is required as part of the report.	

**Email Reports & Supporting Documents To:**

[Contact Us \(https://educatortools.ctc.ca.gov/ContactUs\)](https://educatortools.ctc.ca.gov/ContactUs)

**\*When reporting an educator, please submit one report electronically to the above referenced email address. Duplicative reporting is not necessary. Thank you**

If you have any questions, Nicole Yee 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.