



Prohibited Concepts Notice of Knowing Violations Form

Eligible complainants are required to file complaints about the inclusion or promotion of prohibited concepts with their local educational agency (LEA) or public charter school first. See State Board of Education Rule 0520-12-04-.05(2). However, if sixty calendar days have passed since the complaint was filed with the LEA or public charter school, a complainant may file a “notice of knowing violation” directly with the Tennessee Department of Education if:

1. The LEA or public charter school failed to initiate an investigation;
2. The LEA or public charter school failed to make a determination within sixty days about whether the allegations in the complaint were substantiated;
3. The LEA or public charter school determined that the allegations in the complaint were substantiated, but failed to remedy the violation; or
4. The LEA or public charter school knew or reasonably should have known that a prohibited concept was included or promoted in a course of instruction, curriculum and instructional program, or supplemental instructional materials, but failed to exercise reasonable diligence and care in remedying the violation.

To file a notice of knowing violation, please complete the form below and return it to prohibited.concepts@tn.gov.

Complainant Information	
Name of Complainant	Complainant is: A current student of the LEA or public charter school A parent of a current student of the LEA or public charter school Name of the student _____ An employee of the LEA or public charter school None of the above
Address of Complainant (Street Address, City, State, Zip Code)	
Phone Number of Complainant	Email Address of Complainant
Basis of the Knowing Violation	
The allegations above fall within the following category or categories of knowing violations (check all that apply): <ol style="list-style-type: none"> 1. The LEA or public charter school failed to initiate an investigation. 2. The LEA or public charter school failed to make a determination within sixty (60) days about whether the allegations in the complaint were substantiated. 	

<p>3. The LEA or public charter school determined that the allegations in the complaint were substantiated, but failed to remedy the violation.</p> <p>4. The LEA or public charter school knew or reasonably should have known that a prohibited concept was included or promoted in a course of instruction, curriculum and instructional program, or supplemental instructional materials, but failed to exercise reasonable diligence and care in remedying the violation.</p>	
<p>State the basis of the alleged knowing violation (please attach an additional sheet if more space is needed):</p>	
<p>Name of the LEA at Issue</p>	<p>Name of the School at Issue</p>
<p>Date the complaint was filed with the LEA or public charter school:</p>	
<p>Supporting Information</p>	
<p>List of documents or other written materials in support of the allegations (please provide a copy where possible):</p>	
<p>List of individuals who may have knowledge of the allegations (please indicate whether the individual is a student, parent, or employee of the LEA or public charter school):</p>	
<p>Signature Block</p>	
<p>Signature of Informant</p>	
<p>Date of Signature</p>	