

**DOWNEY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES**

**NOTICE TO PARENTS/GUARDIANS AND PUPILS:
STUDENT ELIGIBILITY FOR ASSISTANCE IN PREPARING FOR
THE CALIFORNIA HIGH SCHOOL EXIT EXAM AFTER GRADE 12**

Parents/Guardians and Pupils:

Pursuant to California Education Code section 37254, you are hereby notified that:

1. Pupils, including English learners, who have not passed one or both parts of the California High School Exit Examination (CAHSEE) by the end of grade 12 are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first;
2. English learners, who have not passed one or both parts of the CAHSEE by the end of grade 12, are entitled to receive services to improve English proficiency as needed to pass those parts of the CAHSEE not yet passed for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first; and
3. Pupils, who have not passed one or both parts of the CAHSEE by the end of grade 12, have the right to file a complaint regarding intensive instruction and services under the Uniform Complaint Procedures if he or she was not provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first.

If you have any questions about eligibility for services or wish to obtain services, please contact Dr. Sara Cairns, Director of Secondary Education, by phone at 562-469-6576. If you would like to file a complaint regarding services, please contact Mr. Phil Davis, Director of Support Programs, by phone at 562-469-6600. You may also direct written correspondence to either Dr. Cairns or Mr. Davis at the following address: 11627 Brookshire Avenue, Downey, CA. 90241.

<p>Note: Education Code section 37254 requires that this notice be posted in the school office of each school serving students in grades 10-12, the district office, and on the Internet website of the school district. The notice must comply with the translation requirements of Education Code section 48985.</p>
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