



**Sky Mountain Charter School
PO Box 1387
Placerville, CA 95667
1166 Broadway, Ste. Q, Placerville**

Sky Mountain Charter School
Student Eligibility Letter

Note: Education Code section 37254 requires that the local educational agency notify pupils (or his or her parent or legal guardian if the pupil is under the age of 18), who have not passed one or both parts of the CAHSEE by the end of grade 12, of the availability of services and the right to file a complaint regarding those services per Education Code section 35186. This notification must be in writing to the last known address and occur before the end of each school term in sufficient time for the pupils to avail themselves of services each term for two consecutive academic years after grade 12. The letter must comply with the translation requirements of Education Code section 48985.

Dear _____

Our records indicate that you [your child] did not pass both parts of the California High School Exit Examination (CAHSEE) by the end of 12th grade. Therefore, I am writing to offer you the opportunity to receive additional instruction and assistance towards passing the CAHSEE and receiving your California high school diploma. Pursuant to California Education Code section 37254, I am notifying you that:

1. Pupils, including English learners, who have not passed one or both parts of the California High School Exit Examination (CAHSEE) by the end of grade 12 are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first;
2. English learners, who have not passed one or both parts of the CAHSEE by the end of grade 12, are entitled to receive services to improve English proficiency as needed to pass those parts of the CAHSEE not yet passed, for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first; and
3. Pupils, who have not passed one or both parts of the CAHSEE by the end of grade 12, have the right to file a complaint regarding intensive instruction and services under the Uniform Complaint Procedures if he or she was not provided the opportunity to receive intensive instruction and services for up to two consecutive

academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first.

The purpose of the CAHSEE is to improve student achievement in high school and to help ensure that students who graduate from high school can demonstrate competency in the California content standards for English-language arts and mathematics. Students who did not pass one or both parts of the CAHSEE by the end of grade 12 are encouraged to contact the district to receive intensive instruction and services in order to pass the CAHSEE. [Your student] is eligible to receive services by contacting the district office.

If you have any questions about the services available, wish to obtain services, or wish to file a complaint regarding services, please contact Sky Mountain Charter School at P.O. Box 1387 Placerville, CA 95667; #800-979-4436. Our staff will be working with parents/guardians and students to ensure that each eligible student receives services designed to assist the student in passing the CAHSEE. Please take advantage of these options; we are here to help you succeed.

Sincerely,

Shana Fisk
Director of Instructional Services
Sky Mountain Charter School
PO Box 1387
Placerville, CA 95667

I am declining instruction and services under the CAHSEE Intensive Instruction and Services Program at this time and do not wish to receive future notifications of my right to obtain services. I understand that I can change my mind and request services at a later date.

Signature of Student

Date

Printed Name of Student

Return to:
Patti Larriva
Sky Mountain Charter School
PO Box 1387
Placerville, CA 95667