

Pupil Fee COMPLAINT FORM

Board Policy 1312.3

(Uniform Complaint Procedures for complaints filed under California Education Code Section 49013)

Anyone may use this form to file a complaint regarding a “pupil fee” that is required for participation in an educational activity offered by a California public school, as defined in California Education Code Section 49010. After completing this form, please file with Principal. If the Principal does not have sufficient authority to fix the problem, he or she will forward this form to the appropriate school district official for resolution.

► Do you want to receive a copy of the written response to your complaint?

Yes, I request a copy of the written response to my complaint.

Name: _____ Address: _____

City & Zip Code: _____ Phone Number (optional): _____

No, I do not request a copy of the written response. I am filing this complaint anonymously.

► I request immediate action to address the imposition of the following pupil fees: Please check all that apply and provide supporting details (attach additional pages if needed).

(Please note that the remedy must be provided to all affected pupils, parents, and guardians per California Education Code Section 49013.)

I. Fees Charged for Registration or Participation:

- A fee was charged as a condition for registration for school or classes
- A fee was charged as a condition for participation in a class or extracurricular activity (whether or not the activity or class is compulsory, elective, or for course credit)

Description of the fee: include (1) the school, class or extracurricular activity for which the registration or participation fee was charged, (2) details regarding how the fee requirement was communicated, and (3) the total amount of the fee. _____

II. Security Deposits or Other Payments for Materials or Equipment:

- A security deposit or other payment was required to obtain materials or equipment, including, but not limited to, a lock, locker, book, class apparatus, musical instrument, uniform, etc.

Description of the payment: include (1) the class or extracurricular activity, (2) details regarding how the security deposit or other payment requirement was communicated, (3) the item of equipment or material for which a deposit or payment was required, and (4) the total amount of the deposit or payment. _____ (cont. on next page)

(cont. from page 1) _____

III. Required Purchases for Educational Activities:

- A purchase was required to obtain materials, supplies, equipment or uniforms associated with an educational activity.

Description of the required purchase: include (1) the class or extracurricular activity, (2) details regarding how the requirement to purchase the materials, supplies, equipment or uniform was communicated, (3) the item required to be purchased, and (4) the total cost of the purchase.

IV. Miscellaneous/Other Fees or Charges:

- The school is violating the requirements Article 5.5 (commencing with Section 49010) of Ch.6 of Part 27 of Div. 4 of Title 2 of the California Education Code, regarding prohibition of pupil fees for participation in educational activities.

Description with as much detail as possible: _____

► **IMPORTANT:** I am mailing / hand-delivering (circle one) this form on _____ (date)

to Principal _____ (name) at _____ (school name & address).

Please make and keep a copy of this completed form for your records.