California Department of Education
Charter Schools Division
Revised March 2023

Charter School Complaint Notice and Form

Instructions for Charter Schools:

Add your charter school authorizer information to the form before sharing with parents and posting to your website by completing the five blank fields on the following page under the section titled **Complaint Procedures**. The completed section will look similar to this:

Name of Charter School Authorizer
Street Address
City, State, and Zip Code
Email
Phone

If you have questions about completing this form, please contact the Charter Schools Division by phone at 916-322-6029 or via email at charters@cde.ca.gov.

Information for Parents:

Please review the information on the Charter School Complaint Notice web page at https://www.cde.ca.gov/sp/ch/cscomplaint.asp for information on how to obtain the correct form from your charter school.

Charter School Complaint Notice

California *Education Code* Requirements

California *Education Code* (*EC*) Section 47605(e)(4)(A) through (E) (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:

College and Career Preparatory Academy

Authorized by the Orange County Board of Education

200 Kalmus Drive., Costa Mesa, CA 92626

contact@ocbe.us

714-966-4012

Charter School Complaint Form

Name: _____ Email Address: _____

Mailing Address: _____

Date of Problem: _____ Phone Number: _____

Charter School (include address):

California *Education Code* (*EC*) Section 47605(e)(4)(A) through (E) 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.