

**Parent Notification of Employee Criminal Charges**  
(Sample Notice)

TO: Parents

FROM: [Building Principal/Superintendent of Schools]

DATE: [Date]

REGARDING: Parent notification of employee criminal charges

This [letter/email] is to notify you that the following [district employee/former district employee] has been charged with a criminal offense.

In accordance with C.R.S. 22-1-130, this notice must be provided regardless of whether the actions giving rise to the criminal charge occurred while the person was acting within the scope of his or her school district employment.

Person's name: \_\_\_\_\_

Position: \_\_\_\_\_

Employment status: This person [is/is not] currently employed by the district.

[Optional language if the person is a current employee and if applicable: This person has been [suspended/placed on administrative leave] pending an investigation.]

Length of district employment: From [date] to [date].

Alleged criminal offense that this person has been charged with, including the violation of statute or code:

**UNDER STATE AND FEDERAL LAW, A PERSON CHARGED WITH A CRIME IS PRESUMED INNOCENT UNTIL PROVEN GUILTY.**

[Optional language: Additional information regarding the underlying facts or circumstances relating to the charge: .]

If you or your child have any information to report concerning this [employee/former employee] or have any additional questions or concerns, please contact me at [phone number] or [email address.]

Adopted: June 24, 2019