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## **ACTION | First notice: Form 700 for 2018-19**

2 messages

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**Dominguez, Melida** <melida.dominguez@lausd.net>

Mon, Feb 11, 2019 at 2:03 PM

On behalf of the Charter Schools Division

Good afternoon Charter School Ethics Liaisons,

**Thank you for submitting your names as ethics liaison for your school(s) for the 2018-19 school year!** It's time again to prepare for the annual submission of the Form 700.

**The deadline for the submission of the Updated roster of filers has been updated to Friday, February 22, 2019:** Due to the deployment during the strike, we are still updating our rosters. We will send them to you sometime this week for your review and update. Please submit this list in *excel format* via e-mail to: [charterschools@lausd.net](mailto:charterschools@lausd.net).

Do not remove names from the list, if staff no longer with your organization, please indicate under notes that employee left and the exact date and provide the 700 exit form.

Any changes or alterations to the roster must be highlighted in yellow.

### **Future Deadlines for your information.**

**Friday, March 1, 2019:** Notify filers of their requirement and provide forms to them to complete. **Please ensure to provide submission guidelines. Make sure forms are printed single sided.**

**Friday, March 8, 2019:** Filers should start completing their forms for your review and submission to our Division

**Friday, March 22, 2019:** Submit original completed form 700 to the Charter Schools Division – 20<sup>th</sup> Floor Attn: Melida Dominguez via us mail or in person. Make sure to call our Division if delivering in person so your name can be added to security.

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**Monday, April 1, 2019.** *Government Code Section 91013 provides that any person who files a statement after its deadline shall be liable in the amount of \$10 per day, up to a maximum of \$100, in addition to any administrative penalty (up to the statutory maximum, currently \$5,000) imposed by the Fair Political Practices Commission (FPPC).*

Guidelines for Submission of Form 700

1. Provide 2018-2019 form to filers – do not use old forms (correct form is attached) – Please be advised that forms are updated annually.
2. Hand print or type your form – do not use cursive writing
3. Print forms single-sided – do not print double-sided
4. Under the agency name enter Los Angeles Unified School District
5. Your school name should be entered under the Division line
6. Please use a **BLUE** ink pen to sign your form
7. Enclose any completed schedules if applicable
8. Ensure all applicable sessions are checked and completed
9. Provide a personalized business email address – do not provide a general business email address
10. **Submit original signed form and keep a copy for your records.** State Law prohibits us from accepting scanned copies or faxes of the Form 700.
11. U.S. mail or hand deliver your original signed form to:

Los Angeles Unified School District  
Charter Schools Division  
333 S. Beaudry Ave. 20<sup>th</sup> Fl.  
Los Angeles, CA 90017  
Attn: Melida Dominguez

The last day to file the Form 700 will be Monday, April 1, 2019.

In the event that you need to make changes to your Form 700 after filing, please call Melida Dominguez at (213) 241-0399.

Thank you so much for your assistance and support with this project.

Sincerely,

**Melida Dominguez**

Administrative Assistant to José Cole-Gutiérrez

Los Angeles Unified School District

Charter Schools Division

Office (213) 241-8660 | Fax (213) 241-2054

Website: <http://charterschools.lausd.net>









**Charter Schools Division Mission:**

The LAUSD Charter Schools Division fosters high quality educational opportunities and outcomes for students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

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**6 attachments**

-  **Form 700 - 10 minutes Checklist.pdf**  
500K
-  **Which Schedule Should I Use.pdf**  
181K
-  **Sample How to complete form 700 2018-2019.pdf**  
1059K
-  **Form 700 2018-2019 Cover Only.pdf**  
516K
-  **Form 700 2018-2019 with Schedules.pdf**  
818K
-  **Timeline - Form 700 - Rev 02-11-19.pdf**  
239K

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**Brown, Matt** <[mbrown@teachps.org](mailto:mbrown@teachps.org)>  
To: **Shawna Lawson** <[slawson@teachps.org](mailto:slawson@teachps.org)>

Wed, Feb 13, 2019 at 2:13 PM

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**Matthew Brown**


Chief Operating Officer, TEACH Public Schools

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Imperial Hwy Los Angeles, CA 90047


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