



Mandatory Disenrollment Notice and Complaint Form

California Online Public Schools

California Online Public Schools non-profit Board of Directors operates the following charter schools to which this policy applies:

California Online Public Schools Central Coast
California Online Public Schools Central Valley
California Online Public Schools Monterey Bay
California Online Public Schools North Bay
California Online Public Schools Northern California
California Online Public Schools Southern California

Charter School Complaint Notice

California Education Code Requirements

This notice is being provided to families interested in enrollment with California Online Public schools. This notice can also be viewed at any time on the California Online Public Schools website at californiaops.org/notices.

California Education Code (EC) Section 47605(e)(4)(A) through (E) 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 a list of characteristics:
 - Academically low-achieving
 - Economically disadvantaged (determined by income 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, non-compliance with independent study rules, or expulsion).
- A 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.

The complete notice and a complaint form are posted on the California Online Public Schools [website](https://californiaops.org). If you

believe our school has violated these rules, please contact the school directly. You also have the right to submit a complaint. In order to submit a complaint, please locate the Mandatory Disenrollment Notice and Complaint Form posted on the website's "Notices" page, then complete and submit the form according to the instructions provided.

Complaint Procedures

In order to submit a complaint, complete the Charter School Complaint Form and submit the form to the appropriate charter school authorizer, electronically or in hard copy, as listed below:

CalOPS School	Authorizing District
CalOPS Central Coast	Cuyama Joint Unified School District 2300 Highway 166 New Cuyama, California 93254 Phone: (661) 766-2293
CalOPS Central Valley	Alpaugh Unified School District P.O. Box 9 Alpaugh, CA 93201 Phone: (559) 949-8413
CalOPS Monterey Bay	Scotts Valley Unified School District 108 Whispering Pines Drive, Suite 115 Scotts Valley, CA 95066 Phone: (831) 438-1820
CalOPS North Bay	Middletown Unified School District 20932 Big Canyon Road Middletown, CA 95461 Phone: (707) 987-4100
CalOPS Northern California	Ripon Unified School District 304 N. Acacia Ave. Ripon, CA, 95366 Phone: (209) 599-2131
CalOPS Southern California	Orange County Department of Education 200 Kalmus Dr Costa Mesa, CA 92626 Phone: (714) 966-4000

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.