



CHALLENGE OF THE CONTENT OF A PUPIL RECORD (Education Code 49070)

Date _____

Attention:

Director of Student and Family Engagement
8316 Red Oak Street
Rancho Cucamonga, CA 91730

Child's Name: _____

Dear Director of Student and Family Engagement:

I am appealing the following written record(s) in my child's cumulative file.

because the record(s) is/are *[check all that apply]*:

- ☐ Inaccurate;
☐ An unsubstantiated personal conclusion or inference;
☐ A conclusion or inference outside of the observer's area of competence;
☐ Not based on personal observation of a named person;
☐ In violation of the privacy or other rights of the pupil;

Please describe the specific facts that support each reason that is checked above, and attach any additional information or documentation to support your request to remove the written record from your child's cumulative file:

Please contact me at _____ *[parent/guardian phone number]* or _____
[parent/guardian email] to schedule the appeal meeting with me.

Sincerely, _____ *[Name of parent/guardian]*

Within 30 days of receipt, the Director or Designee shall meet with you and the employee who recorded the written record, if that person is still employed by the district. The Director or Designee shall then decide whether to sustain or deny the allegations. If the Director or Designee sustains the allegations, then the record(s) will be removed. If the allegations are denied, you may, within 30 days of the denial, appeal the decision in writing to the Board of Education. Within 30 days of receipt of an appeal, the Board shall meet with you and the employee who recorded the written record in closed session to decide whether to sustain or deny the allegations. The decision of the governing board shall be final. If the Board sustains the allegations, the record(s) will be removed and you will be informed in writing. If the Board denies the allegations, you have the right to submit a written statement of your objections to the suspension for your child's record.