

[Date]

[Name of County Superintendent]

[Address]

[City, State, Zip code]

Re: California Public Records Act Request
Regarding Implementation of SB 1111

Dear Superintendent _____:

Pursuant to the California Public Records Act (Government Code § 6250 *et seq.*), we are requesting copies of public records related to the implementation of SB 1111, a bill that went into effect on January 1, 2015. The bill amends Education Code §§1981 and 1983 and adds §1981.5, which relate to the transfer of students to county community schools. The bill also amends Education Code § 48918, which addresses the enrollment rights of students who win their expulsion hearings. Specifically, we are requesting the following public records in the possession of the _____ County Office of Education (“COE”) that reflect the following:

- 1) The names and addresses of all county community schools established by the COE.
- 2) The total student enrollment in each county community school identified in response to Item No. 1 for the 2013-14 and 2014-15 school years by grade level, and disaggregated by gender, race and ethnicity.
- 3) The total student enrollment for the 2013-14 and 2014-15 school years in each county community school identified in response to Item No. 1 by grade level identified as:
 - a) Eligible for special education services;
 - b) English Learner, by language group;
 - c) Fluent English Proficient;
 - d) Migrant;
 - e) Homeless;
 - f) Foster Youth;
 - g) Pupil on probation, with or without the supervision of a probation officer.
- 4) The total number of students enrolled in each county community school identified in response to Item No. 1 who have participated in Independent Study during the 2013-14 and 2014-15 school years disaggregated by race, ethnicity, English Learner and special needs status.
- 5) All Board policies or regulatory provisions that govern the implementation of Independent Study for students enrolled in each county community school identified in response to Item No. 1.

- 6) For each student who is enrolled in a county community school and currently participates in Independent Study, any documents reflecting the reason(s) for the student's participation in Independent Study.
- 7) The listing of the pupils by grade level, program and school who have engaged in Independent Study, identifying the units of the curriculum undertaken and units of the curriculum completed by each of those pupils in grade 8, inclusive, and identifying course credits attempted by and awarded to each of those pupils in grades 9 through 12, inclusive, as specified in their written independent study agreement, and maintained pursuant to 5 C.C.R. § 11703.
- 8) The total number of students enrolled in a county community school identified in response to Item No. 1 who are eligible to return to their prior school or another regular comprehensive school pursuant to SB 1111, including:
 - a) Total number of students referred through the School Attendance Review Board ("SARB") process;
 - b) Total number of expelled students;
 - c) Total number of homeless youth;
 - d) Total number of foster youth;
 - e) Total number of pupils on probation, with or without the supervision of a probation officer.
- 9) Policies, protocols or notices that describe how and when the COE intends to advise the students identified in response to Item No. 8 of their right to return to their prior school or another regular comprehensive school pursuant to SB 1111.
- 10) The date and manner by which students identified in response to Item No. 8 will receive an opportunity to transfer to their prior school or another regular comprehensive school.
- 11) The total number of students enrolled in a county community school identified in response to Item No. 1 who won their expulsion hearing but could not return to the classroom instructional program from which the expulsion referral was made during the 2013-2014 and 2014-2015 school years disaggregated by race, ethnicity, English Learner and special needs status.
- 12) The date and manner by which students identified in response to Item No. 11 will receive an opportunity to transfer to their prior school or to request another placement from their home district that better meets their educational needs.
- 13) Board policies or regulatory provisions that have been amended and/or enacted by the COE in response to SB 1111.

- 14) Board agendas in which the policies or regulatory provisions identified in response to Item No. 13 were discussed and all attachments concerning all related agenda items.
- 15) For each county community school identified in response to Item No. 1, any records which describe any educational programs or services designed to address the language needs of all students identified as English Learners, including how they are assessed, reclassified, the program settings available for them and the number of instructional staff assigned to each program and their credentials.
- 16) Any records that reflect or comprise all policies, rules and/or regulations for each COE entity identified in response to Item No. 1 that govern the process for complying with the state requirements of Education Code Part 30, Title 5, Cal. Code of Regulations §§ 3000 *et seq.* and federal requirements of Individuals with Disabilities Education Act, 20 U.S.C., Chapter 33, Sections 1400 *et seq.* and Title 34 Code of Federal Regulations Part 300.

Please send a response within 10 days, as required by Government Code § 6253 (c), to my attention at the address indicated on the letterhead above or via email at my email address listed below. We are a not-for-profit legal services organization and do not charge our clients for our services. We therefore kindly request a waiver of any copying charges. We will also accept the electronic delivery of records.

Please feel free to contact us if you have any questions or concerns regarding this request. Also, please forward this request to any and all persons in your office who can assist in complying with this request. We thank you in advance for your prompt attention to this request.

Sincerely,

[Signature]

[Date]

[Address]

[City, State, Zip code]

[Email Address]