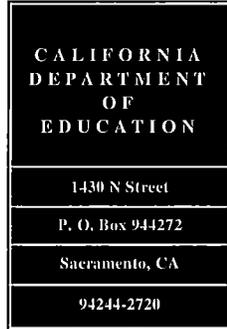




**JACK O'CONNELL**  
State Superintendent of Public Instruction



September 3, 2003



Ms. Paula Higashi  
Executive Director  
Commission on State Mandates  
980 Ninth Street, Suite 300  
Sacramento, CA 95814

Dear Ms. Higashi:

This letter is to inform you that the California Department of Education has conducted a preliminary review of the Commission on State Mandates Test Claim No. 03-TC-02, titled "Uniform Complaint Procedures (K-12)." Due to competing workload and to ensure that our staff has sufficient time to review the issues related to this claim, we respectfully request an extension to October 3, 2003, for completion of our review and preparation of a response.

As required by the Commission's regulations, we are including a "Proof of Service" indicating that the parties included on the mailing list which accompanied your August 5, 2003 letter have been provided with copies of this letter via United States Mail.

If you have any questions regarding this letter, please contact me at (916) 319-0433.

Sincerely,

Todd M. Smith  
Deputy General Counsel

TS:ac

Attachment

## Proof of Service

Test Claim Name: Uniform Complaint Procedures (K-12)  
Test Claim Number: CSM-03-TC-02

I, the undersigned declare as follows:

I am employed in the County of Sacramento, State of California, I am 18 years of age or older and not a party to the within entitled cause; my business address is 1430 N Street, 5<sup>th</sup> Floor, Sacramento, CA 95814.

On September 3, 2003, I served the attached request for extension of the California Department of Education in said cause, by facsimile to the Commission on State Mandates and by placing a true copy thereof enclosed in a sealed envelop with postage thereon fully prepaid in the United States Mail at Sacramento, California, to claimants and interested parties, addressed as follows:

Mr. Keith B. Petersen SixTen & Associates 5252 Balboa Avenue, Suite 807 San Diego, CA 92117 Tele: (858) 514-8605 Fax: (858) 514-8645	Ms. Ellie Topolovac Solana Beach School District 309 North Rios Avenue Solana Beach, CA 92075-1298 Tele: (858) 794-3914 Fax: (858) 755-0814
Mr. Paul Minney Spector, Middleton, Young & Minney, LLP 7 Park Center Drive Sacramento, CA 95825 Tele: (916) 646-1400 Fax: (916) 646-1300	Ms. Harmeet Barkschat Mandate Resource Services 5325 Elkhorn Blvd., #307 Sacramento, CA 95842 Tele: (916) 727-1350 Fax: (916) 727-1734
Ms. Sandy Reynolds Reynolds Consulting Group, Inc. P.O. Box 987 Sun City, CA 92586 Tele: (909) 672-9964 Fax: (909) 672-9963	Mr. Steve Smith Mandated Cost Systems, Inc. 11130 Sun Center Drive, Suite 100 Rancho Cordova, CA 95670 Tele: (916) 669-0888 Fax (916) 669-0889
Dr. Carol Berg Education Mandated Cost Network 1121 L Street, Suite 1060 Sacramento, CA 95814 Tele: (916) 446-7517 Fax: (916) 446-2011	Mr. Arthur Palkowitz San Diego Unified School District 4100 Normal Street, Room 3159 San Diego, CA 92103-8363 Tele: (619) 725-7565 Fax: (619) 725-7569

<p>Mr. Steve Shields  Shields Consulting Group, Inc.  1536 36<sup>th</sup> Street  Sacramento, CA 95816  Tele: (916) 454-7310  Fax: (916) 454-7312</p>	<p>Ms. Beth Hunter  Centration, Inc.  8316 Red Oak Street, Suite 101  Rancho Cucamonga, CA 91730  Tele: (866) 481-2642  Fax: (866) 481-5383</p>
<p>Mr. Michael Havey  State Controller's Office (B-08)  Division of Accounting &amp; Reporting  3301 C Street, Suite 500  Sacramento, CA 95816  Tele: (916) 445-8757  Fax: (916) 323-4807</p>	<p>Mr. Keith Gmeinder  Department of Finance (A-15)  915 L Street, 8<sup>th</sup> Floor  Sacramento, CA 95814  Tele: (916) 445-8913  Fax: (916) 327-0225</p>
<p>Mr. Gerald Shelton  California Department of Education (E-08)  Fiscal and Administrative Services  Division  1430 N Street, Suite 2213  Sacramento, CA 95814  Tele: (916) 445-0554  Fax: (916) 327-8306</p>	

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on September 3, 2003 at Sacramento, California.


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Anna Coleman