



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

FISCAL MANAGEMENT ADVISORY 13-01

DATE: May 15, 2014

TO: County and District Superintendents
Charter School Administrators

FROM: Jeannie Oropeza, Deputy Superintendent
Services for Administration, Finance, Technology, and Infrastructure

**SUBJECT: Pupil Fees, Deposits, and Other Charges:
Preparation for 2014-2015 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 Education Code also requires the CDE to develop and distribute guidance every three (3) years commencing with the 2014-2015 school year. In compliance with this obligation, and in an effort to give school districts, county offices of education and charter schools an opportunity to make necessary changes to policies and practices in preparation for the 2014-2015 school year, the CDE is issuing this guidance. The CDE has reviewed its prior guidance relating to permissible and impermissible fees as contained in Fiscal Management Advisory (FMA) 12-02, dated April 24, 2013, and the FMA 12-02 Addendum, dated October 4, 2013, both available at <http://www.cde.ca.gov/re/lr/fm/>, and found that no additional updates are necessary or appropriate.

However, as the 2014-2015 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 websites and course syllabi to ensure compliance with pupil fee laws; and
4. Remind athletic coaches and other extracurricular activity advisors to update policies, websites and written handouts to ensure compliance with pupil fee laws.