



CALIFORNIA
DEPARTMENT OF
EDUCATION

1430 N STREET
SACRAMENTO, CA
95814-5801

JACK O'CONNOR
State Superintendent
of Public Instruction
PHONE: (916) 227-0000

September 17, 2004

Dear County and District Superintendents of Schools:

Expulsion Information Reporting Process for the 2003-04 School Year

Education Code Section 48916.1(e), a copy of which is enclosed, requires that each school district maintain specified data on student expulsions and that the data be reported annually to the California Department of Education (CDE) on forms provided by the CDE. County offices of education (COEs) are considered to be school districts for purposes of reporting expulsion data. **The reporting form must be completed and submitted whether or not there were any expulsions.**

The Expulsion Information Reporting Form (EIRF) for the 2003-04 school year must be submitted as an online electronic report. A certified copy of the online report must also be printed, signed, and mailed to CDE, as described below. This year each district and COE will use its district-specific PIN number, which is enclosed. The logon system password for the EIRF is **eirf2004** and is the same for each district and COE.

To access the EIRF go to <http://inet2.cde.ca.gov/expulsion/> and follow the general instructions to sign on to the Web site. After completing and submitting the online version of the EIRF, print out all pages of the official version as instructed. The **superintendent or superintendent's designee must then sign** the completed report to certify the accuracy of the data. **Mail the certified report** to the CDE at the following address:

Rita Drummond, Analyst
Educational Options Office
California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814

The Educational Options Office must receive all electronic reports and signed original certified EIRFs no later than 5:00 p.m. on Monday, **November 15, 2004**.

If you have any questions concerning the EIRF process, please contact Rita Drummond in the Educational Options Office at (916) 323-2563 or by e-mail at rdrummon@cde.ca.gov.

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The CDE DataQuest Web site at <http://data1.cde.ca.gov/dataquest/> currently includes data collected through the online EIRF for the 2001-02 and the 2002-03 school years. Users may visit this site and request data reports for state, county, or district levels, as well as other groupings. We anticipate that the 2003-04 data will be compiled and available by the end of January 2005.

Sincerely,

Original Signature on file

Sue Stickel, Deputy Superintendent
Curriculum and Instruction Branch

SS:ds
Enclosures