

Los Angeles County Office of Education

Charter School Office

12830 Columbia Way

Downey, CA 90242

(562) 922-8806

Notice of Appeal: Charter Revocation by Local School District

Submit this form with appeal documents

Please print or type

Name of charter school: _____

Grade levels served/Student enrollment: _____ / _____

Is the school currently in operation? Yes No If no, date of closure: _____

Name of lead contact: _____

Relationship of lead contact to charter school: _____

Contact address: Street _____

City _____

State/Zip code _____

Telephone numbers for lead contact: Office _____

Mobile _____

Contact FAX number: _____

Contact email: _____

Date of school district board's action to revoke: _____

Date first authorized/Date last renewed: _____ / _____

Term of charter: (Year to Year) _____ to _____

School location / address: Street _____

If more than one site, provide main site here; attach list of additional site addresses.

City _____

State/Zip code _____

Printed name of lead contact: _____

Signature of lead contact: _____

Date _____

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Required Documents: Appeal of Charter Revocation

Submission Package: Submit one (1) set of the following required documents to the Los Angeles County Office of Education (LACOE) Charter School Office within 30 calendar days of the action to revoke by school district board (*EC* § 47607(f); 5 *CCR* 11968.5.4(a)).

Check items submitted and submit form with appeal documents

- 1. Completed and signed *Notice of Appeal: Charter Revocation by Local School District* Form
- 2. Completed and signed *Required Documents: Appeal of Charter Revocation* Form
- Table of Contents for Sections I - III**

Section I

- I.1 *Notice of Violation* (NOV), *Notice of Intent to Revoke* (NIR) and the *Final Decision* issued by the chartering authority, and all evidence relied upon by the local board in determining whether substantial evidence existed that the charter school failed to remedy the violations identified in the NOV (5 *CCR* 11968.5.4(a)(1) and (3))
- I.2 Official documentation of the school board's action to revoke, including the final vote of chartering authority (5 *CCR* 11968.5.4(a)(2))
- I.3 Correspondence and supporting evidence submitted by the charter school's governing body to chartering authority in response to the *Notice of Violation*, *Notice of Intent to Revoke*, and/or *Final Decision* (5 *CCR* 11968.5.4.(a)(4))
- I.4 Minutes of any public meeting at which the chartering authority considers or makes its decision to revoke (5 *CCR* 11968.5.4.(a)(5))
- I.5 Written statement explaining why the charter school does not believe the chartering authority's findings are supported by substantial evidence (5 *CCR* 11968.5.4.(a)(6))
- I.6 Identification of procedural omissions or errors the charter school alleges to have occurred in the revocation process, if any (5 *CCR* 11968.5.4.(a)(7))
- I.7 Charter school governing board's approved minutes evidencing vote to appeal to LACOE (5 *CCR* 11968.5.4.(a))

Section II

- II. 1 Authorized charter at time of revocation including appendices

Section III

- III.1 Current year and budget projections for next two year (including assumptions)
- III.2 Independent Financial Audit of 501(c)(3) for the two most recent years (if school operated as/by a nonprofit)
- III.3 Bylaws of 501(c)(3) (if school operated as/by a nonprofit)
- III.4 Articles of Incorporation of 501(c)(3) (if school operated as/by a nonprofit)
- III.5 Facilities: Lease/Rental Agreement(s) or Similar Document
- III.6 Certificate of Occupancy(ies)

Submission Instructions: Submit one (1) copy of all documents simultaneously in a loose-leaf (3-ring) binder with numbered dividers inserted between sections. Copies are to be single-sided; continuously page number (paginate) the entire document (excluding dividers) beginning with Section I. Also submit an electronic copy of items 1 – 2, Table of Contents, and Sections I – III via CD or Flash Drive. Items 1 – 2 may be combined as one electronic file; Table of Contents and Sections I – III shall be submitted as four (4) separate electronic files. Submit budgets as unlocked spreadsheets. Upon receipt of all Required Documents, LACOE will notify the lead contact in writing.

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As part of the review process, LACOE may elect to conduct a Capacity Interview of the governing board and/or the school's leadership team, and may inspect school facilities if pertinent to the reason for revocation.

LACOE reserves the right to request additional documents pertinent to the nature of the revocation.

LACOE will notify the lead contact as to submission of documents necessary for the Public Hearing and the County Board's review of the revocation.

Printed name of lead contact: _____

Signature of lead contact: _____ **Date:** _____

Note: Pursuant to *Education Code 47607(f)(3)*, if the county board does not issue a decision on the appeal within 90 days of receipt, or the county board upholds the revocation, the charter school may appeal the revocation to the state board.