

**INSTRUCTIONS FOR DISCLOSURE BY A SUPERVISORY SCHOOL OFFICIAL
AS REQUIRED BY 930 CMR 6.03(4)**

SUPERVISORY SCHOOL OFFICIAL ADVOCATING FOR A CHILD

WHEN TO USE THIS DISCLOSURE FORM

You hold a **supervisory position with a school, school department, or agency related to education**. For example, you are a charter school trustee, school committee member, superintendent or principal.

You are also the **parent or guardian of a child younger than 22 years old** -- your biological child, adopted or pre-adoptive child, foster child, ward or step-child. You seek to **advocate on behalf of your child** with school employees and officials in the school system where you work and/or with employees and officials of state agencies overseeing education.

Like all other public employees who advocate for their children with school employees or officials, **you must follow the rules below:**

- You **must follow established procedures**.
- You **must not discuss financial matters related to the child with your subordinates in the absence of other people who would ordinarily participate** in accordance with an established decision-making process.
- You **must not seek special consideration** for the child **by reason of your public position**.

In addition, because you have a **supervisory role** in relation to the school employees or officials with whom you will communicate, **you must disclose that you are advocating for the child with subordinate school employees or officials**.

FILING THE DISCLOSURE

Complete the disclosure.

You may **omit identifying information** to the extent necessary to protect a student's privacy rights as provided by state or federal statute or regulation. **Please refer to your child as "my child" or "the child"**.

File the disclosure as indicated on the disclosure form.

If you need advice about completing the disclosure, please call the Attorney of the Day at (617) 371-9500 or e-mail the State Ethics Commission at requestadvice@massmail.state.ma.us.