

## CHARTER ENROLLMENT COMPLAINT FORM

Anyone may use this form to file a complaint regarding a charter school's policies or practices that create barriers to enrollment, violating the legal requirement to admit all students who wish to attend (California Education Code Section 47605(2)(A)) and/or state and federal civil rights laws. The only legally permissible enrollment procedure is a random drawing when there are more applicants than seats. Preference in the drawing may be given based on local residence only and under specific circumstances (California Education Code Section 47605(d)).

After completing this form, submit one copy with the school principal and one copy with the charter authorizing agency (search your school by name at <http://www.cde.ca.gov/ds/si/cs/ap/lists.asp> to find the authorizing agency under the heading "district"). If the school and authorizing agency fail to remedy the problem, send a copy of the form and any correspondence with the school and/or authorizing agency to the superintendent of your local county office of education.

► **I request immediate action to address the following pre-enrollment requirements** *Please check all that apply and provide supporting details (attach additional pages if needed; if possible, please attach and highlight the offending language from any policies or forms).*

Name of Charter School: \_\_\_\_\_

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

- The school requires a minimum level of English language proficiency for enrollment.
- The school requires a minimum GPA, course grade, test score, or other previous academic performance for enrollment.
- The school requires students or parents to submit essays, conduct interviews, or perform auditions before students are guaranteed a spot at the school.
- The school requires a U.S. birth certificate for enrollment and provides no other options for verifying age or residency.
- The school requires a Social Security number and does not provide options for students or parents who do not have or do not wish to provide a Social Security number.
- The school asks about the student's country of citizenship.
- The school has some other pre-enrollment requirement or preference other than a lottery preference based on local residence (please describe in detail below).

**Description of the pre-enrollment requirement:** include (1) the type of requirement(s), and (2) how and when this requirement was communicated (example, on an enrollment form or in person by a school official). Please be specific.

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► Do you want to receive a copy of the written response to your complaint?

Yes, I request a copy of the written response to my complaint.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_ Phone Number (optional): \_\_\_\_\_

No, I do not request a copy of the written response. I am filing this complaint anonymously.

► IMPORTANT: I am mailing / hand-delivering (circle one) this form on \_\_\_\_\_ (date) to

Principal \_\_\_\_\_ (name) at \_\_\_\_\_ (school name) and to

\_\_\_\_\_ (name of official or office) at \_\_\_\_\_

(name of charter authorizing agency).

Please make and keep a copy of this completed form for your records. For more information, visit <https://www.aclusocal.org/unequal-access>. Form updated July 29, 2016.

(page 2 of 2)