

# FORM 700 CHECK LIST

## A TEN MINUTE CHECK LIST FOR FORM 700 FILERS

### **Step 1: Level of Disclosure**

Each position designated to file the Form 700 is assigned a disclosure category. Determine by the scope and types of financial interests to disclose.

### **Step 2: Cover Page (Complete Sections 1-5)**

There are 5 sections on the “Cover Page” that require completion by **ALL FILERS**

#### **Section 1: Office, Agency or Court**

##### **Under Agency Name (Do not use acronyms)**

Enter **LOS ANGELES UNIFIED SCHOOLS DISTRICT**

##### **Under Division, Board, Department, District, if applicable**

Enter **charter full school name. Also, include your *position title*.**

#### **Section 2: Jurisdiction of Office**

This section is already included for you. For all filers, the filing jurisdiction is “Other: Portion of LA County (LAUSD).”

#### **Section 3: Type of Statement**

For annual filings, please check the “Annual” box. The Form 700 is looking at the previous calendar year, so **do not alter the years listed**. If you started after the 1st of the year, you may write in your start date in the boxes provided.

#### **Section 4: Schedule Summary**

Save this section until the end. If you, after reviewing all schedules, find that you do not have interests to disclose, check “None” and write-in “1” for the number of pages included. Otherwise, check the corresponding schedule boxes and write in the total number of pages attached including cover.

#### **Section 5: Verification**

Please remember that the Form 700 is a PUBLIC DOCUMENT. When completing the verification section use your business contact information, including address, phone number and email address.

**REMEMBER: We are prohibited, by law, from accepting copies, scans, emails or faxes of Form 700s. Be sure to date and sign your form, send the original version to the Charter Schools Division – 20<sup>th</sup> Floor – Attn: Melida Dominguez**

**IN REVIEWING THE SCHEDULES, CONSIDER YOUR PERSONAL FINANCIAL INTERESTS DURING THE 2013 CALENDAR**

**Step 3: Schedules A-1 & A-2 (Investments) A-1=Ownership < 10%, A-2=Ownership**

1. Do you/your spouse/domestic partner/or dependent child have any investments worth over \$2000 in a company or individual that could one day sell goods or services to the charter school? YES or NO If yes, note on your Form 700.

**Step 4: Schedule B (Interest in Real Property)**

1. Do you/your spouse/your domestic partner/or dependent child have an interest in any real property located within two (2) miles of the Charter School's boundaries? YES or NO If yes, note on your F700.

**Step 5: Schedule C (Sources of Income)**

1. Do you/your spouse/your domestic partner/or dependent child receive any income from a company or individual that could one day sell goods or services to the charter school? YES or NO If yes, note on your F700.
2. Did you/your spouse/your domestic partner/or dependent child receive any loans from a company or individual that could one day sell goods or services to the charter school? YES or NO If yes, note on your F700.

**Step 6: Schedule D (Income-Gifts)**

1. Did you/your spouse/your domestic partner/or dependent child receive any gifts or prizes from a company or individual that could one day sell goods or services to the charter school? YES or NO If yes, note on your F700.

**Step 7: Schedule E (Travel Payments)**

1. Did you receive any gifts of travel from a company or individual that could one day sell goods or services to the charter school? YES or NO If yes, note on your F700.

**Step 8: Sign & Date, Send Original to the Charter Schools Division Office no later than by April 1st! PLEASE USE BLUE INK FOR EASE OF IDENTIFYING AN ORIGINAL SIGNATURE.**

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Charter Schools Division  
333 S. Beaudry Ave., 20th Floor • Los Angeles, CA 90017  
Attn: Melida Dominguez  
Tel: (213) 241-0399

Proclaimer: This sheet covers the most common items, but is by no means exhaustive. If your finances are more complex, please review the Form 700 directions in full.