On a separate page:

1. Please provide relevant information pertaining to the alleged misconduct, including a description of the actions taken by the complainant to advise the respondent of concerns, or to resolve such concerns.

2. Please list the ethical standard(s) that appear to have been violated (The CASC Ethical Standards for School Counselors are available at www.schoolcounselor-ca.org).

Include in packet:

1. Names and contact information for any individuals you wish to call as witnesses;

2. Relevant materials associated with the complaint and for which you wish to submit into evidence;

3. A signed release form authorizing the Committee to reveal the complainant’s name to the respondent.

Note: A description of the complaint adjudication process (Ethics Committee Policies and Procedures) may be found at www.schoolcounselor-ca.org.
California Association of School Counselors
Release Form

Please complete and sign the appropriate section and return this form to the Ethics Committee Chairperson, California Association of School Counselors, 1095 Bonita Avenue, La Verne, CA 91750.

I. Must be completed and signed in all cases:

I authorize the Ethics Committee of the California Association of School Counselors to disclose to ______________________ (respondent’s name) my name, and any information I have furnished to the committee related to my complaint alleging ethical misconduct on the part of ______________________ (respondent’s name).

________________________________________  _______________________
Signature                                      Date

________________________________________
Name Printed

Note: If you (person making the complaint) are subject to the professional or administrative authority of the respondent, and do not wish to have your identity disclosed to the respondent, please send a letter explaining these circumstances via postal mail marked “confidential” to: Chairperson, Ethics Committee, California Association of School Counselors, 1095 Bonita Avenue, La Verne, CA 91750

II. In cases where the investigation may involve disclosure of personally identifiable information about a child (typically, when complaint is made by a parent or legal guardian):

I understand that an investigation of my allegation of ethical misconduct might require the disclosure of personally identifiable information about my child to the Ethical and Professional Practices Committee. I hereby give consent for ______________________ (respondent) to disclose to the CASC Ethics Committee personally identifiable information about ______________________ (child) or members of the child’s family, as well as any other information to the extent that information disclosed to CASC is directly related to the circumstances in which I am alleging ethical misconduct to have occurred. The purpose of this disclosure is to ensure that the Committee can obtain a full picture of the circumstances leading to the allegation. Information will be used only for purposes of this investigation, and it will be maintained in a confidential file, as provided by the Ethics Committee Policies and Procedures, which have been made available to me.

________________________________________  _______________________
Signature                                      Date

________________________________________
Name Printed