

BEFORE THE  
COMMISSION ON STATE MANDATES  
STATE OF CALIFORNIA

**IN RE TEST CLAIM ON:**

Education Code Section 48980, Subdivisions (a), (b), and (g) (as added and amended by Statutes of 1977, Chapter 36; Statutes of 1979, Chapter 236; Statutes of 1980, Chapter 975; Statutes of 1985, Chapter 459; Statutes of 1986, Chapter 97; Statutes of 1987, Chapter 1452; Statutes of 1988, Chapter 65; Statutes of 1990, Chapter 403; Statutes of 1992, Chapter 906); Education Code Section 48980, Subdivisions (f) and (i) (as added by Statutes of 1990, Chapter 10; Statutes of 1993, Chapter 1296); Education Code Section 35291 (as added and amended by Statutes of 1977, Chapter 965; Statutes of 1986, Chapter 87); Education Code Section 48900.1 (as added by Statutes of 1988, Chapter 1284); Education Code Section 58501 (as added by Statutes of 1975, Chapter 448; Statutes of 1981, Chapter 469); Education Code Section 48980, Subdivisions (c) and (h) (as added by Statutes of 1997, Chapter 929<sup>1</sup>).

By the San Diego Unified School District,  
Claimant

No. CSM 4461, consolidated to include CSM-4445 (portion); CSM-4453; CSM-4462; CSM-4474 (portion); CSM-4488, and CSM 97-TC-24.

*ANNUAL PARENT NOTIFICATION;  
Interdistrict Transfer Requests; Parent's  
Employment; Pupil Attendance Alternatives;  
Schoolsite Discipline Rules; Pupil  
Suspensions; Parent Classroom Visits;  
Alternative Schools; Staff Development.*

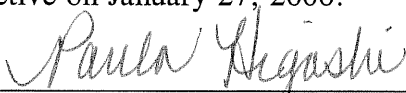
**ADOPTION OF PARAMETERS AND  
GUIDELINES PURSUANT TO  
GOVERNMENT CODE SECTION 17557  
AND TITLE 2, CALIFORNIA CODE OF  
REGULATIONS, SECTION 1183.12**

*(Adopted on January 27, 2000)*

**ADOPTED PARAMETERS AND GUIDELINES**

The Commission on State Mandates adopted the attached Parameters and Guidelines on January 27, 2000.

These Parameters and Guidelines are effective on January 27, 2000.

  
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Paula Higashi, Executive Director

<sup>1</sup> Statutes of 1997, Chapter 929," relettered former Education Code section 48980 subdivisions (e) to (f), (f) to (g) and (g) to (i), as reflected above.

PROPOSED AMENDED PARAMETERS AND GUIDELINES  
ANNUAL PARENT NOTIFICATION  
consolidated from

**CSM-4445 (portion)**

Education Code Section 48980, Subdivision (f)<sup>1</sup>  
Chapter 10, Statutes of 1990

*Interdistrict Transfer Requests: Parent's Employment*

**CSM-4453**

Education Code Section 48980, Subdivisions (f) and (i)<sup>2</sup>  
Chapter 10, Statutes of 1990  
Chapter 1296, Statutes of 1993

*Notification to Parents: Pupil Attendance Alternatives*

**CSM-4461**

Education Code Section 48980, Subdivisions (a), (b), and (g)<sup>3</sup>  
Chapter 36, Statutes of 1977  
Chapter 236, Statutes of 1979  
Chapter 975, Statutes of 1980  
Chapter 459, Statutes of 1985  
Chapter 97, Statutes of 1986  
Chapter 1452, Statutes of 1987  
Chapter 65, Statutes of 1988  
Chapter 403, Statutes of 1990  
Chapter 906, Statutes of 1992

*Annual Parent Notification*

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<sup>1</sup>Former subdivision (e), relettered by Chapter 929, Statutes of 1997 ("Chapter 929/97").

<sup>2</sup>Former subdivisions (e) and (g), relettered by Chapter 929/97.

<sup>3</sup>Former subdivision (f), relettered by Chapter 929/97.

**CSM-4462 (portion)**

Education Code Section 35291  
Chapter 965, Statutes of 1977  
Chapter 87, Statutes of 1986

*Schoolsite Discipline Rules*

**CSM-4474 (portion)**

Education Code Section 48900.1  
Chapter 1284, Statutes of 1988

*Pupil Suspensions. Parent Classroom Visits*

**CSM-4488**

Education Code Section 58501  
Chapter 448, Statutes of 1975  
Chapter 469, Statutes of 1981

*Alternative Schools Annual Notification*

**CSM-97-TC-24**

Education Code Section 48980, subdivisions (c) and (h)  
Chapter 929, Statutes of 1997

*Annual Parent Notification - Staff Development*

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## I. SUMMARY OF THE SOURCE OF THE MANDATE

Section 35291<sup>4</sup> requires the school district governing board to annually notify the parent or guardian of all pupils of the availability of rules of the district pertaining to student discipline.’

Section 48980, as of January 1, 1975 ,<sup>6</sup> required school districts to notify, at beginning of the first semester or quarter of the regular school term, the parent or guardian of its minor pupils regarding the right of the parent or guardian under the sections specified therein.<sup>7</sup> Numerous statutes enacted after January 1, 1975, added or amended subdivisions and thereby increased the number of items about which the parent or guardian was to be annually notified.

Section 48900.1 requires the governing board of school districts to prepare and distribute to all parents the written notice of the governing board’s policy authorizing teachers to provide that the parent or guardian of a pupil who has been suspended by a teacher pursuant to section 48910, for reasons specified in subdivision (i) or (k) of section 48900, attend a portion of a school day in his or her child’s or ward’s classroom. All other reimbursable activities for section 48900.1, such as preparation of policies and procedures, notice to parents to attend class, follow-up contact, and parent meeting remain the subject of separate parameters and guidelines, CSM-4474, adopted by the Commission on June 27, 1996.

Section 58501<sup>8</sup> requires school districts to provide parents or guardians with a prescribed written notice on the alternative schools program; requires school districts and county offices of education to make available the alternative schools law at the offices of the principal, county superintendent of schools’ office and district administrative office for anyone who requests this information; and requires school districts and county offices of education to annually post the alternative schools notice in at least two places at each school site for the entire month of March.

## II. COMMISSION ON STATE MANDATES DECISIONS

The Commission on State Mandates determined that section 35291, section 48980, subdivisions (a), (b), (c), (f), (g), (h), and (i), section 48900.1, and section 58501 impose a new program or higher level of service for school districts and county offices of education.<sup>9</sup> The following seven statements of decisions include these determinations:

- A. The Commission on State Mandates, in the amended statement of decision for *Notification to Parents: Pupil Attendance Alternatives*,<sup>10</sup> determined that section

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<sup>4</sup> Amended by Chapters 965/77, 87/86.

<sup>5</sup>The term “section” refers to the Education Code unless otherwise indicated.

<sup>6</sup> Then section 10921.

<sup>7</sup>These are sections 46014, 49403, 49423, 49451, 49472, 51240, and 51550.

‘Former section 5811.5, as added by Chapter 448, Statutes of 1975 and renumbered by Chapter 1010, Statutes of 1976.

‘Section 6, article XIII B, California Constitution.

<sup>10</sup>CSM-4453, Chapter 1296/93, filed February 16, 1994, original statement of decision adopted August 15, 1994 and amended February 23, 1995.

48980, subdivision (e)<sup>11</sup> and subdivision (g)<sup>12</sup> result in costs mandated by the state<sup>13</sup> by requiring the school districts to:

1. Pursuant to subdivision (e), develop and include as part of the notification to parents or guardians an advisement of the availability of employment-based school attendance options. [Note: this subdivision is operative until July 1, 1998.]<sup>14</sup>
2. Pursuant to subdivision (g), provide or disseminate the notification to parents or guardians including information provided by the California Department of Education explaining the current statutory attendance options, and developing and including all current statutory and local attendance options which are unique to each district, and a procedure for alternative attendance areas or programs all as part of the annual notification, and to develop and distribute school district application forms for requesting a change of attendance, and a description of the appeals process for those applicants who are denied.

The Commission further determined, at its January 19, 1995, hearing of the test claim entitled *Interdistrict Transfers: Parent's Employment*,<sup>15</sup> that section 48980, subdivision (e), is subject to a filing date of December 17, 1993, which permits eligible school districts to claim an additional year of reimbursement for the subdivision (e) activity (i.e., commencing on July 1, 1992 rather than July 1, 1993).

The Commission concluded that the provisions of section 48980, subdivision (g),<sup>16</sup> do not impose a new program or higher level of service in an existing program<sup>17</sup> by requiring school districts to conduct an annual review of the enrollment options available to the pupils within their districts and that the school districts strive to make available enrollment options that meet the diverse needs, potential, and interests of California's pupils.

B. The Commission on State Mandates, in the statement of decision for *Interdistrict Transfers: Parent 's Employment*,<sup>18</sup> observed that this test claim alleged a state mandated program in section 48980, subdivision (e).<sup>19</sup> However, the Commission noted that this subdivision was previously addressed in the test claim entitled *Notification to Parents: Pupil Attendance Alternatives*<sup>20</sup> and determined in the original statement of decision for this claim that a reimbursable state mandated program was contained in subdivision (e).<sup>21</sup> The Commission made its final determination on section

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<sup>11</sup>Added by Chapters 10/90 and 403/90 and relettered as subdivision (f) by Chapter 929/97.

<sup>12</sup>Added by Chapter 1296/1993 and relettered as subdivision (i) by Chapter 929/97.

<sup>13</sup>Government Code section 17514.

<sup>14</sup>Section 48980, subdivision (e), Chapter 1262/94.

<sup>15</sup>CSM-4445, Chapter 507/92, filed December 17, 1993.

<sup>16</sup>Chapter 1296/93.

<sup>17</sup>Section 6, article XIII B of the California Constitution and Government Code section 17514.

<sup>18</sup>CSM-4445, Chapter 507/92, filed December 17, 1993, statement of decision adopted January 19, 1995.

<sup>19</sup>Rellettered as subdivision (f) by Chapter 929/97

<sup>20</sup>CSM-4453, Chapter 1296/93, filed February 16, 1994.

<sup>21</sup>CSM-4453, Chapter 1296/93, original statement of decision adopted August 15, 1994.

48980, subdivision (e) in the amended statement of decision for *Notification to Parents: Pupil Attendance Alternatives*.<sup>22</sup>

C. The Commission on State Mandates, in the statement of decision for *Annual Parent Notifications*,<sup>23</sup> section 48980, determined that law prior to 1975 (recodified by Chapter 1010/76) did not require school districts to annually notify parents of, in subdivision (a), sections 48205, 48207, 48208, and Chapter 2.3 (commencing with section 32255) of Part 19 of the Education Code; in subdivisions (b), section 48206.3 and Article 9 (commencing with section 495 10) of Chapter 9; and in subdivision (f),<sup>24</sup> section 212.6, all effective beginning July 1, 1993.<sup>25</sup> For the above-mentioned sections, the Commission determined the following:

1. A negligible reimbursable state mandated program exists for annually reviewing and modifying the content of the parent notification to incorporate changes within the new sections referenced in these subdivisions.
2. The additional printing and distribution of these sections (in a cost effective manner) do not result in a reimbursable state mandated program.

This test claim was filed on September 2, 1994, and based on this filing date, the period of reimbursement for any state mandated program herein commences on July 1, 1993. Therefore, the requirement to notify parents of their rights under these above-mentioned sections does not result in a one-time reimbursable state mandated program by requiring school districts to draft, review, and have approved these additional items in the annual notification, because these items were required before July 1, 1993.

Finally, the Commission found no reimbursable state mandated programs in subdivisions (c), (d), (e) or (g), of section 48980 for the purpose of this test claim.<sup>26</sup>

D. The Commission on State Mandates, in the statement of decision a for *Schoolsite Discipline Rules*,<sup>27</sup> determined that section 35291<sup>28</sup> resulted in costs mandated by the state<sup>29</sup> by requiring the school districts to annually notify the parent or guardian of all pupils of the availability of rules of the district pertaining to student discipline in

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<sup>22</sup>CSM-4453, Chapter 1296/93, amended statement of decision adopted February 23, 1995.

<sup>23</sup>CSM-4461, Chapter 906192, filed September 2, 1994, adopted August 24, 1995.

<sup>24</sup>Relettered as subdivision (g) by Chapter 929/97

<sup>25</sup>The Commission noted that Article 3 (commencing with section 56030) of Chapter 1, Part 30, which was added after Chapter 1010/76, was deleted by Chapter 1296193 and therefore is no longer a subject of this claim. Also, section 35291 is the subject of test claim CSM-4462.

<sup>26</sup>The Commission noted that subdivision (e) and (g) are the subjects of test claim CSM-4453.

<sup>27</sup>CSM-4462, Chapter 87/86, filed September 16, 1994, adopted August 24, 1995.

<sup>28</sup>Amended by Chapter 965/77 and Chapter 87/86.

<sup>29</sup>Government Code section 175 14.

combination with the requirement of section 48980, effective beginning July 1, 1993.<sup>30</sup> The Commission noted that these additional costs should be minimal.

Further, the Commission determined in the statement of decision for *Schoolsite Discipline Rules* that a limited reimbursable state mandated program exists in section 35291.5, which remained the subject of the parameters and guidelines for CSM-4462, entitled *Schoolsite Discipline Rules*.

- E. The Commission on State Mandates, in the statement of decision for *Pupil Suspensions. Parent Classroom Visits*,<sup>31</sup> found that the portion of the test claim concerning the notice of policy activity in section 48900.1, involving the preparation and distribution to all parents of a written notice of the governing board's policy on parent classroom visit, is to be reimbursed with other consolidated parental notifications. Specifically, this includes the requirement in section 48900.1 for the governing board of school districts to prepare and distribute to all parents the written notice of the governing board's policy authorizing teachers to provide that the parent or guardian of a pupil who has been suspended by a teacher pursuant to section 489 10, for reasons specified in subdivision (i) or (k) of section 48900, attend a portion of a school day in his or her child's or ward's classroom. The Commission also found that the policy must take into consideration reasonable factors preventing compliance, and the parent visit is to be limited to the class of suspension. The test claim was filed March 9, 1994 (as part of CSM-4474) and is reimbursable from July 1, 1993.

The Commission directed that all other reimbursable activities for section 48900.1, such as preparation of policies and procedures, notice to parents to attend class, follow-up contact, and parent meeting remain the subject of separate parameters and guidelines for CSM-4474, adopted June 27, 1996.

- F. The Commission on State Mandates, in the statement of decision for *Alternative Schools Annual Notification*,<sup>32</sup> determined that section 58501<sup>33</sup> resulted in costs mandated by the state<sup>34</sup> by requiring the following:
1. That school districts provide parents and guardians with a prescribed annual written notice on the alternative schools program.

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<sup>30</sup>The Commission observed that, although law prior to 1975 (recodified by Chapter 1010/76) did not require governing boards to notify parents/guardians of the availability of discipline rules, the law did require governing boards to proscribe such rules.

<sup>31</sup>This claim was originally filed as CSM-4458 and was then split into two claims. *Pupil Classroom Suspensions* remains the subject of CSM-4458 and *Pupil Suspensions: Parent Classroom Visits* was renumbered CSM-4474. CSM-4474 Chapter 1284/88, retains the original filing date, March 9, 1994. The statement of decision for CSM-4474 was adopted February 29, 1996.

<sup>32</sup>CSM-4488, Chapters 448/75 and 469/81, filed September 29, 1995, statement of decision adopted November 15, 1996.

<sup>33</sup>As amended by Chapter 448/75 and Chapter 469/81.

<sup>34</sup>Section 6, article XIII B of the California Constitution and Government Code section 17514.

2. That school districts and county offices of education make available the alternative schools law at the offices of the principal, county superintendent of schools and district administrative office for anyone who requests this information.
3. That school districts and county offices of education annually post the alternative schools notice in at least two places at each school site for the entire month of March.

The test claim was filed September 29, 1995, and is reimbursable from July 1, 1994.

- G. The Commission on State Mandates, in the statement of decision for *Annual Parent Notification – Staff Development*,<sup>35</sup> determined that section 48980, subdivisions (c) and (h) resulted in costs mandated by the state by requiring the following:
1. That school districts provide parents and guardians with annual written notice of the schedule of minimum days and pupil-free staff development days.
  2. That school districts include a copy of the school district’s written policy regarding pupil access to the Internet and on-line sites as part of the annual written notifications to parents and guardians.

### III. ELIGIBLE CLAIMANTS

Any “school district,” as defined in Government Code section 175 19, except for community colleges, that incurs increased costs as a result of this mandate is eligible to claim reimbursement.

### IV. PERIOD OF REIMBURSEMENT

At the time these test claims were filed, section 17557 of the Government Code stated that a test claim must be submitted on or before December 31 following a given fiscal year to establish eligibility for that fiscal year.

The seven test claims were received on different dates, resulting in the following effective periods for reimbursement:

July 1, 1992	Education Code section 48980, subdivision (f)
July 1, 1993	Education Code section 3529 1 Education Code section 48900.1 Education Code section 48980, subdivisions (a), (b), and (g)
January 1, 1994	Education Code section 48980, subdivision (i)
July 1, 1994	Education Code section 58501
July 1, 1997	Education Code section 48980, subdivision (c)
July 1, 1998	Education Code section 48980, subdivision (h)

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<sup>35</sup> CSM-97-TC-24, Chapter 929, Statutes of 1997, filed May 12, 1998, statement of decision adopted August 26, 1999.



Pursuant to Government Code section 17561, actual costs for one fiscal year shall be included in each claim, and estimated costs for the subsequent year may be included in the same claim, if applicable.

If the total costs for a given fiscal year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

The State Controller shall not require school districts or county offices of education to re-file or amend Fiscal Year 1997-98 or Fiscal Year 1998-99 reimbursement claims for the costs incurred under the test claim legislation enacted prior to Chapter 929/97 (the items specified in Item II, *Commission on State Mandates Decisions*, A-F). The State Controller shall issue separate claiming instructions for claims for the costs incurred under Chapter 929/97 (the items specified in Item II, *Commission on State Mandates Decisions*, G) for Fiscal Years 1997-98 and 1998-99. The State Controller shall combine the claiming instructions for the items specified in Item II, *Commission on State Mandates Decisions*, A-G for claims submitted for Fiscal Year 1999-2000 and subsequent fiscal years.

## V. REIMBURSABLE COSTS

### A. SCOPE OF THE MANDATE

School districts, governing boards, and county offices of education, as specified in Item II, *Commission on State Mandates Decisions*, A-G, shall be reimbursed for the cost incurred to annually: review and modify the content of both the parent notification<sup>36</sup> and the alternative attendance application<sup>37</sup> in order to incorporate changes required by state law; have the notification and application approved by the governing board; print and distribute in a cost effective manner to each pupil's parent or guardian a copy of the notification and alternative attendance application; include in the parent notification the district's policy concerning required parent classroom visits following a pupil's classroom suspension; and include in the parent notification the notice of alternative schools programs prescribed in section 58501; make available the alternative schools law at the principal's office, county superintendent of schools' office and district administrative office for anyone who requests this information; and annually post the alternative schools notice in at least two places at each school site for the entire month of March.

### B. REIMBURSABLE ACTIVITIES

For each eligible school district, governing board, and county office of education, the direct and indirect costs of labor, supplies, and services incurred for the following mandate components are reimbursable:

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<sup>36</sup>Section 48980, subdivisions (a), (b), (c), (f), (g), (h) and (i).

<sup>37</sup>Section 48980, subdivision (i).

## 1. Annual Review and Update

To annually review section 48980, subdivisions (a), (b), (c), (f), (g), (h), and (i) and the sections referenced therein, for any change to scope and content; prepare or modify the annual parent notification and attendance application as necessary; and to have those changes approved by the governing board.

## 2. Printing

To annually print or otherwise reproduce the parent notification and district alternative attendance application as well as any notification/application provided by the state, including the policy concerning required parent classroom visits following a pupil's classroom suspension and the notice of alternative schools.

## 3. Distribution

To annually distribute in a cost-effective manner a copy of the district parent notification and district alternative attendance application, along with any state-provided alternative attendance notification /application, to the parent or guardian of continuing and new students, including the policy concerning required parent classroom visits following a pupil's classroom suspension and the notice of alternative schools, to the parent or guardian of continuing and new students.

## 4. Alternative School Laws

To make available the text of the alternative schools law at the principal's office, county superintendent of schools' office, and district administrative office for anyone who requests this information.

## 5. Posting Notice of Alternative Schools

To annually post the alternative schools notice in at least two places at each school site for the entire month of March.

## 6. Providing Notice of Minimum Days or Pupil-Free Staff Development Days Scheduled After the First Day of School.

If the schedule of minimum days or pupil-free staff development days are scheduled after the first day of school, to prepare and distribute notice of these days to parents or guardians.

## C. UNIFORM COST ALLOWANCE

The Commission on State Mandates is adopting uniform cost allowances<sup>38</sup> for reimbursement in lieu of payment of total actual costs incurred. The uniform allowances covers all costs (direct and indirect) of performing activities described under Item V.B., *Reimbursable Activities*.

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<sup>38</sup>As defined in Government Code section 17557.

1. Uniform Cost Allowance for Activities 1-5 in Item V.B.

The uniform cost allowance is comprised of a fixed cost per page applied to the number of "claimable" in the printed notification/application and then multiplying that product by the number of notifications/applications distributed to parents and guardians.

"Claimable pages " refers to pages including additional notification information which the state has required on or after January 1, 1975. <sup>39</sup>

If a school district is not in full compliance with a given mandate, it is not eligible to claim reimbursement. For example, if a district failing to furnish a notification relating to transfers based on parent employment may not claim that portion of the page count for reimbursement. Regarding Education Code section 48980, subdivision (i), information *available* at a district or schoolsite office or other location may not be claimed as information *sent or otherwise distributed* to the parent/guardian of all pupils in the district.

For fiscal years 1992-93 and 1993-94, the uniform cost allowance is \$.0500 times the specified number of additional pages of the notification/application material. The cost per page shall be adjusted each subsequent year by the Implicit Price Deflator.<sup>40</sup>

In lieu of the actual number of notifications/applications distributed to parents and guardians, the claimant may substitute the actual district enrollment at the time of distribution or the district's annual average daily attendance (ADA) as the multiplier.

Total reimbursement for a given fiscal year is then determined by the following formula:

Appropriate per page rate x specified number of pages of notification/application material x one of the following: the sets of notifications/applications distributed; actual district enrollment at the time of distribution; or the district's annual average daily attendance (ADA). <sup>41</sup>

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<sup>39</sup>Measured as 8-1/2 by 11 inch pages, or fractions thereof.

<sup>40</sup>As defined in Government Code section 17523.

<sup>41</sup>Periods of reimbursement for the components differ – see section IV. Period of Reimbursement. Specified number of pages is the same for all districts with the exception of Education Code section 48980, subdivision (g). For this component, the specified number varies according to district population. See the following table.

CSM and section	1992-93	1993-94 1 <sup>st</sup> Half	1993-94 2 <sup>nd</sup> Half	1994-95 through 1996-97	1997-98	1998-99 and following FYs
4445; § 48980 (f)	.25	.25	.25	.25	.25	.25
4453; § 48980 (i)						
District Population:						
0-500			1	1	1	1
501-2,500			3	3	3	3
2,501-25,000			6	6	6	6
25,001+			9	9	9	9
4461; § 48980 (a), (b), (g) with 4462 § 35291		2.65	2.65	2.75	2.75	2.75
4474; § 48900.1		.25	.25	.25	.25	.25
4448; § 58501				.25	.25	.25
97-TC-24 § 48980 (c) (h)					1.5	1.5 2
Total <sup>42</sup>	.25	3.15				
District Population:						
0-500			4.15	4.5	6	8
501-2,500			6.15	6.5	8	10
2,501-25,000			9.15	9.5	11	13
25,001+			12.15	12.5	14	16

<sup>42</sup> The requirements in Education Code section 48980, subdivision (h), do not apply to all school districts. Beginning in Fiscal Year 1998-99, the totals for these districts would be two pages less than the totals listed in this table.

## 2. Uniform Cost Allowance for Activity 6 in Item V.B.

The uniform cost allowance for preparing and distributing notice of minimum days or pupil-free staff development days scheduled after the first day of school is \$0.2500 per notice for Fiscal Year 1997-98. The cost per notice shall be adjusted each subsequent year by the Implicit Price Deflator.

### D. EXCEPTIONAL COSTS

School districts incurring unique costs within the scope of the reimbursable mandate activities (such as postal delivery rather than hand delivery at school) may submit a request to amend the parameters and guidelines to the Commission for the unique costs to be approved for reimbursement, subject to the provisions of California Code of Regulations, Title 2, section 1185.3, subdivisions (a) and (b).

## VI. CLAIM PREPARATION

Each claim for reimbursement pursuant to this mandate must be timely filed and provide documentation in support of the reimbursement claimed for this mandate.

### A. Uniform Cost Allowance Reimbursement

Report the number of parent notifications/applications distributed during the fiscal year (or enrollment or ADA). If a given mandate was not, in fact, fully complied with, specify the number of pages or fractional pages to be deducted for that fiscal year from the total page count. If minimum days or pupil-free staff development days are scheduled after the first day of school, report the number of notices distributed to parents or guardians.

### B. Exceptional Costs

The Commission has not identified any circumstances which would cause a school district to incur additional costs to implement this mandate which have not already been incorporated in the uniform cost allowance.

If and when the Commission recognizes any unique circumstances which can cause the school district to incur additional reasonable costs to implement this mandate, these unique implementation costs will be reimbursed for specified fiscal years in addition to the uniform cost allowance.

School districts which incur these recognized unique costs will be required to support those actual costs in the following manner:

#### 1. Narrative Statement of Costs Incurred

Provide a detail written explanation of the costs associated with the unique circumstances to be recognized by the Commission.

#### 2. Employee Salaries and Benefits

Identify the employee(s) and their job classification, describe the mandated functions performed, and specify the actual number of hours devoted to each

function, the productive hourly rate, and the related benefits. The staff time claimed must be supported by source documentation, such as time reports, however the average number of hours devoted to each function may be claimed if supported by a documented time study.

### 3. Services and Supplies

Only the expenditures which can be identified as a direct cost of the mandate can be claimed. List the cost of materials which have been consumed or expended specifically for the purpose of this mandate.

### 4. Allowable Overhead Cost

- a. School districts must use the J-380 (or subsequent replacement) non-restrictive indirect cost rate provisionally approved by the California Department of Education.
- b. County offices of education must use the J-580 (or subsequent replacement) non-restrictive indirect cost rate provisionally approved by the California Department of Education.

## VII. SUPPORTING DATA

For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets to show evidence of the validity of claimed costs from the date of initial payment of the claim. Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a local agency or school district is subject to audit no later than two years after the end of the calendar year in which the reimbursement claim is filed or last amended. However, if no funds are appropriated for the program for the fiscal year for which the claim is made, the time for the State Controller to initiate an audit shall commence to run from the date of initial payment of the claim.

### A. Uniform Allowance Reimbursement

Agency must retain documentation which indicates the total number of notifications/applications distributed (actual, enrollment, or ADA) as well as a sample copy of the material distributed.

### B. Reimbursement of Unique Costs

In addition to maintaining the same documentation as required for uniform cost allowance reimbursement, all costs claimed must be traceable to source documents and/or worksheets that show evidence of the validity of such costs.

## VIII. OFFSETTING SAVINGS AND OTHER REIMBURSEMENTS

Any offsetting savings the claimant experiences as a direct result of this statute must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source (e.g., service fees collected, federal funds, other state funds, etc .) shall be identified and deducted from this claim.

## IX. REQUIRED CERTIFICATION

An authorized representative of the claimant will be required to provide a certification of claim, as specified in the State Controller's claiming instructions, for those costs mandated by the state contained herein.

## X. CONSOLIDATION OF CLAIMS

The subject Parameters and Guidelines shall be entitled Annual Parent Notification, CSM-4461, and represent a consolidation of the following seven statements of decision:

- 1) CSM-4445, *Interdistrict Transfer Requests: Parent's Employment*, section 48980, subdivision (e), portion only .<sup>43</sup>
- 2) CSM-4453, *Notification to Parents: Pupil Attendance Alternatives*
- 3) CSM-4461, *Annual Parent Notification*
- 4) CSM-4462, *Schoolsite Discipline Rules*, section 35291 portion only
- 5) CSM-4474, *Pupil Suspensions, Parent Classroom Visits*, policy notification portion only
- 6) CSM-4488, *Alternate Schools Annual Notification*
- 7) CSM-97-TC-24, *Annual Parent Notification: Staff Development*

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<sup>43</sup>The statement of decision for CSM-4445, *Interdistrict Transfer Requests: Parent's Employment*, included two sections. Section 48204, subdivision (f), Chapters 172186, 10/90 and 507/92, became the subject of its own parameters and guidelines with the same title, adopted July 20, 1995. Section 48980, subdivision (e), Chapter 10/90, became the subject of this consolidated set of parameters and guidelines, CSM-4461, *Annual Parent Notification*.