



# PARENT/GUARDIAN NOTIFICATION REFERENCE GUIDE

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## BACKGROUND

It is essential that parents and guardians participate in public education. **California Education Code § 51100** states, in part, that *"It is essential to our democratic form of government that parents and guardians of schoolage children attending public schools and other citizens participate in improving public education institutions. Specifically, involving parents and guardians of pupils in the education process is fundamental to a healthy system of public education."* The goal of parental/guardian notification is increased parental/guardian involvement in the education of their children. ASCIP recognizes that parents/guardians are their children's first and most influential teachers and that sustained parental involvement in their children's education contributes greatly to student achievement and a positive school environment. ASCIP recommends that districts strive to notify parents/guardians of all legally mandated rights, opportunities, choices, and activities to ensure their children's access to all meaningful opportunities at all grade levels and to encourage parental/guardian involvement in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home. "Failure to notify" can be interpreted as a breach of districts' duty to supervise and subject districts to potential liability.

## PARENTAL NOTIFICATIONS

California **Education Code § 48980** requires that, at the beginning of the first semester or quarter of the regular school term, districts must notify parents/guardians of their rights or responsibilities under certain provisions of the Education Code. Other provisions of California and United States law also require notification of parents/guardians.

**Education Code § 48982** requires acknowledgement of being informed which is performed by physically or electronically signing a parent acknowledgement card as an acknowledgement that he or she has received the notice and has been informed of her or his rights, but the signature does not indicate that consent to participate in any particular program has been either given or withheld.

California and United States law requires certain other notices in the event that specific circumstances should arise, affecting a child's education and attendance at school. If any such circumstances should arise, the district will provide notice as required by law.

On the following pages of these Best Practices, ASCIP has prepared six tables of parent/guardian notification subjects. These notification subjects (i.e., the topics of the memoranda, brochures, or other communications to parents/guardians) are associated with their suggested notification timeframes, references to their Education Code (or other legislative) sources, and representative board policy and administrative regulation reference numbers. These five tables are divided by the frequency of the notifications; namely:

- 1) [Annually](#)
- 2) [Semiannually](#)
- 3) [At Specific Times During a Student's Academic Career](#)
- 4) [When Special Circumstances Occur \(Ad Hoc\)](#)
- 5) [Related to Special Education Notices](#), and
- 6) [General Classroom Notices \(Continuously\)](#).

## NOTIFICATIONS: ANNUAL

When to Notify	Education or Other Legal Code	Representative Board Policies/Administrative Regulations	Subject of Notification (i.e., the topic of the memorandum, brochure, or other communication to parents/guardians)
Beginning of each school year	Title VI, Civil Rights Act of 1964		District does not discriminate based on race, color, national origin, sex, handicap, or on the basis of limited English language skills
Beginning of each school year	221.5, Title IX		Instruction, vocational training, and counseling shall not discriminate based on sex, and a grievance procedure is in place
Beginning of each school year	32255	AR 5145.8	Student's right to refrain from the harmful or destructive use of animals
Beginning of each school year	35182.5		Limitations on contracts related to the advertising and sale of non-nutritious food or beverages. Public hearing requirements.
Beginning of each school year	49060 through 49073		Parent's rights to review children's records
Beginning of each school year	48850 et seq.		Foster pupils' welfare
Beginning of each school year	20 USC 6301 et seq. and 42 USC 11431: McKinney-Vento Homeless Assistance Act		Homeless pupils' welfare
Beginning of each school year	48900	AR 5144.1	Grounds for suspension and expulsion
Beginning of each school year	35183.5		Sun protection, including sun protective clothing, hats, and sunscreen
Beginning of each school year	44579		Notification of Student Free Staff Development Days
Beginning of each school year	44807		Student Conduct Expectations
Beginning of each school year	49408		Student Emergency Information
Beginning of each school year	49451		Student Routine Physical Examination Consent and Exemption from Consent
Beginning of each school year	51101.1		Rights of Parents and Guardians Who Lack English Fluency
Beginning of each school year	51201.5		AIDS Education Notification and Procedure for Student Excuse
Beginning of each school year	51240		Health Education Instruction and Procedure for Student Excuse Based on Religious Beliefs
Beginning of each school year	12550, 12556		Imitation firearms are not allowed on District property
Beginning of each school year	51870		District Internet policy
Beginning of each school year	58501		District policy on Alternative Programs
Beginning of each school year	Rehabilitation Act of 1973		District does not discriminate based on race, color, national origin, sex, handicap, or on the basis of limited English language skills. Reasonable accommodations are available for handicapped students.
Beginning of each school year	Welfare and Institution Code		Child Abuse Prevention Program Notification and Procedure for Student Excuse
Beginning of each school year	Penal Code 417.27		Laser pointers are prohibited on District property, unless possession is for instruction purposes.
Beginning of each school year	17612, 48980.3	AR 3514.2	Use of pesticide products, their active ingredients, and an Internet address to access information
Annually by February 1	35256, 35258	BP 0510	School Accountability Report Card provided
Beginning of each school year	35291, 48980	AR 5144, AR 5144.1	District and site discipline rules
Beginning of each school year	46010.1	BP 5113	Absence for confidential medical services
Beginning of each school year	48980	BP 6111	Schedule of minimum days

When to Notify	Education or Other Legal Code	Representative Board Policies/Administrative Regulations	Subject of Notification (i.e., the topic of the memorandum, brochure, or other communication to parents/guardians)
Beginning of each school year	48980, 2315.5; 5 CCR 4917	AR 5145	Sexual harassment policy as related to students
Beginning of each school year	48980, 32255, 32255.6	AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	48980, 35160.5, 46600-46611, 48204	AR 5111.1, AR 5116.1, AR 5117	All statutory attendance , options, available local attendance options, options for meeting residency
Beginning of each school year	48980, 46014	BP 5113, AR 5113	Absence for religious purposes, if Board has adopted resolution allowing such absence
Beginning of each school year	48980, 48205	BP 5113, AR 5113, AR 6154	Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed
Beginning of each school year	48980, 48206.3, 48207, 48208	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	48980, 49403	BP 5141.31	Consent to school immunization program
Beginning of each school year	48980, 48980.5, Health and Safety Code 120335	SB 277	Notification of the immunization rates for the school in which the pupil is enrolled for each of the immunizations required pursuant to Section 120335 of the Health and Safety Code
Beginning of each school year	48980, 49423, 49480	AR 5141.21	Administration of prescribed medication
Beginning of each school year	48980, 49451; 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
Beginning of each school year	48980, 49472	BP 5143	Availability of insurance
Beginning of each school year	49063	AR 5125, AR 5125.3	Challenge, review, and expunging of records
Beginning of each school year	49063, 49069; 20 USC 1232g; 34 CFR 99.7	AR 5125	Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability
Beginning of each school year	49063, 49073; 20 USC 1232g; 34 CFR 99.37	AR 5125.1	Release of directory information
Beginning of each school year	49520, 48980; 42 USC 1758; 7 CFR 245.5	AR 3553	Free and reduced price meals
Annually	56301, I.D.E.A.	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, alternative programming, implementation and review, and procedures for initiating a referral for assessment
Annually	48216	AR 5141.31	Notification of need for evidence of immunization or exemption (see <a href="http://www.shotsforschool.org/k-12/">http://www.shotsforschool.org/k-12/</a> )
Beginning of each school year	58501, 48980	AR 6181	Alternative schools
When any District schools are Open Enrollment, beginning of each school year	35160.5, 48354; 5 CCR 4702	AR 5118	Student's option to transfer to an open enrollment school, subject to limitations provided by District policy
Annually	Health & Safety Code 104855	AR 5141.6	Availability of dental fluoride treatment; opportunity to accept or deny treatment
Annually	35186, 5 CCR 4622	AR 1312.3	Uniform complaint procedures, available appeals, civil law remedies, and identity of coordinator
Beginning of each school year	20 USC 1232h	AR 5022, BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to

When to Notify	Education or Other Legal Code	Representative Board Policies/Administrative Regulations	Subject of Notification (i.e., the topic of the memorandum, brochure, or other communication to parents/guardians)
			opt out of such activities
Beginning of each school year, if district receives Title I funds	20 USC 6311; 34 CFR 200.61	AR 4112.24, AR 4222	Right to request information re: professional qualifications of child's teacher and paraprofessional
Annually, if district schools have been identified for program improvement or corrective action	20 USC 6316	AR 0520.2	Availability of supplemental educational services, identity of providers, description of corrective action services, qualifications, effectiveness of providers
Beginning of each school year	34 CFR 104.8, 106.9	BP 0410, BP 6178	Nondiscrimination
When interdistrict transfer agreements are in effect, beginning of each school year	46600, 48209	AR 5117	Interdistrict transfers; requests and approvals or denials within 30 days; appeal process
When interdistrict transfer is allowed for parental employment within district, beginning of each school year	48204	AR 5117	Interdistrict transfers; conditions and limitations of availability; requests and approvals or denials within 30 days; appeal process
Annually to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
Annually to parent/guardian	44050	AR 4119/4219/4319	Employee code of conduct (provide a written copy of the code of conduct to the parent or guardian of each enrolled pupil at the beginning of each school year)
Annually to parent/guardian before minor students can begin athletics' participation	49476	BP 5145.6 Parental Notifications	Requires the district, charter school, or private school to give <i>the Opioid Factsheet for Patients</i> published by the Centers for Disease Control and Prevention to each athlete. The athlete and, if the athlete is 17 years of age or younger, the athlete's parent or guardian shall sign a document acknowledging receipt and return that document before the athlete initiates practice or competition. The Factsheet may be sent & returned through an electronic medium, including, but not limited to, fax or email.

## NOTIFICATIONS: SEMIANNUAL

When to Notify	Education or Other Legal Code	Representative Board Policies/ Administrative Regulations	Subject of Notification (i.e., the topic of the memorandum, brochure, or other communication to parents/guardians)
At least twice a year during the school pupils and parents/guardians must be notified electronically or through hardcopy notice via US mail (Note that Prop 63 grants may be available for this.)	48980	BP 5145.6 Parental Notifications; 5141.6 School Health Services2	Notice about how to initiate access to available pupil mental health services on campus or in the community

## NOTIFICATIONS: AT SPECIFIC TIMES IN ACADEMIC CAREERS

When to Notify	Education or Other Legal Code	Representative Board Policies/ Administrative Regulations	Subject of Notification (i.e., the topic of the memorandum, brochure, or other communication to parents/guardians)
Beginning in grade 7, at least once prior to course selection and career counseling	221.5, 48980	AR 6164.2	Course selection and career counseling
When child first enrolls in a public school, if the school offers a fingerprinting program	32390, 48980	AR 5142.1	Fingerprinting program
Upon registration in K-6, if students have not previously been transported	39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
Beginning of each school year for high school students, if high school is open campus	44808.5, 48980	AR 5112.5	Open campus
Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement	48980, 51225.3	AR 6146.1	How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of district CTE courses that satisfy a-g course criteria
Beginning of each school year, for high school students	48980, 52244	AR 6141.5	Availability of state funds to cover costs of advanced placement exam fees
Beginning of each school year in grades 9-12 and when high school student transfers into the district	48980, 60850	AR 6162.52	Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation
When students entering grade 7	49452.7	AR 5141.3	Specified information on type 2 diabetes
When in kindergarten, or first grade if not previously enrolled in public school	49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights
Beginning of each school year for students in grades 9-12	51229, 48980	AR 6143	College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12	51938, 48980	AR 6142.1	Explanation of sex and HIV/ AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse
Within 20 working days of receiving results of standardized achievement tests	60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
When child is enrolled in kindergarten	Health & Safety Code 124100	AR 5141.32	Health screening examination
To students in grades 11-12, early enough to enable registration for fall test.	5 CCR 11523, 48412	AR 6146.2	Notice of proficiency examination provided under Education Code
To secondary students, if district receives Title I funds	20 USC 7908	AR 5125.1	Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent

## NOTIFICATIONS: WHEN SPECIAL CIRCUMSTANCES OCCUR

When to Notify	Education or Other Legal Code	Representative Board Policies/ Administrative Regulations	Subject of Notification (i.e., the topic of the memorandum, brochure, or other communication to parents/guardians)
Upon receipt of a complaint alleging discrimination	62.3	AR 1312.3	Civil law remedies available to complainants
When student has been placed in structured English immersion program	310, 5 CCR 11309	AR 6174	Placement of child in program and opportunity to apply for parental exception waiver
When student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year	440; 20 USC 7012	AR 6174	Student's identification for program for English learners; any failure of district to meet annual measurable achievement objectives
Before high school student attends specialized secondary program on a university campus	17288	None	University campus buildings may not meet Education Code requirements for structural safety
At least 72 hours before use of pesticide product	17612	AR 3514.2	Intended use of pesticide product not included in annual list
To members of athletic teams	32221.5	AR 5143	Offer of insurance; no-cost and low-cost program options
If school has lost its accreditation status	WASC 35178.4	BP 6190	Loss of status, potential consequences
At least six months before implementing a schoolwide uniform policy	35183	AR 5132	Dress code policy requiring schoolwide uniform
Beginning of each term, when student has not passed the exit exam by the end of grade 12	37254	AR 6179	Availability of intensive instruction and services for two consecutive academic years and right to file complaint re CAHSEE
Before implementing a year-round schedule	37616	BP 6117	Year-round schedule
When interdistrict transfer is requested and not approved or denied within 30 days	46601	AR 5117	Appeal process
Before early entry to kindergarten, if offered	48000	AR 5111	Effects, advantages and disadvantages of early entry
When student identified as being at risk of retention	48070.5	AR 5123	Student at risk of retention
When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	48213	AR 5112.2, BP 5141.33	Student has been excluded from school
Before student is excluded for lack of immunization	48216	AR 5141.31	Two weeks to submit evidence of immunization or exemption; referral to medical care
When a student is classified a truant	48260.5, 48262	AR 5113.1	Truancy, parental obligation, availability of alternative programs, student consequences, need for conference
When a truant is referred to a SARB or probation department	48263	AR 5113.1	Name and address of SARB or probation department and reason for referral
When a school is identified on the state's Open Enrollment List	48354; 5 CCR 4702	AR 5118	Student's option to transfer to another school
Within 60 days of receiving application for transfer out of open enrollment school	48357; 5 CCR 4702	AR 5118	Whether student's transfer application is accepted or rejected; reasons for rejection
Prior to involuntary transfer to continuation school	48432.5	AR 6184	Right to require meeting prior to involuntary transfer to continuation school
When student is removed from class and teacher requires parental attendance at school	48900.1	BP 5144.1	Parental attendance required; timeline for attendance
Prior to withholding grades, diplomas, or transcripts	48904	AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	48904.3	AR 5125.2	Next school will continue withholding grades, diplomas, or transcripts
When student is released to peace officer	48906	BP 5145.11	Release of student to peace officer
At time of suspension	48911	BP/AR 5144.1	Notice of suspension
When original period of suspension is extended	48911	AR 5144.1	Extension of suspension
Before holding a closed session re: suspension	48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student

When to Notify	Education or Other Legal Code	Representative Board Policies/ Administrative Regulations	Subject of Notification (i.e., the topic of the memorandum, brochure, or other communication to parents/guardians)
When readmission is denied	48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	48916	AR 5144.1	Description of readmission procedures
10 calendar days before expulsion hearing	48918	AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
One month before the scheduled minimum day	48980	BP 6111	When minimum days scheduled after beginning of the school year
When parents request guidelines for filing complaint of child abuse at a school site	48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	49067	AR 5121	Student in danger of failing a course
When student transfers from another district or private school	49068	AR 5125	Right to receive copy of student's record and to challenge its content
Within 24 hours of release of information to a judge or probation officer	49076	AR 5125	Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition
Before release of information pursuant to court order or subpoena	49077	AR 5125	Release of information pursuant to court order or subpoena
When screening results in suspicion that student has scoliosis	49452.5	AR 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	49456	AR 5141.3	Vision or hearing test
Annually to parents/guardians of student athletes before their first practice or competition	49475	AR 6145.2	Information on concussions and head injuries
Before any test questioning personal beliefs	51513	AR 5022	Permission for test, survey questioning personal beliefs
Within 14 days of instruction if arrangement made for guest speaker after beginning of school year	51938	AR 6142.1	Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant
Prior to administering survey regarding health risks and behaviors	51938	AR 5022	Notice that the survey will be administered to students in 7-12
Upon assessment and reassessment of English proficiency and enrollment in program of education for English language learners	52164.1, 52164.3, 52173; 5 CCR 11303	AR 6174	Assessment results; program of education for English language learners
When migrant education program is established	54444.2	BP/AR 6175	Parent advisory council membership composition
When child participates in licensed child care development program	Health & Safety Code 1596.857	AR 5148	Parent right to enter facility
When sharing student immunization information with an immunization agency	Health & Safety Code 120440	AR 5125	Types of information to be shared, name & address of the agency/system & acceptable use information, right to examine, right to refuse to share
When hearing is requested by person asked to leave school premises	Penal Code 627.5	AR 3515.2	Notice of hearing
Prior to student participation in gifted & talented program	5 CCR 3831	AR 6172	Gifted and talented student program
When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with law regulating ed programs	5 CCR 4631	AR 1312.3	Appeal rights and procedures
Within 30 calendar days of receipt of results	5 CCR 11511.5	AR 6174	CELDT test results
When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies re: unexcused absences
When district substantively any substantive changes policy on student privacy rights	USC 1232h 20	AR 5022	Notice of change in policy or regulation
For districts receiving Title I funds, when child has been taught for 4 or more consecutive weeks by a teacher who is not "highly qualified"	20 USC 6311	AR 4112.24	Timely notice to parent of child's assignment

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Representative Board Policies/ Administrative Regulations</b>	<b>Subject of Notification (i.e., the topic of the memorandum, brochure, or other communication to parents/guardians)</b>
When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress	20 USC 6312	AR 0520.2	Notice of failure to parents of English language learners
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program
When school identified for program improvement or corrective action	20 USC 6316	AR 0520.2, AR 5116.1	Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services
When district identified for program improvement	20 USC 6316	AR 0520.3	Explanation status, reasons for identification, how parents can participate in upgrading district
For schools receiving Title I funds, upon development of parent involvement policy	USC 6318 20	AR 6020	Notice of policy
When household is selected for verification of eligibility for free or reduced-price meals	42 USC 1758; 7 CFR 246.6a	AR 3553	Notice of need to submit verification information; any subsequent change in benefits; right to appeal
When student transfers out of state & records are disclosed without consent per 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to review records
Annual notification to pregnant and parenting students and guardians of pupils	48205 and 48980	BP 5146	Notify pregnant & parenting students of their rights & available ed options-includes excuse without doctor's note to care for sick child or attend child's doctor appointment and 8 weeks of parental leave

## NOTIFICATIONS: SPECIAL EDUCATION-RELATED NOTICES

When to Notify	Education or Other Legal Code	Representative Board Policies/ Administrative Regulations	Subject of Notification (i.e., the topic of the memorandum, brochure, or other communication to parents/guardians)
Prior to conducting initial evaluation	56301, 56321, 56321.5, 56321.6, 56329; 34 CFR 300.502	AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice
24 hours before IEP that district intends to record	56341.1	AR 6159	Intention to audio-record IEP meeting
Early enough to ensure opportunity for parent to attend IEP meeting	56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who, who in attendance, participation of others with special knowledge, transition statements if appropriate
When parent orally requests review of IEP	56343.5	AR 6159	Need for written request
For student receiving exit exam waiver, prior to receipt of diploma	60852.4	AR 6162.52	Right to FAPE
When student is selected to be assessed with the California Modified Assessment	5 CCR 850	AR 6162.51	Notice that the student's achievement will be measured based on modified achievement standard
Before functional behavioral assessment begins	5 CCR 3052	AR 6159.4	Notification and consent
Before modification of behavioral intervention plan	5 CCR 3052	AR 6159.4	Need for modification, right to question modification
Within one school day of emergency intervention or serious property damage	5 CCR 3052	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c); 34 CFR 300.300, 300.503	AR 6159, AR 6159.1	Prior written notice
Initial referral for evaluation	20 USC 1415(d); 34 CFR 300.503	AR 6159.1	Prior written notice and procedural safeguards notice
Registration of complaint	20 USC 1415(d); 34 CFR 300.504	AR 6159.1	Procedural safeguards notice
Disciplinary action taken for dangerous behavior	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Suspension or change of placement for more than 10 days	20 USC 1415(k); 34 CFR 300.530 E 5145.6(m)	AR 5144.2	Decision and procedural safeguards notice
Upon requesting a hearing	20 USC 1415(k); 34 CFR 300.508	AR 6159.1	Child's name, address, school, due process description of problem, proposed resolution
Eligibility for services	34 CFR 104.32, 104.36	AR 6164.6	Procedural safeguards, district under Section 504 responsibilities

## NOTIFICATIONS: CLASSROOM NOTICES—POST CONTINUOUSLY

When to Notify	Education or Other Legal Code	Representative Board Policy/ Administrative Regulation	Subject of Notification (i.e., the topic of the memorandum, brochure, or other communication to parents/guardians)
Continuously, in each classroom	35186	AR 1312.4	Complaint rights re: sufficiency of school instructional materials, teacher vacancy and mis-assignment, maintenance of facilities, and, for classrooms with grades 10-12, right of students who did not pass the exit exam to receive intensive instruction after grade 12