Charter School Complaint Notice

California Education Code Requirements

California Education Code (EC) Section 47605(d)(4) (https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=47605&lawCode=EDC) states the following:

- A charter school shall not discourage a pupil from enrolling or seeking to enroll in a charter school for any reason, including but not limited to, academic performance of the pupil or because the pupil exhibits any of the following characteristics:
  - Academically low-achieving
  - Economically disadvantaged (determined by eligibility for any free or reduced price meal program)
  - English learner
  - Ethnicity
  - Foster youth
  - Homeless
  - Nationality
  - Neglected or delinquent
  - Race
  - Sexual orientation
  - Pupils with disabilities

- A charter school shall not request a pupil's records or require the parent, guardian, or pupil to submit the pupil's records to the charter school before enrollment.

- A charter school shall not encourage a pupil currently attending the charter school to disenroll from the charter school or transfer to another school for any reason (except for suspension or expulsion).

- This notice shall be posted on a charter school's Internet website and a charter school will provide copies of this notice (1) when a parent, guardian, or pupil inquires about enrollment; (2) before conducting an enrollment lottery, and (3) before disenrollment of a pupil.

Complaint Procedures

In order to submit a complaint, complete the Charter School Complaint Form and submit the form to the charter school authorizer, electronically or in hard copy, to the following location:

Los Angeles Unified School District
333 South Beaudry Avenue, 20th floor
Los Angeles, CA 90017
charterschools@lausd.net
213.241.0399
Charter School Complaint Form

Name: ___________________________ Email Address: ___________________________

Mailing Address: _____________________________________________________________

Date of Problem: _______________ Phone Number: _____________________________

Charter School (include address):

_________________________________________________________________________

California Education Code (EC) Section 47605(d)(4) allows a parent or guardian to submit a complaint to
the charter school authorizer when a charter school discourages a pupil's enrollment, requires records
before enrollment, or encourages a pupil to disenroll. Please identify the basis for this complaint below,
with specific facts, which support your complaint.

Basis of complaint (check all that apply):

☐ Pupil was discouraged from enrolling or seeking to enroll in the charter school.

☐ Records were requested to be submitted to the charter school before enrollment.

☐ Pupil was encouraged to disenroll from the charter school or transfer to another school.

Please provide further details:

_________________________________________________________________________

Please file this complaint with the authorizer of the charter school listed on the preceding page
electronically or in hard copy.