**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 t 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.

Original Policy 09/12/06

Revised Policy 03/10/17

Revised Policy 09/08/17