



**PREPARING FOR A TESTING VIOLATION CERTIFICATION HEARING  
DISTRICT LEVEL CHECKLIST**

A superintendent must report any license holder who knowingly and willfully commits any act affecting the validity of mandatory uniform test results as provided in Miss. Code Ann. § 37-16-4 (1). An internal review committee will assess the documentation and determine if a certification hearing will be scheduled.

| <b>DOCUMENTATION REQUESTED BY OFFICE OF EDUCATOR MISCONDUCT</b>  |
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| Appendix C: Report form for Superintendent of Education for Reporting Infraction under Miss. Code Ann. § 37-3-2: <a href="http://www.mde.k12.ms.us/educator-licensure/division-of-educator-misconduct">http://www.mde.k12.ms.us/educator-licensure/division-of-educator-misconduct</a> |
| <i>Note that this notarized form should be received within 10 days of the superintendent's notification of the infraction. Other items requested below can be sent at a later date, if needed.</i>   |
| A notarized affidavit stating the events of the case   |
| All district communication to the employee regarding the investigation   |
| A copy of the employee's contract  |
| Written statements from any applicable parties: students, staff, and/or the educator accused   |
| District <b>and</b> School Test Security Plans – <i>Signed copies</i>  |
| Documentation of Test Security Training/Sign-in Sheets – <i>Indicate the educator(s) involved in testing violations</i>  |
| Notarized board minutes of the school board's approval of the employee's resignation, if applicable<br><i>(PLEASE NOTE THAT THE MINUTES MUST REFLECT EACH BOARD MEMBER'S NAME AND HOW HE/SHE VOTED.)</i>   |
| Resignation documents from the educator, if applicable<br><i>(NOTE THAT IF A TERMINATION TAKES PLACES, THE DISTRICT SHOULD SUBMIT THE LAST TWO ITEMS LISTED ON THE TABLE.)</i>   |
| Pertinent pages from district policy and school handbooks  |
| Transcript from termination hearing, including all exhibits  |
| Final order from termination hearing, if applicable  |

*Documentation should be mailed to:*  
**Office of Educator Licensure  
 Division of Educator Misconduct  
 Mississippi Department of Education  
 Post Office Box 771  
 Jackson, Mississippi 39205-0771**