



STATE OF HAWAII  
HAWAII TEACHER STANDARDS BOARD (HTSB)

*CONFIDENTIAL*

MANDATED REPORT OF VIOLATION  
FROM  
SUPERINTENDENT/ADMINISTRATOR

**DUTY TO REPORT:** Pursuant to Hawaii Administrative Rules ([HAR](#)) §8-54-9.16(b), this report shall be completed by the Hawai'i Department of Education Superintendent or Hawai'i Public Charter School Administrator or their designee. Doing so fulfills your legal obligations under HAR §8-54-9.16.

To file a Report of Violation, please:

- Provide a copy of **ALL** available records including, but not limited to, Complaints, Final Investigation Reports, Serious Disciplinary Documents, Recommendation for Serious Discipline: Termination Documents.
- Fill-out **ALL** sections below as **completely as possible**. Form must be signed and dated.
- Submit the completed form and copies of records by one of the following methods: **Email:** [htsb@hawaii.gov](mailto:htsb@hawaii.gov); **Fax:** (808)586-2606; or **Mail/In-Person:** HTSB, 650 Iwilei Road, Suite 268, Honolulu, HI 96817

The report shall contain the name, address, and social security number (last four digits) of any licensed educator, permit holder or emergency hire who has:

- (1) been terminated or not re-hired for cause;
- (2) resigned under threat of termination or non-employment for cause; or
- (3) been convicted of a felony or misdemeanor.

**DATE OF REPORT (MM/DD/YYYY):**

**Section A: MANDATED REPORTER INFORMATION**

**Name (Last, First, MI):**

**Title:**

**School/Agency/Department:**

**Address:**

**Email Address:**

**Phone: (       )**

## Section B: EDUCATOR INFORMATION

Name (Last, First, MI):

Date Of Birth (MM/DD/YYYY):

Last Four Digits of  
Social Security Number:

Mailing Address:

City:

State:

Zip Code:

Email Address:

Phone: (     )

## Section C: HAR §8-54-9.14 and §8-54-9.16(b) ACTS/CONDITIONS COMMITTED BY LICENSEE, PERMITTEE, OR APPLICANT

Check all that apply.

- A Felony Conviction
- Misdemeanor Convictions
- Conviction of Crimes Against Children and Sexual Offenses
- Having Sexual Contact with a Minor or Student
- Possessing, Producing, or Distributing Illegal Images or Images of Minors or Students
- Committing a Crime on School Premises or While Fulfilling the Duties of a Teacher
- Practicing the Profession of Teaching While Possessing, Using, Distributing or Being Under the Influence of Illegal Drugs
- Practicing the Profession of Teaching in a Manner Contrary to the Recognized Standards of Ethics Adopted by the Hawai'i Teacher Standards Board in Its Code of Ethics
- Practicing the Profession of Teaching with a Fraudulent Teaching License
- Making and/or Submitting False, Inaccurate or Misleading Statements and/or Documents in Applying for a License, Permit, License or Permit Update, or Renewal
- Having a License or Permit Denied, Revoked, Not Renewed or Suspended by Another Jurisdiction
- Violation of Any Condition or Limitation on a Licensee's License
- Misrepresents or Falsifies Information on Their Application
- Provides Falsified or Fraudulent Documents with an Application
- Does Not Meet the Board's Licensing or Renewal Requirements
- Does Not Meet the Professional Fitness Portion of the Application
- Is Terminated or Not Re-Hired for Cause
- Resigns Under Threat of Termination on Non-Employment for Cause

## **Section D: NARRATIVE INFORMATION**

Please provide information and describe violation below. Attach documents to support the response(s) in Section C.

**I declare under penalty of perjury that the foregoing, including any attachment, is true and correct.**

**Printed Name:**

**Signature:**

**Date:**