



OFFICE OF CHARTER SCHOOLS

EXPULSION

NOTICE OF EXPELLABLE OFFENSE

Please send email to Office of Charter Schools, OUSD Student Assignment Office, and OUSD DHP Office indicating the student name, action, reason, date, and school. [See attached email template]

SUBMISSION OF STUDENT EXIT FORM

Within 30 days, complete and submit a Student Exit Form to the Office of Charter Schools. Also submit the **expulsion letter** and **supporting documents**.

STUDENT PLACEMENT

Refer the expelled student to the OUSD Student Assignment Office for placement. If not an Oakland resident, refer the student to his/her home district's Student Assignment Office.

VOLUNTARY STUDENT EXIT

SUBMISSION OF STUDENT EXIT FORM

Within 30 days, complete and submit a Student Exit Form to the Office of Charter Schools. Please include required documents.



STUDENT EXPULSION EMAIL TEMPLATE

School Leader: *Whenever you have referred a student for expulsion, please cut and paste this text into an email **within 24 hours**; fill in the requested information, and email to: Gail Greely, Guadalupe Navarro, Sue Woehrle (Interim Director of Student Assignment Office), and Theresa Clincy (Director of Student Discipline Hearing Panel).*

To: Gail.Greely@ousd.k12.ca.us; Guadalupe.Navarro@ousd.k12.ca.us; Sue.Woehrle@ousd.k12.ca.us; Theresa.Clincy@ousd.k12.ca.us

Subject: CHARTER STUDENT EXPULSION REFERRAL

School name:

Student name:

Grade:

Date of incident:

Action taken (please specify: expulsion referral):

For following reason(s) (must include reference to applicable school policy):

If known, expulsion hearing date (if applicable):

School contact (name and phone):

Oakland Unified School District OFFICE OF CHARTER SCHOOLS

Pursuant to the statute outlined below, please submit form within 30 days of the Exit of any student who does not otherwise COMPLETE the school's program (i.e. graduate). Complete a Student Exit Form in September for ALL students who do not return from the prior year.

PLEASE DO NOT submit Student Exit Form for either of the following:

1. Any student who does not attend at least one day of instruction.
2. Any student who has graduated or is promoted from the last grade level served

STUDENT EXIT FORM

* Charter School Name

* Today's Date




Student Information

* Student Last Name

* Student First Name

* Birth date



* Grade Level

* Gender

Male
Female

* English Language
Learner

Yes
No

* Special Education/
IEP

Yes
No

CSIS Number

* First Day of Attendance



* Last Day of Attendance



* Ethnicity

Native American Hispanic/Latino African American Asian
Filipino White Pacific Islander Multiple Ethnicity

Parent/Guardian Information

* Parent/Guardian Name

* Relationship

* Phone Number

Reason for Exit

* SELECT REASON FOR EXIT HERE AND COMPLETE APPROPRIATE SECTION BELOW

Voluntary **Report Reason Given**

Expulsion **Cause for Expulsion** Pursuant to:

Upload Copy of Expulsion Letter (REQUIRED)

no file selected

* Certification Statement

By checking this box I am certifying that I have provided all requested information regarding the reason for this student's exit.

* Preparer's Name

* Preparer's Email

OFFICE USE ONLY

Mark if form submitted through SAO

* Indicates Response Required



- Effective January 1, 2006: 47605(d)(3) If a pupil is expelled or leaves the charter school without graduating or completing the school year for any reason, the charter school shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information.