



Helix Charter High School

Dr. Mike Lewis, Executive Director



Helix Charter High School
7323 University Avenue
La Mesa, CA 91942

Dear <Name of Parents/Guardians or Pupils>:

Our records indicate that your child did not pass one or both parts of the California High School Exit Examination (CAHSEE) by the end of 12th grade. Therefore, I am writing to offer you the opportunity to receive additional instruction and assistance towards passing the CAHSEE and receiving your California high school diploma. I am notifying you 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.

The purpose of the CAHSEE is to improve student achievement in high school and to help ensure that students who graduate from high school can demonstrate competency in the California content standards for English-language arts and mathematics. Students who did not pass one or both parts of the CAHSEE by the end of grade 12 are encouraged to contact the school to receive intensive instruction and services in order to pass the CAHSEE. Your student is eligible to receive services by contacting the school office.

If you have any questions about the services available, wish to obtain services, or wish to file a complaint regarding services, please contact Paula Ann Trevino at 7323 University Avenue, La Mesa, California, 91942. Our staff will be working with parents/guardians and students to ensure that each eligible student receives services designed to assist the student in passing the CAHSEE. Please take advantage of these options; we are here to help you succeed.

Sincerely,
Paula Ann Trevino