

Annual Notice to Parents

Summary of School and College Legal Services Memo No. 05-2024 REVISED ([LINK](#))

Included in SCLS's model Annual Notice to Parents:

1. Anti-discrimination policy
2. Vision appraisal information
3. Comprehensive School Safety Plan details
4. Updated excused absences in [Education Code 48205](#)
5. Information on the Local Control and Accountability Plan (LCAP) reporting requirements
6. Title IX non-discrimination notice (but not coordinator contact information)

Must be, or strongly encouraged to be, included by districts as applicable (not included in SCLS's model Annual Notice to Parents):

1. District's specific sexual harassment policy
2. List of pesticides to be used at each school site
3. District's school calendar (including minimum days and pupil-free staff days)
4. District's policy on parent classroom visits
5. Memorandum on safe storage of firearms (template [LINK](#))
6. District's Uniform Complaint Procedures
7. College admission requirements and career technical education information (grades 9-12)
8. Code of Conduct for Employee-Pupil Interactions (if applicable)
9. Information on immigrant pupils' rights to free public education
10. Notice about English language proficiency assessment and support for long-term English learners
11. Information about availability of the the School Accountability Report Card
12. Title I/Every Student Succeeds Act required notifications (as applicable)
13. Non-discrimination policy (Title VI of the Civil Rights Act)
14. Title IX coordinator contact information
15. Federal race and ethnicity data collection reporting information
16. Bullying prevention policy
17. Information on multilingual education per [Education Code 310](#) (if applicable)
18. Notice about social media information gathering (if applicable)
19. Information about electronic products/services that disseminate advertising (if applicable)
20. Cal Grant Program opt-out information for 11th graders
21. Immunization requirements
22. Insurance information for athletic teams (if applicable)
23. Concussion and head injury information for athletic programs (if applicable)
24. Policy on transfer of students with felony convictions (if adopted)
25. Oral health assessment requirements for kindergarten and first grade
26. High school open campus policy (if applicable)
27. Driver's training course liability information (if applicable)
28. Parental involvement program information (for districts receiving certain federal funds)
29. Protection of Pupil Rights Amendment (PPRA) policies and opt-out procedures

Districts should carefully review their specific policies and programs to ensure all required notifications are included, especially those that are unique to their district or only apply in certain circumstances.