



LAW OFFICES OF SPECTOR, MIDDLETON, YOUNG & MINNEY, LLP

## **NEW LAW: Required Notification to District of Residence When Student Leaves a Charter School**

With the recent passage of AB 1610, the California Legislature has amended several provisions of the Charter Schools Act, including a new requirement for charter schools to notify the school district of residence when a charter school pupil has been expelled or left the school before the school year is completed.

Specifically, Education Code §47605(d)(3), as added by AB 1610, specifies that a charter school must notify the superintendent of the school district of the 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*. Additionally, upon request, charter schools are obligated to provide the school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information. The purpose of this provision, according to the California Department of Education, is to “ensure that students don’t ‘fall through the cracks’ and become truant for long periods of time before school district authorities become aware that the student is no longer enrolled in any school.”

In light of the above, it is clear that expulsion reporting obligations no longer lie solely with students and parents and that, consequently, charter schools must be proactive in notifying school district superintendents of pupils who are expelled or leave the charter school for any reason. As such, charter schools should maintain a standard notification letter that could be used for this purpose, thereby ensuring compliance with this new legal requirement. Please visit our website at the following link for a copy of a standard letter that may be used for this reporting requirement: SMYM website.

If you would like assistance in drafting this form letter or have any questions regarding this Legal Alert, please contact Jim Young ([jyoung@smymlaw.com](mailto:jyoung@smymlaw.com)) or Marisa Rubitz ([mrubitz@smymlaw.com](mailto:mrubitz@smymlaw.com)) or at the Law Offices of Spector, Middleton, Young & Minney, LLP at (916) 646-1400.

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*(On Charter School Letterhead)*

[Insert Name] Superintendent  
[Insert Name of District Office]  
[Insert Address]

[Insert Date]

**Re:            Notice of Student Expulsion or Disenrollment**  
**[Insert Pupil's Name], Pupil**

Dear Superintendent [Insert Name]:

Pursuant to Education Code §47605(d)(3), please be advised that, as of [Insert Date], pupil, [Insert Pupil's Name] has [been expelled/ disenrolled] from the [Insert Name] Charter School.

The above-mentioned pupil's last known address is as follows:

**[Insert Pupil's last known address]**

The Charter School will provide the [Insert District Name] District with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information regarding the pupil upon receipt of written request. Please mail all written requests to: [add contact name and address of charter school]

Sincerely:

[Insert Name]

Cc:    Parent of Child  
      Student File