



**PREPARING FOR A TERMINATION CERTIFICATION HEARING
DISTRICT LEVEL CHECKLIST**

Miss. Code Ann. § 37-3-2(13)(a) states: “Dismissal or suspension of a licensed employee by a local school board pursuant to Miss. Code Ann. § 37-9-59 may result in the suspension or revocation of a license for a length of time which shall be determined by the commission and based upon the severity of the offense.”

The documentation listed on the table below is requested by the Office of Educator Misconduct (OEM) to schedule a hearing before the Commission on Teacher and Administrator Licensure and Certification and Development. The district should plan to send a witness who has firsthand knowledge of the events leading to the termination.

Name: _____

License # _____

DOCUMENTATION REQUESTED BY OEM	DATE RECEIVED
<p>Appendix C: Report form for Superintendent of Education for Reporting Infraction under Miss. Code Ann. § 37-3-2: http://www.mde.k12.ms.us/educator-licensure/division-of-educator-misconduct</p> <p><i>Note that this notarized form should be received within 10 days of the educator’s termination. Please indicate if the employee has/has not requested a hearing with the district.</i></p> <p><i>Other items requested below can be sent at a later date if needed.</i></p>	
A notarized affidavit stating the events of the case	
All district communication to the employee regarding the investigation and termination, if applicable	
A copy of the employee’s contract	
Written complaints/statements from any parties involved: parents, students, staff, and/or the educator accused	
Police records/reports, if applicable	
Pertinent pages from district policy and school handbooks	
Transcript from termination hearing including all exhibits, if applicable	
Final order from termination hearing, if applicable	