

California Department of Education  
Charter Schools Division  
Revised October 2019

## **Charter School Complaint Notice and Form**

### **Complaint Procedures.**

Sherman Thomas Charter Schools  
101 W. Adell Street  
Madera, CA 93638  
559-675-6613

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 Notice

California Education Code Requirements

California Education Code (EC) Section 47605(d)(4)

([https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=47605&lawCode=EDC](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:

**Sherman Thomas Charter Schools District Office**  
**101 W. Adell Street**  
**Madera, CA 93638**  
**559-675-6613**

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### Information for Parents:

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## Charter School Complaint Form

Name:

Email Address:

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Mailing Address:

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Date of Problem:

Phone Number:

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Charter School (include address):

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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.**

