



NOTICE TO COMPLY

CU- 3709731 -012024

Institution Name:	The Montessori Institute of San Diego	Institution Telephone:	(858) 535-0500
Institution Code:	3709731	Administrator Name:	Amy Rhodes
Street Address:	8660 Gilman Drive 92037 La Jolla, CA 92037	Inspection Date:	January 16, 2024

The Bureau for Private Postsecondary Education (Bureau) issues this Notice to Comply pursuant to California Education Code (CEC) section 94935 and Title 5 of the California Code of Regulations (5 CCR) section 75010.

California Private Postsecondary Education Act: https://www.bppe.ca.gov/lawsregs/ppe_act.pdf
 Title 5 of the California Code of Regulations: <https://www.bppe.ca.gov/lawsregs/regs.pdf>

Violation	Code Section Violated	Description of the violation and required correction.
1	5 CCR § 71810 (b)(1)	<p>Violation Description: The catalog failed to disclose the specific beginning and ending dates defining the time period covered by the catalog 5 CCR § 71810 (b)(1).</p> <p>Correction: The institution shall include the specific beginning and ending dates defining the period of time covered by the catalog. Specifically meaning, the Month Day Year to Month Day Year format pursuant to 5 CCR § 71810 (b)(1).</p>
2	CEC § 94909 (a)(15)	<p>Violation Description: The transferability disclosure on page 6 failed to include the title in capital letters, and a sentence has been added to the beginning of the disclosure. This disclosure is required to be verbatim pursuant to CEC § 94909 (a)(15).</p> <p>Correction: Relocate the first sentence that was added and is not part of this disclosure. Update the title so that it is in capital letters and includes the verbatim disclosure pursuant to CEC § 94909 (a)(15).</p>

Violation	Code Section Violated	Description of the violation and required correction.
3	5 CCR § 76215 b)	<p>Violation Description: The institution’s catalog failed to include the most recent version of the STRF disclosure on page 41 pursuant to 5 CCR § 76215 (b).</p> <p>Correction: The institution shall update page 41 of the catalog to include the most recent version of the STRF disclosure pursuant to 5CCR § 76215 (b).</p>
4	5C CR § 71810 (b) (14)	<p>Violation Description: The institution’s catalog includes a grievance policy on page 36 however, just under the caption it indicates, “BPPE grievance procedure” which infers it is the bureau’s procedure. The bureau does not require a specific procedure to be followed however, each institution is required to have one pursuant to 5 CCR § 71810 (b)(14).</p> <p>Correction: The institution shall remove the reference in the catalog to “BPPE grievance procedure” on page 36 under the caption “Grievance Procedure”.</p>
5	5 CCR § 71810 (b)(13)(A)	<p>Violation Description: The institution’s catalog failed to include a statement indicating whether or not the institution has dormitory facilities under its’ control pursuant to 5CCR § 71810 (b)(13)(A). (Page 8)</p> <p>Correction: The institution shall update the housing information on page 8 of the catalog with a statement indicating whether or not the institution has dormitory facilities under its control pursuant to 5CCR § 71810 (b)(13)(A).</p>
6	CEC § 94913 (a)(2) in conjunction with 5 CCR § 74117	<p>Violation Description: The institution’s website failed to include the School Performance Fact Sheets in connection with the link for it on their website pursuant to CEC § 94913 (a)(2) in conjunction with 5 CCR § 74117.</p> <p>Correction: The institution shall update the homepage of their website to include a link to the School Performance Fact Sheets pursuant to CEC § 94913 (a)(2) in conjunction with 5 CCR § 74117.</p>
7	CEC § 94913 (a)(4) in conjunction with 5 CCR § 74117	<p>Violation Description: The institution’s website failed to include a link to the bureau’s website on the homepage pursuant to CEC § 94913 (a)(4) in conjunction with 5 CCR § 74117.</p> <p>Correction: The institution shall update the homepage of their website to include a link to the bureau’s website pursuant to CEC § 94913 (a)(4) in conjunction with 5 CCR § 74117.</p>

Violation	Code Section Violated	Description of the violation and required correction.
8	CEC § 94913 (a)(5) in conjunction with 5 CCR § 74117	<p>Violation Description: The institution’s website failed to include the most recent annual report submitted to the bureau (2021). The confirmation pages are posted instead of the Annual Report Summary pursuant to CEC § 94913 (a)(5) in conjunction with 5 CCR § 74117.</p> <p>Correction: The institution shall post a link on the homepage of their website to the 2021 Annual Report Summary pursuant to CEC § 94913 (a)(5) in conjunction with 5 CCR § 74117.</p>

Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (1) Within 30 days from the date of the inspection, sign and return the notice to comply, declaring under penalty of perjury that the violation was corrected and describing how compliance was achieved; or
- (2) Within 30 days from the date of the inspection, file with the Bureau a written notice of disagreement, specifying the minor violations described in the notice to comply with which the person approved to operate the institution disagrees, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

Pursuant to CEC section 94935(h), failure to comply with the notice to comply will result in the Bureau taking appropriate administrative enforcement action.

The Notice to Comply was given to the Institution’s owner, person in control, chief academic officer, chief executive officer, chief operating officer, institution director, or any person delegated by any of the aforementioned persons to facilitate the inspection or accept such notice as set forth below.

Notice To Comply Given To Name & Title:	Amy Rhodes Student Services Coordinator
Bureau Compliance Analyst Name:	Laura Cheah
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

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Institution Name:	The Montessori Institute of San Diego	Institution Telephone:	(858) 535-0500
Institution Code:	3709731	Administrator Name:	Amy Rhodes
Street Address:	8660 Gilman Drive Jolla, CA 92037	Inspection Date:	January 19, 2024

I declare under penalty of perjury that each violation identified in this Notice to Comply has been corrected and attached with this declaration is evidence to support the correction of each violation identified.

Signature

Date

Print Name and Title