TO: All District & Private School, Section 504 & Special Education Administrators

FROM: Bob Mueller, Director - Student Attendance, Safety & Well-Being; Student Support Services Department

RE: **Required Reporting of Severance of Attendance or Denial of Admission Involving Children Identified Under Section 504 or IDEA**

DATE: April 11, 2013

Education Code 48202(a) and 48203 require all schools, public and private, to report the severance of attendance or denial of admission to the County Superintendent, for students who are qualified under Section 504 of the Rehabilitation Act of 1973 or for Special Education Services under the Individuals with Disabilities Education Act (IDEA) and who are subject to compulsory education laws of the State of California.

The circumstances outlined in the law that require reporting include: denial of admission, and severance of attendance due to: “expulsion, exclusion, exemption, transfer, suspension beyond 10 schooldays, or for other reasons.”

School districts, charter schools and private schools must provide names, ages and last known addresses of each student.

The law also requires “the county superintendent to examine those reports and draw to the attention of the county board of education and governing board of a school district any cases in which the interests of the child or the welfare of the state may need further examination. After a preliminary study of available information in cases referred to it, the county board of education may, on its own action, hold hearings on those cases in the manner provided in Section 48914 and with the same powers of final decision as therein provided.”

A copy of the Education Code 48202 and 48203 is included with this letter along with the form to be used for reporting the required information. Additional report forms may be downloaded from the Student Attendance, Safety & Well-Being website at <http://www.sdcoe.net/student-services/student-support/Pages/saswb-documents.aspx>.

Reports should be submitted by the 10th of each month, for the previous month. It is not necessary to file this report for any month during which there is no information to report. Please submit your district’s report using one of the following methods.

1. FAX: Bob Mueller via Tasha Smith (858) 571-8531.
2. E-mail: Send report forms as an attachment to Tasha Smith at tashas@sdcoe.net.

*or*Please state on subject line of the email: *Education Code 48202 & 48203 – Your District / School Name*

1. Mail: *Bob Mueller, Director*

*Student Attendance, Safety & Well-Being*

*via Tasha Smith*

*6401 Linda Vista Road, Room 408*

*San Diego, CA 92111-7399*

If you require additional information regarding this report please feel free to contact me at (858) 292-3786. Thank you for your cooperation in compliance with the law.

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| https://www.sdccu.com/images/about/sponslogos/SDCOE.jpg | **San Diego County Superintendent of Schools****Report of Severance of Attendance, Exclusion from Attendance****or Denial of Admission**Involving Students Identified under Section 504 of the Rehabilitation Act or IDEAper Education Code 48202 and 48203 |
| **SCHOOL Information** |
| **Name of School:** |  | **Type of School** | **District** |  |
| **SCHOOL DISTRICT:** | (Leave blank if school is a Charter or Private school.) | **Charter** |  |
| **PRIVATE** |  |
| **NAME OF****CONTACT PERSON:** |  | **Phone:** |  | **E-Mail:** |  |
| **STUDENT INFORMATION** |
| **STUDENT NAME:** |  | **DATE OF BIRTH:** |  | **CSIS ID:** |  |
| **LAST KNOWN** | **PHONE NUMBERS** |  | **FEMALE:** |  | **GRADE:** |  |
| **MALE:** |  |
| **ADDRESS** |  | **IEP:** |  |
| **504 PLAN:** |  |
| **CIRCUMSTANCES REQUIRING A REPORT**Select the most appropriate item from the following list. |
|  | 1. **Denial of Admission** - Student’s request for Interdistrict Transfer was denied by the district of desired enrollment. A report is required by district of desired enrollment.
 |
|  | 1. **Denial of Admission** - Residency disputed by district denying admission.
 |
|  | 1. **Denial of Admission** - Other.
 |
|  | 1. **Severance of Attendance** - Involuntary transferred outside the school district.
 |
|  | 1. **Severance of Attendance** - Involuntary transferred within the school district.
 |
|  | 1. **Severance of Attendance** - Voluntarily transferred.
 |
|  | 1. **Severance of Attendance** - Student’s Interdistrict Attendance Permit was rescinded.
 |
|  | 1. **Severance of Attendance** - Residency disputed by district severing attendance.
 |
|  | 1. **Severance of Attendance** - Other.
 |
|  | 1. **Exclusion of Attendance** - Check this box for any exclusion from attendance. Possible reasons for exclusion include, but are not limited to: lacking proof of required immunizations, lice, reasonable suspicion of TB, has infectious disease or being under quarantine.
 |
|  | 1. **Exemption from Attendance by a District of Residence** - Check this box for any exemption from attendance. Possible reasons for exemption from attendance include, but are not limited to: student enrolled in private school, is homeschooling, passed CHSPE, graduated early, co-enrolled in community college, or enrolled in an adult school.
 |
|  | 1. **Suspended More Than 10 School Days in the Same School** **Year**
 |
|  | 1. **Expulsion**
 |
|  | 1. **Other -** Describe:
 |  |
| **ADDITIONAL REQUIRED INFORMATION**Complete all of the following sections that are applicable to your report. |
| **Briefly describe the facts associated with the item noted above:**  |  |
| **List effective date(s) of suspension:** |  |
| **Manifestation Determination date:** |  |
| **For Expulsion or Total Suspension Days > 10, List the Education Code violations:** |  |
| **RETURN TO:** Bob Mueller, SDCOE - Room 408, 6401 Linda Vista Rd., San Diego CA 92111-7399 or tashas@sdcoe.net |

**Education Codes 48202 and 48203**

**NOTE:** The California Department of Education has confirmed the following statutes apply to all schools, district, charter and private, serving any grade, Kindergarten through grade 12.

**48202.**

The county board of education of each county may establish, by resolution, the following regulation requiring the reporting of various types of severance of attendance of or by any pupil subject to the compulsory education laws of California or of any one or more of the types of severance enumerated in subdivision (a) below and may require such reporting of any or all of the private and public schools of the county:

1. The administration of each private school and public school district of the county shall, upon the severance of attendance by any pupil subject to the compulsory education laws of California, whether by expulsion, exclusion, exemption, transfer, suspension beyond 10 schooldays, or other reasons, report such severance to the county superintendent of schools in the jurisdiction. The report shall include names, ages, last known address and the reason for each such severance.
2. It shall be the duty of the county superintendent of such county to examine such reports and draw to the attention of the county board of education and local district board of education any cases in which the interests of the child or the welfare of the state may need further examination.
3. After preliminary study of available information in cases so referred to it, the county board of education may, on its own action, hold hearings on such cases in the manner provided in Sections 48915 through 48920 and with the same powers of final decision as therein provided.

**48203.**

1. The superintendent of a school district and the principal of a private school in each county shall, upon the severance of attendance or the denial of admission of any child who is an individual with exceptional needs, as that term is defined in Section 56026, or who is a qualified handicapped person, as that term is defined in regulations promulgated by the United States Department of Education pursuant to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), but who is otherwise subject to the compulsory education laws of California, report the severance, expulsion, exclusion, exemption, transfer, or suspension beyond 10 schooldays to the county superintendent of schools. The report shall include names, ages, last known address, and the reason for the severance, expulsion, exclusion, exemption, transfer, or suspension.
2. It is the duty of the county superintendent to examine those reports and draw to the attention of the county board of education and governing board of a school district any cases in which the interests of the child or the welfare of the state may need further examination.
3. After a preliminary study of available information in cases referred to it, the county board of education may, on its own action, hold hearings on those cases in the manner provided in Section 48914 and with the same powers of final decision as therein provided.