



## Quick Reference Sheet: Reporting Educator Misconduct to the State<sup>1</sup>

### Director Reporting Obligations

State law and [State Board rules](#) 0520-02-03 on educator licensure discipline state that it is the responsibility of the Director of Schools to inform the Tennessee State Board of Education (the "Board") of licensed or permitted educators who have been suspended or dismissed, or who have resigned, following allegations of conduct, including sexual misconduct, which would warrant consideration for licensure action. **All reports must be submitted to the Board within thirty (30) days of the suspension, dismissal, or resignation.**

The Director of Schools is also required to report licensed educators with felony convictions and convictions for any offenses set forth in the rule within thirty (30) days of receiving knowledge of the conviction.

Reports must be submitted via TN Compass using the forms developed by TDOE:

- [Initial Director's Reporting Form](#)
- [Director's Final Reporting Form](#)

Please note that the Initial Director's Report should be used with the initial employment action (i.e., administrative leave with or without pay, suspension pending investigation, etc.).

Please ALWAYS submit a Final Director's report regarding the final employment action (i.e., 3-day suspension, 10-day suspension, retirement, resignation, termination, etc.).

Make sure that you are using the most updated version of the Initial Director's and Final Reports.

### What Type of Misconduct Requires a Report to the State?

If a licensed or permitted educator has been suspended, dismissed, or has resigned following misconduct that could lead to licensure action, they must be reported. Suspension includes when an educator is placed on administrative leave (with or without pay). Dismissal includes when an educator is dismissed, non-renewed, or retires or resigns in lieu of termination.

Licensure Issues<sup>2</sup> - *Report IS REQUIRED under Board rules* (NOT an exhaustive list, but common issues):

1. Inappropriate relationship with a student
2. Inappropriate communication with student (explicit and non-explicit)
  - a. Texting (in violation of a school or LEA communications policy)
  - b. Cursing at students
  - c. Being sexually suggestive
  - d. Talking about personal romantic relationships with students
3. Inappropriate physical contact with students (with or without harm)
  - a. Sexual in nature (kissing, sexual touching, etc.)

<sup>1</sup> This flyer is intended as a quick reference sheet only. Please refer to State Board rule [0520-02-03-.09](#) for a full list of requirements.

<sup>2</sup> This list is not exhaustive, please refer to board rules noted in Footnote 1 for a full list or contact State Board attorneys using the contact information below.



- b. Hitting student (using hand(s), objects, etc.)
- c. Placing student in an improper restraint hold
4. Drinking/in possession of/under influence of alcohol or drugs at school or school related activity
5. Test security breaches
6. Felony convictions
7. Negligence
8. IEP issues (Falsifying documents, etc.)
9. Inappropriate use of school property (looking at pornography on school computer, etc.)

Employment/Personnel Issues – Report IS NOT required under Board rules.

1. Tardiness
2. Relationship with coworker
3. Insubordination
4. Missing days at work
5. Poor classroom management
6. Failing to submit grades in a timely manner

**Tips/Tricks for Reporting in TN Compass**

- Please refer to this [step by step guide](#) on how to submit reports and investigative materials through TN Compass.
- Both an Initial Director’s Report and Final Report need to be submitted to the Board, along with any investigative materials.
- All documentation (initial & final report, investigative materials) may be submitted at one time for a single incident of educator misconduct in TN Compass using the *Disciplinary Review Wizard*.
- Please note on the Final Report if all investigative materials have been provided.
- If all documentation regarding a single incident of educator misconduct cannot be submitted at one time, first check to see if the educator’s license is already under State Board Review; if so, add additional documentation using the edit button on the review and attaching additional documentation. If the educator is not already under State Board Review, make a second submission in the *Disciplinary Review Wizard* with all additional documentation.
- Only one report concerning a particular instance of misconduct will be approved. If a duplicate submission is made, the attached documents will be added to the current open review and the duplicate review will be denied.
- Do NOT change the Review Reason. It will always be “Reported by LEA.”
- The secondary review reason should match the allegations of misconduct.
- You MUST attach at least an Initial Director’s Report when submitting a request.
- You MUST preserve all video evidence, where applicable, and contact the State Board attorneys at [EducatorLicense.Discipline@tn.gov](mailto:EducatorLicense.Discipline@tn.gov) to submit video evidence to the State Board.

When in doubt about whether a report is required or how to submit a report, contact [EducatorLicense.Discipline@tn.gov](mailto:EducatorLicense.Discipline@tn.gov).