



Charter Schools Division

NOTIFICATION OF CHARTER SCHOOL EXPULSION

Directions: Upon expelling a student from an LAUSD-authorized independent charter school, the charter school shall notify the Charter Schools Division immediately or as soon as practicable with the following information:

Today's Date:	Student Name (Last, First MI)	State Identification Number:
Student Date of Birth:		Grade:
Parent/Guardian Name (Last, First):	Parent/Guardian Phone Number(s):	Parent/Guardian Email Address:
Student Home Address:		SPED/504 Status:
Charter School Name:		Charter School Location Code:
Name and Title of Charter School Staff Member Completing This Form:		
Incident Date:		Expulsion Date:
Expulsion Term Expiration Date:		
Grounds for Expulsion (e.g., Education Code Violations(s)):		
Additional Findings (for non-mandatory expulsions):		
<p>For Internal Use Only</p> <p>Interim placement MOU? <input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No</p> <p>Additional Information: _____ _____</p>		

ATTACHMENTS

The charter school shall provide the following information:

- Completed **Notification of Charter School Expulsion** [Page 1 of this document]

- Expulsion Findings of Fact**
Documentation of the expulsion proceeding, including statement of specific facts supporting the expulsion and documentation that charter school's policies and procedures were followed.

- Parental Notice of Hearing**
Copy of parental notice of expulsion hearing.

- Expulsion Notice**
Copy of expulsion notice provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student's compliance for reinstatement, appeal process, and options for enrollment.

- Pre-expulsion IEP** (if applicable)
If the student is eligible for Special Education, documentation related to expulsion in compliance with IDEA, including the Expulsion Analysis page of the pre-expulsion IEP.

- Link Determination** (if applicable)
If the student is eligible for Section 504 accommodations, documentation that charter school conducted a Link Determination meeting to address two questions:
 - A. Was the misconduct caused by, or directly and substantially related to the student's disability:
 - B. Was the misconduct a direct result of the charter school's failure to implement 504 Plan?

Notwithstanding the documentation sent to the Charter Schools Division as indicated above, if the student is a resident of a **District other than LAUSD**, the charter school must notify the Superintendent of the student's District of residence within 30 days of the expulsion. Additionally, upon request of the receiving school district, the charter school shall forward student records no later than 10 school days from the date of the request as stated in Education Code 49068 (a) and (b). Please note that the requested documents may be different from the documents presented to the Charter Schools Division.

Should you have any questions, please contact your assigned Charter Schools Division administrator at (213) 241-0399.

EXPULSION PACKET TO BE SENT TO:

LOS ANGELES UNIFIED SCHOOL DISTRICT
CHARTER SCHOOLS DIVISION
333 S. BEAUDRY AVE – 20TH FLOOR
LOS ANGELES, CA 90017