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**EMPOWERING LEARNERS FOR 20 YEARS**

JCS-Cedar Cove JCS LIVE JCS-Manzanita JCS-Mountain Oaks JCS-Pine Hills JCS-Pine Valley

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## **JCS-Manzanita Charter School Complaint Form**

**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:

San Diego County Office of Education  
6401 Linda Vista Road  
San Diego, CA 92111-7319  
858-292-3500  
Charter Schools Division  
Ms. Melanie Baier  
melanie.baier@sdcoe.net

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](mailto: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 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.**