



## Charter School Complaint Notice

### **California Education Code Requirements**

California Education Code (EC) [Section 47605\(d\)\(4\)](#) 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.

Please review the [Charter School Complaint Notice web page](#) for more information.

### **Complaint Procedures**

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

**Name of Charter School Authorizer:** San Diego Unified School District

**Street Address:** 4100 Normal Street, Annex 15

**City, State, and Zip Code:** San Diego, CA 92103

**Contact Phone Number & Email Address:** 619-725-7107, [charteroffice@sandi.net](mailto:charteroffice@sandi.net)



## Charter School Complaint Form

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date of Problem: \_\_\_\_\_

**Charter School:** e3 Civic High  
395 11th Avenue, 6th & 7th floor  
San Diego, CA 92101  
(619) 546-0000

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, either electronically or in hard copy.*