State of Iowa

**BOARD OF EDUCATIONAL EXAMINERS**

**701 E. Court Ave., Suite A**

**Des Moines, Iowa 50309**

**(515) 281-5849**

**Boee.complaints@iowa.gov**

**BEFORE THE STATE BOARD OF EDUCATIONAL EXAMINERS**

**(Click in the yellow boxes and type your responses)**

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| --- | --- | --- |
| COMPLAINANT, | CASE No. |  |

 (Assigned by the Board)

 and

|  |  |  |
| --- | --- | --- |
|  | ) | **COMPLAINT** |

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| --- | --- |
|  | ) |

 RESPONDENT.

***Please check one of the following categories for the complainant:***

**\*Complainants shall be:**

|  |  |  |
| --- | --- | --- |
|  | **a.** | **Licensed practitioners** |
|  | **b.** | **Recognized educational entities or local or state professional organizations** |
|  | **c.** | **Local boards of education** |
|  | **d.** | **Parents or guardians of students involved in the alleged complaint** |
|  | **e.** | **Executive Director, Board of Educational Examiners** |
|  | **f.** | **Iowa Department of Transportation** |
|  | **g.** | **An employee of the Iowa Department of Education** |

**\_\_\_\_\_\_\_\_ h. Human Resource Director**

The above named Complainant(s), for complaint against the Respondent(s), states the following:

1. ***Information on the Respondent:***

|  |  |  |  |
| --- | --- | --- | --- |
| (a) | Respondent's Name: |  | , |
| (b) | Respondent’s Position |  | , |
| (c) | Respondent’s School: |  | , |
| (d) | Respondent's Street Address: |  | , |
| (e) | Respondent’s City, State & Zip Code: |  | , |
| (f) | Respondent's Telephone Number: |  | , |
| (g) | Respondent's Folder Number (if known): |  | , |
| (h) | Respondent's Social Security Number (if known): |  | , |

|  |  |  |
| --- | --- | --- |
| 2. On or about |  | , the respondent violated standard(s) of professional  |
| ethics and practices as defined by IAC 282 Chapter 25. |

Provide a concise statement with the facts, which clearly and accurately describe the situation or incident in which the Respondent allegedly violated their professional code of conduct. Please provide sufficient information whereby respondent can adequately understand and respond to the complaint. (Use additional sheets if necessary.)

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3. OPTIONAL: If you are aware of specific standards. CITE THE SPECIFIC SECTION(S) OF THE STATUTES OR RULES ALLEGEDLY VIOLATED AND THE NATURE OF THE VIOLATION. See the enclosed rules of professional practice and ethics: Chapters 25 (282-25) (Use additional sheets if necessary.)

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|  |

4. **The Complainant** hereby requests the Iowa Board of Educational Examiners to investigate this complaint. If the investigation suggests probable cause, the Complainant further requests the Board to hold a hearing thereon in accordance with Iowa Code Chapter 256, as amended, and its Rules and Regulations issued thereunder, and further requests the Iowa Board of Educational Examiners to take such action as is warranted by the facts as determined by such an investigation and hearing within the purview of said statutes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dated this** |  | **day of** |  | **,** |  | **.** |

**COMPLAINANT(S)**

|  |  |  |
| --- | --- | --- |
|  | By |  |

(Signature) (Name and Title or Position)

|  |
| --- |
|  |

 (Address)

|  |  |  |
| --- | --- | --- |
|  |  |  |

 (Telephone Number with Area Code) (Email)

Please submit complaints to:

Boee.complaints@iowa.gov

Or mail to:

Boar of Educational Examiners

701 E Court Ave

Des Moines IA 50309

**IMPORTANT INFORMATION RELATING TO YOUR COMPLAINT**

* ***Who is Eligible to File a Complaint?***

a. Licensed practitioners

b. Recognized educational entities or local or state professional organizations

1. Local boards of education
2. Parents of guardians of students involved in the alleged complaint
3. Executive Director, Board of Educational Examiners
4. Iowa Department of Transportation
5. An employee of the Iowa Department of Education
6. Director of Human Resources
* ***The following factors will be considered by the Board in determining whether it has
jurisdiction over the complaint:***
* The case must relate to alleged violation of standards of professional ethics and practices.
* The complainant must have personal knowledge of the alleged violation.
* The magnitude of the alleged violation must be adequate to warrant a hearing
by the board.
* There must be sufficient evidence to support the complaint.
* ***Statutory Provision Governing the Complaint Process***

Iowa Code Section 256.146(14) requires:

1. specificity in written complaints that are filed by individuals who have personal knowledge of an alleged violation and which are accepted by the Board, and
2. sufficient information on the face of the complaint to meet the jurisdictional requirements within the Board's rules, and
3. that the conduct providing the basis for the complaint must have occurred within three years of discovery of the event by complainant unless good cause can be shown for an extension of this limitation.

**\*\*IF YOU ARE FILING A COMPLAINT THAT INVOLVES MORE THAN ONE PERSON (RESPONDENT), YOU MUST COMPLETE A SEPARATE COMPLAINT FORM FOR EACH INDIVIDUAL. \*\***