

Charter School Complaint Notice and Form

Information for charter school authorizers, charter schools, and parents regarding the Charter School Complaint Notice and Form.

Charter School Complaint Notice

Charter schools are not allowed to discourage a pupil from enrolling or seeking to enroll in the charter school because the pupil exhibits any characteristics such as students with disabilities, academically low-achieving, English learners, neglected or delinquent, homeless, socially economically disadvantaged, foster youth, or based on nationality, race, ethnicity, or sexual orientation. Charter schools are not allowed to request a pupil's records before enrollment or encourage a child who is enrolled in a charter school to disenroll or transfer to another school. A parent, guardian, or pupil (18 years or older) may file a Charter School Complaint Form to the authorizing entity if they suspect the charter school is in violation of *Education Code* Section 47605(d)(4).

[Charter School Complaint Notice and Form](#)(PDF)

The California Department of Education has provided a template form for use by charter schools. This template form must be modified before distributing to parents and posting on the charter school's website.

Parents

Parents must contact the charter school their pupil attends to obtain the correct form. Contact information for charter schools can be located by searching for the charter school in the [California School Directory](#). Completed forms must be submitted to the charter school authorizer.

If additional assistance is needed, parents may contact the charter school authorizer. The charter school authorizer may be determined by searching for the charter school in the [California School Directory](#). The charter school authorizer is the entity listed under the "District" field. Click on the entity listed in the District field to locate the contact information for the charter school authorizer.

Questions: Charter Schools Division | charters@cde.ca.gov | 916-322-6029