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| A blue and red logo  Description automatically generated with low confidence | **LOS ANGELES UNIFIED SCHOOL DISTRICT**  **Charter Schools Division**  333 S. Beaudry Ave., 20th Floor  Los Angeles, CA 90017  Office: (213) 241-0399 • Prop. 39: (213) 241-5130 • Fax: (213) 241-2054 | **ALBERTO M. CARVALHO**  Superintendent  **VERONICA ARREGUIN**  Chief Strategy Officer  **JOSÉ COLE-GUTIÉRREZ**  Director, Charter Schools Division |

**Clearances, Credentialing, and Mandated Training**

**2023-2024 Guide**

In an ongoing effort to provide performance-based oversight and support the success of all students enrolled in LAUSD-authorized charter schools, the Charter Schools Division (CSD) reviews and monitors charter school employee and vendor clearances, credentialing, and mandated trainings, as appropriate. This guide provides information for **both** the Triannual and the Annual Performance-Based Oversight Visit submissions related to clearances, credentialing, and mandated training compliance, which includes the following:

1. **Requirements per Applicable Law and Charter**
2. **Preparation for Triannual Submission**
3. **Preparation for Annual Performance-Based Oversight Visit Submission**
4. **Instructions for Completing the *Certification of Clearances, Credentialing, and Mandated Training* Form (“ESSA Grid”)**
5. ***Certification of Clearances, Credentialing, and Mandated Training 2023-2024* FormTemplate**
6. **REQUIREMENTS PER APPLICABLE LAW AND CHARTER**

**Criminal Background Clearance Requirements**

Each charter school shall require the following persons to submit to criminal background checks and fingerprinting: (1) all employees of the charter school; (2) all employees of contracting entities/independent contractors (“vendors”) providing school site services who may have contact with students; and (3) all volunteers who will be performing services that are not under the direct supervision of a charter school employee. The charter school is responsible for ensuring that vendors provide the *Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification* signed form to the charter school prior to the provision of services to the school. (See, e.g., Education Code (E.C.), § 44237, 45122.1, and 45125.1.)

Each charter school must maintain on file and available for inspection evidence that the charter school has: (1) designated and maintains at least one Custodian of Records, duly confirmed by the California Department of Justice, who is responsible for the security, storage, dissemination, and destruction of criminal record information (see California Penal Code, § 11102.2); (2) performed criminal background checks and cleared all employees prior to employment in any capacity; and (3) obtained certification that vendors have conducted all requisite criminal background clearances for their employees prior to any contact with students. Each charter school shall also ensure that it **requests and receives subsequent arrest notifications** from the California Department of Justice to ensure the ongoing safety of its students. (See *Federal, State, and District Required Language for Independent Charter School Petitions*)

**Tuberculosis Risk Assessment/Clearance Requirements**

Each charter school shall require all employees, and any volunteer or vendor/contracting entity employee who may have frequent or prolonged contact with students, to undergo a risk assessment and/or be examined and determined to be free of active tuberculosis (TB), **within the period of 60 days prior to employment/service**, per the requirements of E.C., § 49406. Each charter school shall maintain and monitor TB clearance records on file to ensure ongoing compliance. (See *Federal, State, and District Required Language for Independent Charter School Petitions*)

**Credentialing and ESSA Compliance**

Per E.C., § 47605(l), teachers in charter schools shall hold the Commission on Teacher Credentialing certificate, permit or other document required for the teacher’s certificated assignment. These documents should be maintained on file at the charter school and are subject to periodic inspection by the District. All teachers employed by charter schools during the 2019-2020 school year shall have until July 1, 2025, to obtain the certificate required for the teacher’s certificated assignment (E.C., § 47605.4). Each charter school shall adhere to the requirements of the Every Student Succeeds Act (ESSA) that are applicable to teachers and paraprofessional employees. Charter schools shall ensure that all teachers are appropriately assigned and fully credentialed in accordance with applicable state requirements for certificated employment, including, but not limited to, the provisions of E.C., § 47605(l), which provides that teachers must hold and maintain a Commission on Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in a non-charter public school would be required to hold in the same assignment, including English Learner authorization. Each charter school shall maintain current copies of all teacher credentials and make them readily available for inspection. (See *Federal, State, and District Required Language for Independent Charter School Petitions*)

**Certificate of Clearance**

As of July 1, 2020, all teachers in charter schools are required to hold a Certificate of Clearance and satisfy the requirements for professional fitness pursuant to E.C., §§ 44339, 44340, and 44341 (E.C., § 47605(l)).

**Child Abuse Mandated Reporter Training**

Each charter school must provide every employee, and every other person working on behalf of the charter school who is a mandated reporter, with annual training on child abuse detection and reporting (E.C., § 44691). This mandatory annual training **must be completed within the first six weeks of each school year or within the first six weeks of a person’s employment, if employed after the beginning of the school year.** Each school must maintain documentation of compliance with these requirements. The documentation of compliance process may include, but not necessarily be limited to, the use of a sign-in sheet or the submission of a certificate of completion to the charter school.

**Bloodborne Pathogen Training**

Each charter school must provide employee training in accordance with the requirements of the Bloodborne Pathogens Standard set forth in 8 CCR § 5193.

**Pupil Suicide Prevention Training**

In accordance with E.C., § 215, every charter school serving students in grades 1-6 and/or 7-12 inclusive must implement a Board-approved Suicide Prevention Policy. **Charter schools that are co-located on District sites must adhere to the District’s Integrated Safe School Plan, which incorporates the District’s Suicide Prevention Policy.** As part of the District’s Suicide Prevention Policy, charter school staff must complete the online *Suicide Prevention and Awareness Training* on MyPLN. Charter staff not located on District property may receive training through other means.

1. **PREPARATION FOR TRIANNUAL SUBMISSION**

Each charter school must include **all** employees (including but not limited to teachers, paraprofessionals, other instructional staff, central office staff, operations staff, substitute employees, part-time staff, and temporary employees) and **all** contracting entities/independent contractors (“vendors”).

Charter school will create an “ESSA Triannual Submission” folder in the corresponding Triannual Dropbox folder and organize the school’s documentation in the following subfolders (A-G):

**Note: Any staff not included in the prior year’s 2022-2023 oversight ESSA Grid and all newly employed staff for the 2023-2024 school year must be included under the respective *New Employees* section.**

## **Certifications and Related School Information**

## **Certification of Clearances, Credentialing, and Mandated Training 2023-2024:** School’s completed and signed *Certification of Clearances, Credentialing, and Mandated Training 2023-2024* form on which the school, through its Custodian of Records, certifies compliance with criminal background clearance, tuberculosis (TB) risk assessment/clearance, ESSA Qualifications, Mandated Reporter Training requirements, Bloodborne Pathogen Training, and Pupil Suicide Prevention and Awareness Training. All school employees and central office staff, as well as all contracting vendors providing school-site or student services, must be included on the completed form.

## **Staff Roster:** Current and complete school staff roster that shows all current assignment(s) for each staff member and if applicable central office staff roster

## **Master Schedule:** Master schedule that also indicates which teachers instruct English Learners (EL) and which subjects/courses are identified as “core” and “college preparatory” in the school’s approved charter

## **Custodian of Records:** Documentation that the school has at least one Custodian of Records who has been confirmed by the California Department of Justice (e.g., DOJ confirmation letter; DOJ Custodian of Records notification)

## **B**. **Certificated Employee Documentation**

## **Criminal Background Clearance Certification:** Completed and signed “Criminal Background Clearance Certification” certifying criminal background clearance prior to employment

# **Credential(s):** Copy of current credential(s) clearly showing issuance and expiration dates, type of credential, applicable subject matter authorization(s), and type of EL authorization, for each position/assignment performed by the staff member

1. **Additional Authorization Documentation:** Any additional documentation necessary to authorize certificated service (e.g., Certificate of Clearance, Temporary County Certificate (TCC), Teaching Permit for Statutory Leave (TPSL), etc.)
2. **Non-Certificated Employee Documentation**

**Criminal Background Clearance Certification:** Completed and signed “Criminal Background Clearance Certification” certifying criminal background clearance prior to employment

1. **Central Office Staff Documentation**

**Criminal Background Clearance Certification:** Completed and signed “Criminal Background Clearance Certification” certifying criminal background clearance prior to employment

1. **Employee Child Abuse Mandated Reporter Training, Bloodborne Pathogen Training, and Pupil Suicide Prevention and Awareness Training Documentation**

For all employees, include the supporting documentation of completion of Child Abuse Mandated Reporter training within timelines specified in E.C., § 44691, Bloodborne Pathogen Training, and as applicable, Pupil Suicide Prevention and Awareness Training.

1. **Contracting Entities Documentation** (For each contracting entity/independent contractor). The charter school is responsible for ensuring annually that vendors provide the Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification signed form to the charter school prior to the provision of services for the current school year.
   1. **Clearances and Credentialing Certification:** Current documentation from vendor certifying timely compliance with applicable criminal background and TB risk assessment/clearance requirements for vendor employees, and credentialing requirements for certificated vendor employees, with an appended list of the specific vendor employees covered by the certification. In the event that any new employee(s) of a vendor will provide any service(s) to the charter school after the initial annual submission of the vendor certification form, the charter school must obtain an updated vendor certification form along with a complete and detailed list of all vendor employees covered by the certification prior to those new employees providing services to the charter school.
   2. **Sole-Proprietor Vendors:** Current documentation from charter certifying timely compliance with applicable criminal background and TB risk assessment/clearance requirements for sole proprietors, and credentialing requirements for certificated vendor employees, E.C., § 45125.1.
2. **Volunteer Clearances Certification** (if applicable)

**Clearances Certification:** Documentation certifying that the school has obtained appropriate clearances for all volunteers in accordance with applicable law and policy, including criminal background clearances for all volunteers who perform school-site services while not under the direct supervision of a school employee, and tuberculosis (TB) risk assessments/clearances for all volunteers with frequent or prolonged contact with students per the requirements of Ed. Code, § 49406.

Note: To ensure adherence to HIPAA requirements and purposes, CSD staff will not review individual school staff member tuberculosis clearances or medical records. The CSD reserves the right to review such records as needed on a case-by-case basis and as permitted by law.

1. **PREPARATION FOR SUBMISSION AT THE OVERSIGHT VISIT**

As part of the Annual Performance-Based Oversight Visit, submit the following to the O6 Folder in Oversight Visit Dropbox:

## **Updated Certifications and Related School Information**

## **Certification of Clearances, Credentialing, and Mandated Training 2023-2024:** Updated *Certification of Clearances, Credentialing, and Mandated Training 2023-2024* form*,* which **includes any staff and/or vendors that were not listed in the ESSA Grid submitted during the Triannual submission**, and applicable updated clearances, credentialing and mandated training information.

## **To identify the updates in the ESSA Grid, adhere to the following:**

## Highlight any new staff and/or vendors, credentialing, clearances, and training

## Strike-through and highlight any staff and/or vendors that are no longer employed by the school.

## **Staff Roster:** Current and complete school staff roster that shows all current assignment(s) for each staff member and if applicable central office staff roster.

## **Master Schedule:** Master schedule that also indicates which teachers instruct English Learners (EL) and which subjects/courses are identified as “core” and “college preparatory” in the school’s approved charter.

* 1. **Custodian of Records:** Documentation that the school has at least one Custodian of Records who has been confirmed by the California Department of Justice (e.g., DOJ confirmation letter; DOJ Custodian of Records notification, etc.).

1. Submit supporting documents for any staff and/or vendors that were not listed in the ESSA Grid provided during the Triannual submission, and applicable updated clearances, credentialing, and mandated training information (e.g., Criminal Background Clearance Certification, Credentials, Additional Authorizations, Mandated Training Documentation, and/or Vendor Certification). Organize the supporting documents as described above in  *Preparation for Triannual Submission.*
2. **INSTRUCTIONS FOR COMPLETING THE *CERTIFICATION OF CLEARANCES, CREDENTIALING, AND MANDATED TRAINING* FORM**
3. **Full Name** – For certificated employees, the name must match the name listed on the employee’s credential/Commission on Teaching Credentialing (CTC) documents. List employees in alphabetical order by last name. If the individual now uses a different legal name, also include that information. See example on the form.
4. **Date of Criminal Background Clearance Determination –** Enter the date that the charter school’s Custodian of Records reviewed the appropriate DOJ criminal background check document(s) (i.e. CORI report(s)) and determined that the applicant was cleared for employment. Do not provide the date on the face of the DOJ report(s) or the date that the record was received. This entry is the date of the charter school’s review and determination by its Custodian of Records.
5. **Start Date –** Enter the first day that the employee/vendor performed any work for this charter school/organization. **For a new employee who has transferred or transfers employment from another school or school district to the charter school, include the original hire date and the transfer date.**
6. **Credential Type and Employment Restriction –** Enter all applicable and valid credentials. For employees who are university interns, the employment restriction must be specified.
7. **Credential Expiration Date (specify if it has a 1-year renewal)**– Enter the expiration date for each credential. Also, provide the one-year renewal expiration date for any employee who has specific renewal requirements that must be met within one year of credential issuance.
8. **Certificate of Clearance Date –** Enter for teachers employed by the charter school during the 2019–2020 school year without required certification.
9. **Job Title/Assignment(s) –** Enter the person’s title and current assignment(s).
10. **Teaching in a Core Setting (i.e., two areas of core content to the same group of students for two periods) [Grades 5-8 only] –** Indicate if the teacher is assigned to a “core setting.” Enter “C” if the teacher is teaching in a core setting, or “N/A” if not.
11. **EL Authorization Type –** Enter the type of English Learner Authorization (e.g., BCC/BCLAD, CLAD, embedded EL authorization, Emergency CLAD/Bilingual Authorization Permit, etc.) and/or code (e.g., “ELA1”) held by the employee. For any teacher without an EL Authorization, enter “None.”
12. **New Employee TB Clearance Date –** Enter the date on which the results of the TB risk assessment, test, or chest exam, were read/reviewed by a qualified medical professional. Per E.C., § 49406, new employees must show a certificate of tuberculosis (TB) risk assessment/clearance dated within the 60 days prior to the initial employment date (Start Date). For new employees, enter the date of the initial TB clearance. **For a person who has transferred or transfers employment from another school or school district to the charter school, place an (\*) asterisk next to the TB clearance date verifying that the person has an appropriate certificate on file showing that the person is free from infectious TB.**
13. **TB Expiration Date –** Enter the date on which the employee must comply with the requirement for obtaining documentation of TB risk assessment/examination and clearance results before continuing with employment by a qualified medical professional.
14. **Child Abuse Mandated Reporter Training–** Enter the date on which the employee received compliant training pursuant to E.C., § 44691.This mandatory annual training **must be completed within the first six weeks of each school year or within the first six weeks of a person’s employment, if employed after the beginning of the school year.**
15. **Bloodborne Pathogens Training –** Enter the date on which the employee received Bloodborne Pathogens training.
16. **Pupil Suicide Prevention and Awareness Training –** Enter the date on which the employee received Suicide Prevention training in accordance with the school’s Board adopted Pupil Suicide Prevention Policy (grades 1-6 and/or grades 7-12, as applicable), per the requirements of E.C., § 215.
17. **Type of Work/Services Provided –** Enter a concise description of services rendered.

In order to complete this form, refer to the accompanying guide, which provides background information, general instructions, and a glossary of terms used in this form.

**Use additional rows and/or pages as needed.**

1. **CERTIFICATED EMPLOYEES requiring credentials (including SUBSTITUTE TEACHERS, PART-TIME EMPLOYEES, and TEMPORARY EMPLOYEES): Include only those individuals and substitute teachers who are employed directly by the organization/school. Vendors providing substitute teachers must be included in Table V.**

**Indicate any school-based leadership position(s) requiring an administrative credential per the school’s approved charter:**

* **Principal (or equivalent)**  YES  NO
* **Assistant Principal (or equivalent)**  YES  NO
* **Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  | **FULL NAME**  **(LAST NAME(S), FIRST**  **AND MIDDLE NAMES)**  **(a)** | **DATE OF CRIMINAL BACKGROUND**  **CLEARANCE**  **(b)** | **START DATE**  **(c)** | **CREDENTIAL**  **DOCUMENT NUMBER** | **CREDENTIAL TYPE AND EMPLOYMENT RESTRICTION**  **(if applicable)**  **(d)** | **CREDENTIAL EXPIRATION**  **DATE**  **(specify if 1-year renewal)**  **(e)** | **JOB TITLE/ASSIGNMENT(S)**  **(g)** | **Check if School-Based Administrator** | **TEACHING IN A CORE SETTING (Grades 5-8 only)**  **(h)** | **EL AUTHORIZATION**  **TYPE**  **(i)** | **NEW EMPLOYEE**  **TB CLEARANCE DATE (j)** | **TB EXPIRATION DATE (k)** | **CHILD ABUSE MANDATED REPORTER TRAINING DATE**  **(l)** | **BLOODBORNE PATHOGENS TRAINING DATE**  **(m)** | **PUPIL SUICIDE PREVENTION AND AWARENESS TRAINING**  **(n)** |
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|  | **NEW CERTIFICATED EMPLOYEES (All certificated staff newly employed for the 2023-2024 and staff not included in the prior year’s oversight ESSA Grid)** | | | | | | | | | | | | | | |
| ***EXAMPLE*** | *Smith, Jocelyn Ann*  *(now Smith-Baker, Jocelyn Ann)* | *07/10/23* | *07/20/23* | *111111111*  *222222222* | *Clear Multiple Subject Teaching Credential*  *Prelim. Single Subject Teaching Credential - Mathematics* | *07/01/25*  *07/01/25* | *Mathematics (7th and 8th Grades) Teacher;*  *Leadership Teacher (8th)* |  | *N/A* | *ELA1* | *06/15/23* | *06/15/28* | *08/28/23* | *08/28/23* | *8/28/23* |
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|  | **CONTINUING CERTIFICATED EMPLOYEES:** | | | | | | | | | | | | | | |
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1. **TEACHERS EMPLOYED BY THE CHARTER SCHOOL DURING THE 2019–20 SCHOOL YEAR WITHOUT REQUIRED CERTIFICATION. Teachers employed by charter schools during the 2019-2020 school year shall have until July 1, 2025, to obtain the certificate required for the teacher’s certificated assignment. (E.C., § 47605.4). As of July 1, 2020, all teachers in charter schools shall obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to E.C., §§ 44339, 44340, and 44341 (E.C 47605(l).).**

|  | **FULL NAME**  **(LAST NAME(S), FIRST AND MIDDLE NAMES)**  **(a)** | **DATE OF CRIMINAL BACKGROUND CLEARANCE DETERMINATION**  **(b)** | **START DATE**  **(c)** | **CERTIFICATE OF CLEARANCE DATE**  **(f)** | **JOB TITLE/ASSIGNMENT(S)**  **(g)** | **Check if School-Based Administrator** | **NEW EMPLOYEE**  **TB CLEARANCE**  **DATE**  **(j)** | **TB**  **EXPIRATION DATE**  **(k)** | **CHILD ABUSE MANDATED REPORTER TRAINING DATE**  **(l)** | **BLOODBORNE PATHOGENS TRAINING DATE**  **(m)** | **PUPIL SUICIDE PREVENTION AND AWARENESS TRAINING**  **(n)** |
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1. **NON-CERTIFICATED EMPLOYEES: All other individuals employed by the school should be listed here.**

|  | **FULL NAME**  **(LAST NAME(S), FIRST AND MIDDLE NAMES)**  **(a)** | **DATE OF CRIMINAL BACKGROUND CLEARANCE DETERMINATION**  **(b)** | **START DATE**  **(c)** | **JOB TITLE/ASSIGNMENT(S)**  **(g)** | **Check if School-Based Administrator** | **NEW EMPLOYEE**  **TB CLEARANCE**  **DATE**  **(j)** | **TB**  **EXPIRATION DATE**  **(k)** | **CHILD ABUSE MANDATED REPORTER TRAINING DATE**  **(l)** | **BLOODBORNE PATHOGENS TRAINING DATE**  **(m)** | **PUPIL SUICIDE PREVENTION AND AWARENESS TRAINING**  **(n)** |
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|  | **NEW NON-CERTIFICATED EMPLOYEES (All non-certificated staff newly employed for the 2023-2024 school year and staff not included in the prior year’s oversight ESSA Grid)** | | | | | | | | | |
| ***EXAMPLE*** | *Gomez, José Eduardo* | *08/05/23* | *08/12/23* | *Paraprofessional and After-School Program Coordinator* |  | *08/11/23* | *08/11/28* | *08/15/23* | *08/15/23* | *8/15/23* |
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|  | **CONTINUING NON-CERTIFICATED EMPLOYEES:** | | | | | | | | | |
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1. **CENTRAL OFFICE STAFFF: This group includes all central office staff that may have contact with students at any time.**

|  | **FULL NAME**  **(LAST NAME(S), FIRST AND MIDDLE NAMES)**  **(a)** | **DATE OF CRIMINAL BACKGROUND CLEARANCE DETERMINATION**  **(b)** | **START DATE**  **(c)** | **JOB TITLE/ASSIGNMENT(S)**  **(g)** | **NEW EMPLOYEE**  **TB CLEARANCE**  **DATE**  **(j)** | **TB**  **EXPIRATION DATE**  **(k)** | **CHILD ABUSE MANDATED REPORTER TRAINING DATE**  **(l)** | **BLOODBORNE PATHOGENS TRAINING DATE**  **(m)** | **PUPIL SUICIDE PREVENTION AND AWARENESS TRAINING**  **(n)** |
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|  | **NEW CENTRAL OFFICE EMPLOYEES (All central office staff newly employed for the 2023-2024 school year and staff not included in the prior year’s oversight ESSA Grid)** | | | | | | | | |
| ***EXAMPLE*** | *Ceja, Linda* | *08/05/23* | *08/12/23* | *Chief Instructional Officer* | *08/11/23* | *08/11/28* | *08/15/23* | *08/15/23* | *8/15/23* |
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|  | **CONTINUING CENTRAL OFFICE EMPLOYEES:** | | | | | | | | |
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1. **CONTRACTING ENTITIES/INDEPENDENT CONTRACTORS (“VENDORS”) – This table must include all contracting entities/independent contractors (“vendors”) providing school site services whose employees may have contact with students. This group includes, but is not limited to, vendors of after-school programs, tutoring, physical/health screening, subcontracted teacher substitutes, and technology consultation and/or services. As part of its certification, each vendor must provide (on the certification form or on an attachment to the certification form) a complete and detailed list of all vendor employees covered by the certification. In the event that any new employee(s) of the vendor will provide any service(s) to the charter school after the initial annual submission of the vendor certification form, charter school must obtain an updated vendor certification form along with a complete and detailed list of all vendor employees covered by the certification prior to those new employees providing services to the charter school.** **Charter schools should ensure that they are conducting background checks on sole proprietors that meet the criteria set forth in E.C**., **§ 45125.1**

|  | **NAME OF CONTRACTING**  **ENTITY/INDEPENDENT CONTRACTOR** | **DATE OF INITIAL ANNUAL VENDOR CERTIFICATION** | **VENDOR START DATE** | **DATE OF MOST RECENT UPDATED VENDOR CERTIFICATION**  **(if applicable)** | **NAME AND TITLE OF PERSON CERTIFYING ON BEHALF OF CONTRACTING ENTITY/INDEPENDENT CONTRACTOR** | **TYPE OF WORK/SERVICES PROVIDED**  **(o)** |
| --- | --- | --- | --- | --- | --- | --- |
| ***EXAMPLE*** | *L.A. Catering* | *08/01/2023* | *08/02/2023* | *10/31/2023* | *Jane Frank, Manager* | *Food delivery and set-up* |
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1. **SOLE-PROPRIETOR VENDORS: This table must include all sole proprietors that may have contact with students in the course of providing school site services. Charter schools should ensure that they are conducting background checks on sole proprietors that meet the criteria set forth in E.C., § 45125.1.**

|  | **NAME OF CONTRACTING**  **ENTITY/INDEPENDENT CONTRACTOR** | **DATE CRIMINAL BACKGROUND CLEARANCE DETERMINATION COMPLETED BY CHARTER SCHOOL**  **(b)** | **START DATE**  **(c)** | **TB EXPIRATION DATE**  **(k)** | **TYPE OF WORK/SERVICES PROVIDED**  **(o)** |
| --- | --- | --- | --- | --- | --- |
| ***EXAMPLE*** | *Robert Jackson Music* | *08/01/2023* | *08/02/2023* | *08/02/2028* | *Music enrichment* |
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All independent charter schools, as applicant agencies, are required to designate and maintain at all times at least one Custodian of Records duly authorized and confirmed by the California Department of Justice (DOJ). **The following person(s) has/have been confirmed by the DOJ as a Custodian of Records for the charter school.**

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| **Name and Title/Position** | **Date of DOJ Confirmation as Custodian of Records** |
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**I, the undersigned Custodian of Records for** Click here to enter text. **(“Charter School”), hereby certify that the information provided on this form is accurate and that such information may be uttered or published as true. I further certify that the Charter School maintains Subsequent Arrest Notification Service with the California Department of Justice for all employees and volunteers not directly supervised by staff, pursuant to applicable law, and the Charter School has not received any arrest notifications for any current employee or volunteer not directly supervised by staff. I, the Custodian of Records, further understand that failure to conduct a criminal background clearance for any new employee or volunteer not directly supervised by staff, as defined above, or to obtain certification of clearance from any current contracting entity/independent contractor, prior to employment or providing service, will result in a rating of 1 in the area of Organizational Management, Programs, and Operations, on the Charter School’s Annual Performance-Based Oversight Visit Report and initiation of Tiered Intervention, including but not limited to a *Notice to Cure* to be sent to the Charter School’s governing board and/or the** **recommendation for revocation of the Charter School’s operative charter. The District reserves all rights pursuant to its oversight authorities and obligations, and otherwise, to fully enforce District requirements, applicable legal requirements, and the terms in this form.**

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| Print Name |  | Title/Position |

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| Signature |  | Date |

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