

FORM 700 TIMELINE

AS A CHARTER LEADER:

STEP 1 – Jan. 11

- *SELECT A PERSON RESPONSIBLE TO HANDLE ALL your 700 Forms Submission and process.*

Identify and submit the name of your ethics liaison (– Should be an employee at your location who will be responsible to update roster of filers, provide information to your staff regarding the form 700 requirements, submit completed forms, follow-up with non-filers and received any notifications of staff not in compliance

[CLICK HERE](#) to Submit the Name of your Ethics Liaison.

STEP 2 – Feb. 15

- *GET READY TO FILE!*

IDENTIFY FILERS

Review the positions in your organization, including all board members and employees, and identify those that make or advise on financial decision-making. i.e.:

- All Board Members
- Chief Executive Director
- Executive Director
- Superintendent
- Operations Director or Coordinator
- Director
- Principal
- Fiscal or Business Manager
- Financial Adviser or Manager
- Consultant positions that advise on decision-making should also be added to the “List of Form 700 Filers

Compare and Update the “Roster of Form 700 Filers” that will be provided by the Charter Schools Division to your ethics liaison. When updating the roster, keep in mind that names may be removed only if you have an exit 700 form. Add any new filers in red and remember that any additional filers must also have the assuming office form. Submit updated roster to the Charter Schools Division via e-mail to: charterschools@lausd.net. ***E-MAIL LIST OF FILERS TO LAUSD ON EXCEL FORMAT***

STEP 3 – Feb. 22

- *NOTIFY YOUR FILERS OF THEIR REQUIREMENT TO FILE.*

You should share with all filers the 700 form, review the 10 minutes checklist, which schedule should I use guideline and the sample of how to complete form 700

STEP 4 – Mar. 8

AS A FILER:

- **COMPLETE THE FORM!**

Fill out the cover page and any relevant schedules required of your position and interests. Sign with **BLUE INK** and date your SEI to make it an official document.

Instructions to submit form 700

1. Forms must be PRINTED SINGLE SIDED on white paper (**DO NOT PRINT DOUBLE SIDE**)
2. Make sure your printer has appropriate toner/ink to ensure copies quality is legible
3. Ensure you are using the correct year form. Please be advised that the 700 form is updated annually. **PREVIOUS YEARS FORMS ARE OBSOLETE.**
4. Remember filing year cannot be alter
5. Review the sample on how to complete form and the 10 minutes checklist to identify which schedules you need to complete
6. Use full official name (no nick names)
7. Enter School Name (do not abbreviate)
8. Sign and date form with **blue ink** pen
9. Submit only original forms



STEP 5 – Mar. 22

- **FILE YOUR STATEMENT!**

US Mail or deliver your **ORIGINAL SEI 700 forms** to:

Los Angeles Unified School District
Charter Schools Division
333 S. Beaudry Ave.
20th Floor
Los Angeles, CA 90017
Attn: Melida Dominguez

PLEASE BE ADVISED THAT THE 700 MAILBOXES IN THE LAUSD BUILDING **ARE ONLY FOR LAUSD EMPLOYEES** DO NOT DROP OFF YOUR 700 FORMS THERE. DO NOT DELIVER OR SEND FORMS TO THE LAUSD ETHICS OFFICE.

PLEASE DELIVER YOUR COMPLETED ORIGINAL FORMS TO THE CHARTER SCHOOLS DIVISION AS FOLLOWS:

LOS ANGELES UNIFIED SCHOOL DISTRICT
CHARTER SCHOOLS DIVISION
333 S. BEAUDRY AVE. 20TH FLOOR
LOS ANGELES, CA 90017
ATTN: MELIDA DOMINGUEZ

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PLEASE KEEP A COPY FOR YOUR OWN RECORDS.