

Subject: Notification to District of Residence – Expulsion and Withdrawal Policy

Effective Date: September 12, 2006

Approved By: Board of Directors

Policy: It is the policy that Julian Charter School will notify, as required by Education Code §47605(d)(3), the superintendent of the school district of a pupil's last known address within thirty (30) days if a pupil is expelled or leaves the charter school without graduating or completing the school year for any reason. Upon request, the School will provide the district of residence with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information.

As such, Julian Charter School will maintain a standard notification letter to be sent to the superintendent of the school district of residence when a pupil is expelled or leaves Julian Charter School without graduating or completing the school year.

Procedure:

1. When a charter school pupil has been expelled or left Julian Charter School before the year is completed, a notification letter will be sent to the superintendent of the school district of residence. (See notification letter template on following page.)
2. Julian Charter School will provide the district of residence with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information regarding the pupil upon receipt of written request.

Original Policy 09/12/06



JULIAN CHARTER SCHOOL

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[Insert Name] Superintendent
[Insert Name of District Office]
[Insert Address]

[Insert Date]

Re: Notice of Student Expulsion or Disenrollment
[Insert Pupil's Name], Pupil

Dear Superintendent [Insert Name]:

Pursuant to Education Code §47605(d)(3), please be advised that, as of [Insert Date], [Insert Pupil's Name] has [been expelled/disenrolled] from Julian Charter School.

The above-mentioned pupil's last known address is as follows:

[Insert Pupil's last known address]

Julian Charter School will provide the [Insert District Name] District with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information regarding the pupil upon receipt of written request. Please mail all written requests to: Julian Charter School, P.O. Box 1780, Julian, CA 92036-1780.

Sincerely,

Jennifer Cauzza
Director

Cc: Parent of Child
Student File