



1	<p><b>Report to the Commissioner pursuant to section 16 of the <i>School Act</i></b></p> <ul style="list-style-type: none"><li>• The form is available at <a href="http://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/boards-commissions-tribunals/commissioner-for-teacher-regulation/report-as-teacher-school">www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/boards-commissions-tribunals/commissioner-for-teacher-regulation/report-as-teacher-school</a>.</li><li>• The form must be signed by the Superintendent.</li><li>• Please include with this form a copy of the letter to the teacher advising of the conclusion of the investigation, and any findings and consequences.</li><li>• Summary of reasons for reporting and/or description of conduct being reported. If a succinct description of the conduct, findings and consequences is contained in the letter to the teacher advising of the conclusion of the investigation, it is not necessary to complete this section.</li><li>• If possible, include all records as described in section 3 below.</li></ul>
2	<p><b>Acknowledgment pursuant to section 44 of the <i>Teachers Act</i></b></p> <ul style="list-style-type: none"><li>• An intake officer at the Professional Conduct Unit will acknowledge your report and request further documentation, as described in section 3 below.</li><li>• If you have previously provided all the records available that relate to the matter in respect of which the report was made, please advise the intake officer.</li></ul>
3	<p><b>Description of Records the Commissioner will require</b></p> <p>When school district personnel are conducting investigations into issues of teacher conduct or competence, the investigator should bear in mind that the Commissioner will require all records that relate to the matter, including, but not limited to:</p> <ol style="list-style-type: none"><li>a. Investigation reports and written findings;</li><li>b. All correspondence with the teacher;</li><li>c. All correspondence with the teachers' association about the conduct and/or competence issues of the teacher;</li><li>d. Board of Education minutes, if applicable;</li><li>e. Investigation notes, handwritten and/or typewritten;</li><li>f. Handwritten notes of witnesses, principals, teachers, employees or students;</li><li>g. Handwritten and typewritten records of interviews, or audio tape/digital recordings;</li><li>h. Handwritten and typewritten records of telephone conversations or meetings;</li><li>i. Contact information for students and employees who were interviewed;</li><li>j. Copies of emails, Facebook posts, Twitter posts or other electronic communication relevant to the investigation;</li><li>k. Copies of relevant texts and/or other social media messaging; and</li><li>l. Photographs used in the investigation.</li></ol>



**Report to the Commissioner  
pursuant to section 16  
of the *School Act***

Name of teacher that you are reporting	Certificate number of teacher
Name of School District	

Summary of reasons for reporting or description of conduct being reported
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Pursuant to section 16 of the *School Act*, as the Superintendent of Schools, I am reporting the above-noted teacher.

I am also enclosing all the records available to me that relate to the matter in respect of which this report is being made.

\_\_\_\_\_  
Superintendent of Schools (Please print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date