

**Valenzuela/CAHSEE Intensive Instruction and Services Program Lawsuit Settlement**

**LEA Assurances and Checklist for Documentation Verification**

District/LEA Name: _____	
District/LEA Liaison: _____	
Phone: _____	Name _____ Email: _____
Certification of information by: _____	
Name (Please Print)	
_____	_____
Signature	Date

**CHECKLIST OF MATERIALS TO BE RETURNED**

- Copy of the LEA Uniform Complaint Procedures (UCP) Policy
- Copy of the UCP Classroom Notice
- Copy of Sample Student Eligibility Notification Letter
- Copy of Posted Student Eligibility Notice
- Copy of the Educational Testing Service (ETS) report listing students that did not pass the CAHSEE, for students in the classes of 2006 and 2007
- List(s) of students notified and served in the Class of 2006 for each school term (include all elements in the suggested spreadsheet for student data, Table A)
- List(s) of students notified and served in the Class of 2007 for each school term (include all elements in the suggested spreadsheet for student data, Table A)
- Summarized data for schools and districtwide (include all elements in the suggested summary spreadsheets, Tables B and C)

**STATEMENTS OF ASSURANCE**

- Each eligible student was notified in writing at the student's last known address.
- A notice of student eligibility for CAHSEE intensive instruction and services and right to complain are posted in the office of each school serving students in grades 10-12, the district office, and on the district Internet website.
- Revised Uniform Complaint Procedures notices are posted in each classroom of each school serving students in grades 10-12.

I assure that the above statements are true and correct.

Signed \_\_\_\_\_  
Local Educational Agency Superintendent or designee

**Return the completed checklist and supporting documentation by: March 14, 2008 to:**  
**Brian Naughton**  
**Santa Barbara County Education Office**  
**PO Box 6307, Santa Barbara, CA 93160-6307**  
**(805) 964-4711 ext. 5065**  
[bnaughton@sbceo.org](mailto:bnaughton@sbceo.org)