



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

FISCAL MANAGEMENT ADVISORY 15-02

DATE: May 29, 2015

TO: County and District Superintendents
Charter School Administrators

FROM: Nick Schweizer, Deputy Superintendent
Services for Administration, Finance, Technology, and Infrastructure

**SUBJECT: Pupil Fees, Deposits, and Other Charges:
Preparation for 2015–2016 School Year**

Since January 1, 2013, persons have been able to file a complaint relating to unauthorized pupil fees with the principal of a school pursuant to the local educational agency's (LEA) Uniform Complaint Procedures, and to appeal the LEA's decision to the California Department of Education (CDE). The CDE's guidance on pupil fees is available at <http://www.cde.ca.gov/re/lr/fm/>.

As the 2015–2016 school year approaches, the CDE recommends that school districts, county offices of education, and charter schools take the following steps in order to ensure compliance with pupil fee laws:

1. Review the CDE's Fiscal Management Advisory guidance;
2. Provide additional training to administrators, teachers, and staff to ensure compliance with pupil fee laws;
3. Remind teachers to update Web sites and course syllabi to ensure compliance with pupil fee laws; and
4. Remind athletic coaches and other extracurricular activity advisors to update policies, Web sites, and written handouts to ensure compliance with pupil fee laws.