**BEFORE THE INDIANA DEPARTMENT OF EDUCATION**

In the Matter of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

)

Indiana Teacher License No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

(Educator’s name)

**STIPULATION OF VOLUNTARY PERMANENT LICENSE**

**SURRENDER BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Educator’s name)**

Comes now, Respondent, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and requests acceptance

(Educator’s name)

of this Stipulation of Voluntary Permanent License Surrender by the Indiana Department of Education, and agrees as follows:

1. The Indiana Department of Education has both personal and subject matter jurisdiction in this matter;
2. Respondent is a licensed teacher in the state of Indiana, teacher license number(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ;

1. On or about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, under Cause number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I was convicted of offense(s) that is/are specifically enumerated in Indiana Code § 20-28-5-8(c) and which require revocation of my teaching license, or I voluntarily agreed to revocation of my teaching license under Indiana Code §20-28-5-7;

1. I understand that I am entitled to an evidentiary hearing before an Administrative Law Judge and that I am entitled to certain due process protections if the State Department of Education seeks to permanently revoke my teacher license without this stipulation;
2. I understand my permanent surrender is not valid until it is accepted by the Secretary of Education;
3. Knowing all of this, I hereby voluntarily and permanently surrender my Indiana Teacher Licenses to the Indiana Department of Education and understand that permanent surrender is the equivalent of a permanent license revocation under I.C. 20-28-5-8(c), 20-28-5-8(d), or IC 20-28-5-7;

WHEREFORE, Respondent submits this Stipulation of Voluntary Permanent License

Surrender and requests its acceptance by the Indiana Department of Education.

**VERIFICATION**

I affirm, under the penalties for perjury, that the foregoing representations are true.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Name) Teacher Lic. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respectfully submitted this day

of, , 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney

Indiana Department of Education

Office of Legal Affairs

115 West Washington St., Suite 600 South

Indianapolis, In 46204

317-232-6646

Accepted by the Indiana Department of Education on this \_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Katie Jenner,

Secretary of Education

Notice of Criminal Conviction of Indiana Teacher - Instructions

[**http://www.doe.in.gov/legal/forms**](http://www.doe.in.gov/legal/forms)

1. When a teacher is convicted of one of the offenses listed in IC 20-28-5-8 or IC 35-50-10, the prosecutor and sentencing court must send notice of the conviction to the Indiana Department of Education.
2. The sentencing court and/or the prosecutor completes the Notice of Criminal Conviction for an Indiana Teacher form.
3. The teacher’s license number can be found at https://licenselookup.doe.in.gov/TeacherInquiry.aspx
4. The completed form can be sent to the Indiana Department of Education at:

100 N. Senate Ave

9th Floor

Indianapolis, IN 46204

Email [legal@doe.in.gov](mailto:legal@doe.in.gov)

1. The sentencing court must also notify the school where the teacher was last employed of the criminal conviction. A list of Indiana schools can be found on the Indiana Department of Education’s website at: <http://www.doe.in.gov/accountability/find-school-and-corporation-data-reports>. Just click in the General School Information and Indiana School Directory links.