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**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**C**harter **S**chools **D**ivision

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**Guide to the Completion of the**

***Certification of Clearances, Credentialing, and***

***Mandated Training 2021-2022* Form**

***Please submit this completed form to the Charter Schools Division (CSD) through Dropbox within the Quarter 1 submission window. On the date of the school’s oversight visit, provide a hard copy (or electronic version if oversight is remote) of this form which includes any changes and/or updates since the Quarter 1 submission.***

The purpose of this guide is to provide supplemental information that may support you in completing your school’s *Certification of Clearances, Credentialing, and Mandated Training 2021-2022* form (The credentialing portion reflects Every Student Succeeds Act (ESSA) requirements).

**REQUIREMENTS PER APPLICABLE LAW AND CHARTER**

**Criminal Background Clearance Requirements**

Each charter school shall require the following persons to submit to criminal background checks and fingerprinting: (1) all employees of the charter school; (2) all employees of contracting entities/independent contractors (“vendors”) providing school site services who may have contact with students; and (3) all volunteers who will be performing services that are not under the direct supervision of a charter school employee. The charter school is responsible for ensuring that vendors provide the *Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification* signed form to the charter school prior to the provision of services to the school. (See, e.g., Education Code (E.C.), § 44237, 45122.1, and 45125.1.)

Each charter school must maintain on file and available for inspection evidence that the charter school has: (1) designated and maintains at least one Custodian of Records, duly confirmed by the California Department of Justice, who is responsible for the security, storage, dissemination, and destruction of criminal record information (see California Penal Code, § 11102.2); (2) performed criminal background checks and cleared all employees prior to employment in any capacity; and (3) obtained certification that vendors have conducted all requisite criminal background clearances for their employees prior to any contact with students. Each charter school shall also ensure that it **requests and receives subsequent arrest notifications** from the California Department of Justice to ensure the ongoing safety of its students. (See *Federal, State, and District Required Language for Independent Charter School Petitions*)

**Tuberculosis Risk Assessment/Clearance Requirements**

Each charter school shall require all employees, and any volunteer or vendor/contracting entity employee who may have frequent or prolonged contact with students, to undergo a risk assessment and/or be examined and determined to be free of active tuberculosis (TB), **within the period of 60 days prior to employment/service**, per the requirements of E.C., § 49406. Each charter school shall maintain and monitor TB clearance records on file to ensure ongoing compliance. (See *Federal, State, and District Required Language for Independent Charter School Petitions*)

**Credentialing and ESSA Compliance**

Per E.C., § 47605(l), teachers in charter schools shall hold the Commission on Teacher Credentialing certificate, permit or other document required for the teacher’s certificated assignment. These documents should be maintained on file at the charter school and are subject to periodic inspection by the District. All teachers employed by charter schools during the 2019-2020 school year shall have until July 1, 2025, to obtain the certificate required for the teacher’s certificated assignment (E.C., § 47605.4). Each charter school shall adhere to the requirements of the Every Student Succeeds Act (ESSA) that are applicable to teachers and paraprofessional employees. Charter schools shall ensure that all teachers are appropriately assigned and fully credentialed in accordance with applicable state requirements for certificated employment, including, but not limited to, the provisions of E.C., § 47605(l), which provides that teachers must hold and maintain a Commission on Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in a non-charter public school would be required to hold in the same assignment, including English Learner authorization. Each charter school shall maintain current copies of all teacher credentials and make them readily available for inspection. (See *Federal, State, and District Required Language for Independent Charter School Petitions*)

**Certificate of Clearance**

By July 1, 2020, all teachers in charter schools shall obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to E.C., §§ 44339, 44340, and 44341 (E.C., § 47605(l)).

**Child Abuse Mandated Reporter Training**

Each charter school must provide every employee, and every other person working on behalf of the charter school who is a mandated reporter, with annual training on child abuse detection and reporting (E.C., § 44691). This mandatory annual training **must be completed within the first six weeks of each school year or within the first six weeks of a person’s employment, if employed after the beginning of the school year.** Each school must maintain documentation of compliance with these requirements. The documentation of compliance process may include, but not necessarily be limited to, the use of a sign-in sheet or the submission of a certificate of completion to the charter school.

**Bloodborne Pathogen Training**

Each charter school must provide employee training in accordance with the requirements of the Bloodborne Pathogens Standard set forth in California Code of Regulations, title 8, § 5193.

**Pupil Suicide Prevention Training**

In accordance with E.C., § 215, every charter school serving students in grades 1-6 and/or 7-12 inclusive must implement a Board-approved Suicide Prevention Policy that, at a minimum, addresses procedures relating to suicide prevention, intervention, and postvention; and shall specifically address high-risk student groups:

(A) Youth bereaved by suicide.

(B) Youth with disabilities, mental illness, or substance use disorders.

(C) Youth experiencing homelessness or in out-of-home settings, such as foster care.

(D) Lesbian, gay, bisexual, transgender, or questioning youth.

**Charter schools that are co-located on District sites must adhere to the District’s Integrated Safe School Plan, which incorporates the District’s Suicide Prevention Policy.** As part of the District’s Suicide Prevention Policy, charter school staff must complete the online *Suicide Prevention and Awareness Training* on MyPLN. Charter staff not located on District property may receive training through other means.

**GENERAL INSTRUCTIONS FOR COMPLETION OF THE FORM**

Each charter school must include on this form ALL employees (including but not limited to teachers, paraprofessionals, other instructional staff, central office staff, operations staff, substitute employees, part-time staff, and temporary employees) and ALL contracting entities/independent contractors (vendors). The *Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification* form **must be executed annually by the vendor** and provided to the charter school prior to the provision of services for the 2021-2022 school year. **Please note:** In the event that any new employee(s) of the vendor will provide any service(s) to the charter school after the initial annual submission of the vendor certification form, the charter school must obtain an updated vendor certification form along with a complete and detailed list of all vendor employees covered by the certification prior to those new employees providing services to the charter school. **Within each table on the form, be sure to enter each name in alphabetical order by last name/contracting entity name**.

Prior to completing the form, carefully review the following information regarding the terms used:

1. *Full Name* – For certificated employees, the name must match the name listed on the employee’s credential/Commission on Teaching Credentialing (CTC) documents. List employees in alphabetical order by last name. **If the individual now uses a different legal name, also include that information.** See example on the form.
2. *Date of Criminal Background Clearance Determination* – This entry is the date that the charter school’s Custodian of Records reviewed the appropriate DOJ criminal background check document(s) (i.e. CORI report(s)) and determined that the applicant was cleared for employment.

**NOTE**: Please do not provide the date on the face of the DOJ report(s) or the date that the record was received. This entry is the date of the charter school’s review and determination by its Custodian of Records.

1. *Start Date* – This entry is the first day that the employee/vendor performed any work for this charter school/organization. **For a new employee who has transferred or transfers employment from another school or school district to the charter school, include the original hire date and the transfer date.**
2. *Credential Type and Employment Restriction* – This entry must include all valid credentials. For employees who are university interns, the employment restriction must be specified.
3. *Credential Expiration Date (specify if it has a 1-year renewal)* – Enter the expiration date for each credential. Also, provide the one-year renewal expiration date for any employee who has specific renewal requirements, such as the CBEST, that must be met within one year of credential issuance.
4. *Certificate of Clearance Date* – Enter for teachers that do not currently hold a CA Teaching Credential. Enter “N/A” if not applicable.
5. *Job Title/Assignment(s)* – Enter the person’s title and current assignment(s).
6. *Teaching in a Core Setting (i.e., two areas of core content to the same group of students for two periods) [Grades 5-8 only]* – Indicate if the teacher is assigned to a “core setting.” Enter “C” if the teacher is teaching in a core setting, or “N/A” if not.
7. *EL Authorization Type* – Enter the type of English Learner Authorization held by the employee, such as BCC/BCLAD; CLAD; embedded EL authorization; or Emergency CLAD/Bilingual Authorization Permit. Enter the corresponding credential authorization code from the credential document (e.g. “ELA1”). For any teacher without an EL Authorization, enter “None.”
8. *New Employee TB Clearance Date* – This entry is the date on which the results of the TB risk assessment, test, or chest exam, were read/reviewed by a qualified medical professional. Per E.C., § 49406, new employees must show a certificate of tuberculosis (TB) risk assessment/clearance dated within the 60 days prior to the initial employment date (Start Date). For new employees, enter the date of the initial TB clearance. **For a person who has transferred or transfers employment from another school or school district to the charter school, place an (\*) asterisk next to the TB clearance date verifying that the person has an appropriate certificate on file showing that the person is free from infectious TB.** For all returning employees, confirm compliance by entering “compliant” or “not compliant,” as applicable, instead of entering the date.
9. *TB Expiration Date* – This entry is the date on which the employee must comply with the requirement for obtaining documentation of TB risk assessment/examination and clearance results before continuing with employment by a qualified medical professional.
10. *Child Abuse Mandated Reporter Training*– Enter the date on which the employee received compliant training pursuant to E.C., § 44691.
11. *Bloodborne Pathogens Training* – Enter the date on which the employee received Bloodborne Pathogens training.
12. Pupil Suicide Prevention and Awareness Training – Enter the date on which the employee received Suicide Prevention training in accordance with E.C., §. 215.
13. *Type of Work/Services Provided* – This entry must be a concise description of services rendered.

In order to complete this form, please refer to the accompanying guide, which provides background information, general instructions, and a glossary of terms used in this form.

**Please use additional rows and/or pages as needed.**

1. **CERTIFICATED EMPLOYEES requiring credentials (including SUBSTITUTE TEACHERS, PART-TIME EMPLOYEES, and TEMPORARY EMPLOYEES): Include only those individuals and substitute teachers who are employed directly by the organization/school. Vendors providing substitute teachers must be included in Table V.**

**Please indicate any school-based leadership position(s) requiring an administrative credential per the school’s approved charter:**

* **Principal (or equivalent)**  YES  NO
* **Assistant Principal (or equivalent)**  YES  NO
* **Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  | **FULL NAME**  **(LAST NAME(S), FIRST**  **AND MIDDLE NAMES)**  **(a)** | **DATE OF CRIMINAL BACKGROUND**  **CLEARANCE**  **(b)** | **START DATE**  **(c)** | **CREDENTIAL**  **DOCUMENT NUMBER** | **CREDENTIAL TYPE AND EMPLOYMENT RESTRICTION**  **(if applicable)**  **(d)** | **CREDENTIAL EXPIRATION**  **DATE**  **(specify if 1-year renewal)**  **(e)** | **JOB TITLE/ASSIGNMENT(S)**  **(g)** | **Check if School-Based Administrator** | **TEACHING IN A CORE SETTING (Grades 5-8 only)**  **(h)** | **EL AUTHORIZATION**  **TYPE**  **(i)** | **NEW EMPLOYEE**  **TB CLEARANCE DATE (j)** | **TB EXPIRATION DATE (k)** | **CHILD ABUSE MANDATED REPORTER TRAINING DATE**  **(l)** | **BLOODBORNE PATHOGENS TRAINING DATE**  **(m)** | **PUPIL SUICIDE PREVENTION AND AWARENESS TRAINING**  **(n)** |
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|  | **NEW CERTIFICATED EMPLOYEES (All certificated staff newly employed for the 2021-2022 or not otherwise included on prior certification):** | | | | | | | | | | | | | | |
| ***EXAMPLE*** | *Smith, Jocelyn Ann*  *(now Smith-Baker, Jocelyn Ann)* | *07/10/20* | *07/20/20* | *111111111*  *222222222* | *Clear Multiple Subject Teaching Credential*  *Prelim. Single Subject Teaching Credential - Mathematics* | *07/01/21*  *07/01/21* | *Mathematics (7th and 8th Grades) Teacher;*  *Leadership Teacher (8th)* |  | *N/A* | *ELA1* | *06/15/20* | *06/15/24* | *08/28/20* | *08/28/20* | *8/28/20* |
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|  | **CONTINUING CERTIFICATED EMPLOYEES:** | | | | | | | | | | | | | | |
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1. **Teachers employed by the charter school during the 2019–20 school year without required certification. Teachers employed by charter schools during the 2019-2020 school year shall have until July 1, 2025, to obtain the certificate required for the teacher’s certificated assignment. (E.C., § 47605.4). By July 1, 2020, all teachers in charter schools shall obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to E.C., §§ 44339, 44340, and 44341 (E.C 47605(l).).**

|  | **FULL NAME**  **(LAST NAME(S), FIRST AND MIDDLE NAMES)**  **(a)** | **DATE OF CRIMINAL BACKGROUND CLEARANCE DETERMINATION**  **(b)** | **START DATE**  **(c)** | **CERTIFICATE OF CLEARANCE DATE**  **(f)** | **JOB TITLE/ASSIGNMENT(S)**  **(g)** | **Check if School-Based Administrator** | **NEW EMPLOYEE**  **TB CLEARANCE**  **DATE**  **(j)** | **TB**  **EXPIRATION DATE**  **(k)** | **CHILD ABUSE MANDATED REPORTER TRAINING DATE**  **(l)** | **BLOODBORNE PATHOGENS TRAINING DATE**  **(m)** | **PUPIL SUICIDE PREVENTION AND AWARENESS TRAINING**  **(n)** |
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1. **NON-CERTIFICATED EMPLOYEES: All other individuals employed by the school should be listed here.**

|  | **FULL NAME**  **(LAST NAME(S), FIRST AND MIDDLE NAMES)**  **(a)** | **DATE OF CRIMINAL BACKGROUND CLEARANCE DETERMINATION**  **(b)** | **START DATE**  **(c)** | **JOB TITLE/ASSIGNMENT(S)**  **(g)** | **Check if School-Based Administrator** | **NEW EMPLOYEE**  **TB CLEARANCE**  **DATE**  **(j)** | **TB**  **EXPIRATION DATE**  **(k)** | **CHILD ABUSE MANDATED REPORTER TRAINING DATE**  **(l)** | **BLOODBORNE PATHOGENS TRAINING DATE**  **(m)** | | **PUPIL SUICIDE PREVENTION AND AWARENESS TRAINING**  **(n)** |
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|  | **NEW NON-CERTIFICATED EMPLOYEES (All non-certificated staff newly employed for the 2021-2022 school year or not otherwise included on prior certification):** | | | | | | | | | | |
| ***EXAMPLE*** | *Gomez, José Eduardo* | *08/05/20* | *08/12/20* | *Paraprofessional and After-School Program Coordinator* |  | *08/11/20* | *08/11/24* | *08/15/20* | *08/15/20* | | *8/15/20* |
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|  | **CONTINUING NON-CERTIFICATED EMPLOYEES:** | | | | | | | | | | |
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1. **CENTRAL OFFICE STAFFF: This group includes all central office staff that may have contact with students at any time.**

|  | **FULL NAME**  **(LAST NAME(S), FIRST AND MIDDLE NAMES)**  **(a)** | **DATE OF CRIMINAL BACKGROUND CLEARANCE DETERMINATION**  **(b)** | **START DATE**  **(c)** | **JOB TITLE/ASSIGNMENT(S)**  **(g)** | **NEW EMPLOYEE**  **TB CLEARANCE**  **DATE**  **(j)** | **TB**  **EXPIRATION DATE**  **(k)** | **CHILD ABUSE MANDATED REPORTER TRAINING DATE**  **(l)** | **BLOODBORNE PATHOGENS TRAINING DATE**  **(m)** | | **PUPIL SUICIDE PREVENTION AND AWARENESS TRAINING**  **(n)** |
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|  | **NEW CENTRAL OFFICE EMPLOYEES (All central office staff newly employed for the 2021-2022 school year or not otherwise included on prior certification):** | | | | | | | | | |
| ***EXAMPLE*** | *Ceja, Linda* | *08/05/20* | *08/12/20* | *Chief Instructional Officer* | *08/11/20* | *08/11/24* | *08/15/20* | *08/15/20* | | *8/15/20* |
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|  | **CONTINUING CENTRAL OFFICE EMPLOYEES:** | | | | | | | | | |
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1. **CONTRACTING ENTITIES/INDEPENDENT CONTRACTORS (“VENDORS”) – This table must include all contracting entities/independent contractors (“vendors”) providing school site services whose employees may have contact with students. This group includes, but is not limited to, vendors of after-school programs, tutoring, physical/health screening, subcontracted teacher substitutes, and technology consultation and/or services. As part of its certification, each vendor must provide (on the certification form or on an attachment to the certification form) a complete and detailed list of all vendor employees covered by the certification. In the event that any new employee(s) of the vendor will provide any service(s) to the charter school after the initial annual submission of the vendor certification form, charter school must obtain an updated vendor certification form along with a complete and detailed list of all vendor employees covered by the certification prior to those new employees providing services to the charter school.** **Charter schools should ensure that they are conducting background checks on sole proprietors that meet the criteria set forth in E.C**., **§ 45125.1**

|  | **NAME OF CONTRACTING**  **ENTITY/INDEPENDENT CONTRACTOR** | **DATE OF INITIAL ANNUAL VENDOR CERTIFICATION** | **VENDOR START DATE** | **DATE OF MOST RECENT UPDATED VENDOR CERTIFICATION**  **(if applicable)** | **NAME AND TITLE OF PERSON CERTIFYING ON BEHALF OF CONTRACTING ENTITY/INDEPENDENT CONTRACTOR** | **TYPE OF WORK/SERVICES PROVIDED**  **(o)** |
| --- | --- | --- | --- | --- | --- | --- |
| ***EXAMPLE*** | *L.A. Catering* | *08/01/2020* | *08/02/2020* | *10/31/2020* | *Patricia Avakian, Manager* | *Food delivery and set-up* |
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1. **SOLE PROPRIETOR VENDORS: This table must include all sole proprietors that may have contact with students in the course of providing school site services. Charter schools should ensure that they are conducting background checks on sole proprietors that meet the criteria set forth in E.C., § 45125.1.**

|  | **NAME OF CONTRACTING**  **ENTITY/INDEPENDENT CONTRACTOR** | **DATE CRIMINAL BACKGROUND CLEARANCE DETERMINATION COMPLETED BY CHARTER SCHOOL**  **(b)** | **START DATE**  **(c)** | **TB EXPIRATION DATE**  **(k)** | **TYPE OF WORK/SERVICES PROVIDED**  **(o)** |
| --- | --- | --- | --- | --- | --- |
| ***EXAMPLE*** | *Robert Jackson Music* | *08/01/2020* | *08/02/2020* | *08/02/2024* | *Music enrichment* |
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All independent charter schools, as applicant agencies, are required to designate and maintain at all times at least one Custodian of Records duly authorized and confirmed by the California Department of Justice (DOJ). **The following person(s) has/have been confirmed by the DOJ as a Custodian of Records for the charter school.**

|  |  |
| --- | --- |
| **Name and Title/Position** | **Date of DOJ Confirmation as Custodian of Records** |
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**I, the undersigned Custodian of Records for** Click here to enter text. **(“Charter School”), hereby certify that the information provided on this form has been verified and is true and accurate. I further certify that the Charter School maintains Subsequent Arrest Notification Service with the California Department of Justice for all employees as permitted by law, and the Charter School has not received any arrest notifications for any current employee. I know and understand that failure to conduct a criminal background clearance for any new employee, as defined above, or to obtain certification of clearance from any current contracting entity/independent contractor, prior to employment or providing service, will result in a rating of 1 in the area of Organizational Management, Programs, and Operations, on the Charter School’s Annual Performance-Based Oversight Visit Report and initiation of Tiered Intervention, including but not limited to a *Notice to Cure* to be sent to the Charter School’s governing board.**

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| Signature |  | Date |

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