

## COUNTY OFFICE SAMPLE LETTER FOR INCOMPLETE FILINGS

(Send via certified mail, return receipt requested)

School Official's Name

Address

City

RE: Financial and Personal/Relative Disclosure Statements

Dear:

Each year the School Ethics Commission requires all school officials to file financial and personal/relative disclosure statements pursuant to N.J.S.A. 18A:12-25 and 26 of the School Ethics Act. The disclosure statements which were filed with your [local board secretary][charter school designee] for calendar year 2009 were forwarded to this office. Upon review, the county office has determined that the disclosure statements are incomplete, as indicated below. **Consequently, pursuant to N.J.A.C. 6A:28-3.4(a), your disclosure statements are being returned for completion.**

### Personal/Relative Disclosure Statement

\_\_\_ Section I: Personal Information [Specify deficiency]

\_\_\_ Section II: Relative Information [Specify deficiency]

### Financial Disclosure Statement

\_\_\_ Section I: Financial Information [Specify deficiency]

\_\_\_ Section II: Certification [Specify deficiency]

*(The following language presumes that the county office is reviewing the form after April 30, 2009):*

You must complete and return the original disclosure statements to the county office within 20 days of receipt of this notice. A copy of your completed filing should be sent to your [local board secretary][charter school designee]. **Please be advised that failure to complete and return your disclosure statements within 20 days of receipt of this notice will result in notification of the same to the School Ethics Commission, which has the right to issue an Order requiring you to Show Cause why you have not filed. Where the Commission finds a school official in violation of N.J.S.A. 18A:12-25 and 26 of the School Ethics Act, it may recommend a penalty up to removal from employment or membership on the board.** Additionally, failure to complete and return your disclosure statements within 20 days of receipt of this notice will result in the loss of points on the Governance portion of the NJQSAC District Performance Review, Section B, #3. If you have any questions, please contact \_\_\_\_\_.

Sincerely,

c: Local Board Secretary/Charter School Designee