

ANNUAL ASSURANCE OF SERVICES FORM

For schools designated as Model Community Day Schools in 2024

Schools selected as Model Community Day Schools (MCDS) agree to submit an Annual Assurance of Services Form by June 30 for each of the **second and third years** of designation. The Annual Assurance of Services Form: (1) certifies that the school meets or exceeds the MCDS Recognition Program standards as described in the application; and (2) is required as a condition of continuing eligibility for designation by the California Department of Education (CDE). MCDSs designated in 2024 must complete an Annual Assurance of Services Form by **June 30, 2025** and **June 30, 2026**. Please submit your form and statement (if applicable) to Dan Sackheim, Education Programs Consultant, High School Innovations and Initiatives Office, by email at CommunityDaySch@cde.ca.gov.

Model Community Day School Information

Instructions: Please provide the information requested regarding the MCDS. The 14-digit County-District-School (CDS) code is the official, unique identification of a school within California. You can find your school's CDS code on the CDE [California School Directory](#). The California Continuation Education Association Plus (CCEA Plus) Region number can be found on the [CCEA Plus Regions web page](#).

County:

District:

School:

CDS Code:

CCEA Plus Region Number:

Phone Number:

Physical Address Information

Address:

City:

Zip:

Mailing Address Information

Address:

City:

Zip:

Please check the appropriate box below to indicate whether any changes have occurred in the past year that could affect the status of the school as an MCDS.

Yes

No

If the “Yes” box is checked, please attach a statement to describe the changes. For example, describe whether the enrollment increased or decreased. If enrollment has changed, describe how staffing has changed to maintain a low student-teacher ratio.

If the “No” box is checked, you are welcome to attach a statement describing any future developments related to student engagement and community collaboration.

It is anticipated that MCDSs will be revisited by the site review team during the three-year designation period.

Certification

I certify that the community day school listed meets or exceeds the MCDS Recognition Program standards as described in the 2023–24 application.

Principal’s Information

Name:

Email:

Principal’s Signature

Date Signed

District Superintendent’s/Designee’s Information

Name:

Email:

Designee’s Job Title (if applicable):

District Superintendent’s/Designee’s Signature

Date Signed