

Date:

Commission on Teacher Credentialing
Division of Professional Practices
Attn: Jeffrey Osborne
651 Bannon Street, Suite 602
Sacramento, CA 95811

Re: 80303 Notification
Credential Holder Name
SSN: XXX-XX-0000
DOB: 00/00/0000

Dear Mr. Osborne:

In accordance with California Code of Regulations, Title 5, Section 80303, the following correspondence constitutes notification by the *Name Unified School District* regarding allegations of misconduct by District employee, *Credential Holder Name*.

The allegations include that the *Credential Holder* pushed student *John Doe* against the wall (*Summarize Specific Allegations*) causing the student to fall and injure his arm. *Credential Holder Name* resigned (*State Specific District Adverse Action*) from the *School District* effective (*Date*) pursuant to a settlement agreement. The resignation (*Specific District Adverse Action*) was approved by the school board on (*Date*).

In support of this notification, I am enclosing the 80303 Notification Form (*with attachments*), which consists of all of the district documents pursuant to Section 80303(b). If I can provide further assistance, please contact me at (*your phone number*).

Sincerely,

NAME
TITLE

Enclosures