San Diego City Schools
Early Childhood Education Programs

State Preschool Programs

Procedure for Student "Termination/Notice of Action"

If a parent/guardian has told you that their child will no longer be attending due to moving, parent request, etc., we must do a Notice of Action. We cannot accept "Written Statements." Fill out the "Information form for Mailing of a Notice of Action" and mail or fax to the Central Office. You must allow 14 days before enrolling another student.

First – If you have a child that is arriving late, being picked up late, has excessive absences, etc. you must notify them verbally of the situation.

Second – If the problem still continues, then give/mail a "First Notice" Letter. This letter must come from the State Preschool Teacher, not from the Central Office. Send a copy to your assigned clerk in the Central Office.

Third – If after 5 days you have not heard a response from the parent/guardian or the pattern is continuing, the State Preschool Teacher is to fax (858) 627-7373 immediately an "INFORMATION FORM For the Mailing of a Notice of Action." The office cannot initiate a "Notice of Action" without the form completed by the teacher.

Fourth – The Central Office will do a certified mailing of the "Notice of Action" to the parents. The teacher never does a "Notice of Action" for termination of a student. You cannot take another student until the 19th day of the effective date of action.

So Please Remember…

- First: Verbally notify the parent/guardian of the situation.
- Second: Give or mail the "First Notice Letter".
- Third: By the 5th day, send to the Central Office the "Information Form for the Mailing of a Notice of Action".
- Fourth: The Central Office will mail a "Notice of Action" to the parent/guardian.

ALL STUDENTS THAT HAVE DROPPED/TERMINATED NEED TO HAVE A "NOTICE OF ACTION" MAILED TO THEM FROM THE CENTRAL OFFICE. NO EXCEPTIONS!

COPY OF THE "NOTICE OF ACTIO WILL BE SENT TO THE SPK SITE FOR THE STUDENT'S FILE.

Questions: Call your assigned clerk.

MV:ma 8.6.13