Attention Parents/Guardians, Pupils, and Teachers: Important Information about Instructional Materials, School Facilities, Teacher Assignments, and High School Exit Examination.

The California Education Code requires the following:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

   **Teacher vacancy** means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

   **Misassignment** means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Intensive instruction and services are provided to pupils who have not passed one or both parts of the high school exit exam after the completion of grade 12. [EC 35186 (f) (4)]

If you do not think these requirements are being met, you can obtain a Williams Uniform Complaint Form at the following locations:

1. Pupil’s school site or school site where problem exists.

2. Cathy Bui, Acting Director, Office of Equity
   555 Franklin Street, Room 306, San Francisco, CA 94102
   Phone: 415-355-7334  Fax: 415-355-7333  Email: BuiC@sfusd.edu

3. SFUSD Website at http: www.sfusd.edu

4. You may also download a copy of the California Department of Education complaint form from the following web site: http://www.cde.ca.gov/re/cp/uc/.

The Williams Uniform Complaint Form must be filed for processing at your Pupil’s school site or the school where the problem exists. *Intensive instruction and services complaints can be filed directly with Cathy Bui or with school sites (which will immediately forward such complaints to Ms. Bui.)*

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