

**COUNTY OFFICE SAMPLE LETTER FOR
INCOMPLETE DISCLOSURE FILINGS**

[DATE]

Board Secretary/Charter School Designee
District/Charter School
Address
City

RE: 2012 Personal/Relative and Financial Disclosure Statements

Dear [Board Secretary/Charter School Designee]:

Each year the School Ethics Commission requires all school officials to file Personal/Relative and Financial Disclosure statements pursuant to N.J.S.A. 18A:12-25 and 26 of the School Ethics Act. The enclosed statements for the [District/Charter School] which were submitted to the ____ County Office for calendar year 2012 were, upon review, determined to be incomplete. [*County Office will determine whether it wishes to specify the nature of the incompleteness*]. Accordingly, pursuant to N.J.A.C. 6A:28-3.4(a), the incomplete disclosure statements are being returned for completion.

You are required to return the disclosure statements to the appropriate school officials, who shall have 20 days from receipt of the returned filing to complete the disclosure statements and re-file the statements with your office. Additionally, please document the 20-day period accorded to the school officials by regulation to remedy the deficiency. Upon receipt of the completed disclosure statements, please retain copies for your records and return the original disclosure statements to this office. [*Optional: A school official's failure to complete and return disclosure statements within 20 days of receipt of his/her notice may also result in the loss of points on the Governance portion of the NJQSAC District Performance Review.*]

After the expiration of the 20-day period, the _____ County Office will notify the School Ethics Commission whether the disclosure statements have been duly completed and re-filed. Pursuant to N.J.A.C. 6A:28-3.4(b), the Commission may issue an Order requiring a noncompliant school official to Show Cause why s/he has 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. If you have any questions, please contact _____.

Sincerely,