



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

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Director, Charter Schools Division

January 7, 2019

SUBJECT: 2018 FORM 700 FILING REQUIREMENTS

Dear Charter School Governing Board President and Charter School Leaders:

Filing a Form 700 - Statement of Economic Interests (SEI) is a state-mandated requirement for individuals who make decisions or advise on decision making at any government agency in California. The requirement is part of the Political Reform Act enacted in 1974, which was passed by California voters to promote integrity in state and local government by helping agency decision makers avoid conflicts between their personal interests and official duties. Under the Act, these individuals are required to disclose assets and income, which may be materially affected by their official actions.

The Fair Political Practices Commission (FPPC) has determined that a charter school constitutes a “local government agency.” As such, a charter school leader, board members, executive director, chief executive officer, director, principal, assistant principal, coordinator, business manager, financial manager and consultants are subject to the same conflict-of-interest and disclosure requirements as any other public agency. Unless lawmakers and/or the courts clarify otherwise, we are abiding by the FPPC’s guidance in the spirit of good ethics and have incorporated this disclosure requirement into the LAUSD Charter Policy and the LAUSD Conflict of Interest Code.

California law requires these designated individuals to file a Form 700 as follows:

- (1) First assume position (within 30 days)
- (2) Annually while on position (due every April 1st)
- (3) Leaving position (within 30 days)

First-time filers should remember these key points:

- Filing is easier than it may seem at first. The Form 700 is notoriously thick and intimidating in appearance, but for a large majority, filing is as simple as completing the cover sheet (especially if your finances are not complex).
- Do not delay. The Charter Schools Division is required by law to report violations of the Act to the District Attorney or the Fair Political Practices Commission, and violators can face financial penalties and/or sanctions.

A number of tools, references and other support materials are available on the California Fair Political Practices Commission website at: <http://www.fppc.ca.gov/>.

If you have any questions about your filing requirements, you may contact Melida Dominguez at (213) 241-0399 or via e-mail at melida.dominguez@lausd.net. I thank you in advance for your cooperation and efforts in this matter, and for your efforts to preserve and build the public trust.

Sincerely,



Handwritten signature of José Cole-Gutiérrez in blue ink.

José Cole-Gutiérrez
Director, Charter Schools Division

Attachments: Timeline
10 minutes checklist
Which schedule should I use
Sample of how to complete form 700
Form 700