

# LOS ANGELES UNIFIED SCHOOL DISTRICT

Office of Permits and Student Transfers

## INTER-DISTRICT PERMIT APPEALS PROCESS

### General Information

If your inter-district permit application has been denied, cancelled or revoked, you may appeal if you believe that an exception to district policy is warranted or that your circumstances fall within district guidelines.

You must appeal to the district that denied, cancelled or revoked your permit request. For example, if the LAUSD granted you a permit to go to another school district, and that district denied your request for a permit, you must appeal with that school district and follow their guidelines.

### LAUSD Appeal Process

1. If you are denied a permit you may file an appeal. All appeals must be submitted in writing. The appeal procedures and required forms are available on line at <http://studentpermits.lausd.net>
2. The Application to Appeal Form must be completed and any supplemental documentation must be received in the Office of Permits and Student Transfers within 14 calendar days from the date of denial letter. Faxed appeals will not be accepted. Mail completed appeal forms to: LAUSD Office of Permits and Student Transfers, PO Box 3307, Los Angeles, CA 90051.
3. All appeals, including those for students with disabilities, received within the timeline will be reviewed by members of the LAUSD Permits Appeal Committee. Additional information may be requested of you at that time. The OPST will notify you of the Committee's decision within 14 calendar days of the receipt of your appeal.
4. If you do not appeal within the required time, your student will be expected to attend your school or district of residence. The staff at your school or district of residence will assist you with registration and enrollment.
5. If your appeal is granted, you will be issued a permit and your requested school or district of residence will be notified. If your appeal is denied, you will be notified by the Office of Permits and Student Transfers. The decision of the LAUSD Permit Appeal Committee is the district's final action on your request.

You have the right to appeal the LAUSD decision to the Los Angeles County Office of Education (LACOE) within 30 calendar days of the date of the appeal denial. The LACOE inter-district permit appeal packet is available online at <http://www.lacoe.edu>

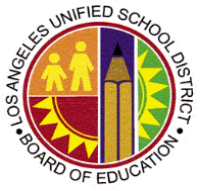


**APPLICATION TO APPEAL AN INTER-DISTRICT PERMIT REQUEST  
OR CANCELLATION**

Type of Inter-district Permit Requested:			
Student Last Name	First Name	Date of Birth	Grade
Home Address	City	State	Zip Code
School District of Residence		Name of School of Residence	
Most Recent District Attended		Most Recent School Attended	
School District Requested		Name of School Requested	
Does the student have an IEP? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the student under expulsion? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Mother/ Guardian		Name of Father/Guardian	
Home Phone	Cell Phone	Home Phone	Cell Phone
Mother/Guardian Employment Information		Father/Guardian Employment Information	
Name of Employer		Name of Employer	
Title:		Title:	
Work Address:		Work Address:	
Work Telephone:		Work Telephone:	
Work Days and Hours:		Work Days and Hours:	
Did you submit an online application? <input type="checkbox"/> Yes <input type="checkbox"/> No		What is the confirmation number? _____	
Is childcare a factor in this appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please attach childcare affidavit, located on the application website.	
What other LAUSD school would you consider?			
If this appeal is not granted, what is the educational plan for this student?			
Have you been accepted into the school/program you are requesting? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**I have been provided with the following documents, copies which are attached to this form:**

- A written explanation of the permit application denial by the school or Office of Permits
- A copy of the LAUSD permit appeal process



LOS ANGELES UNIFIED SCHOOL DISTRICT  
Office of Permits and Student Transfers

In the space below, please explain why your child should be granted permission to leave the school or district of residence to attend the requested district or school. **Attach additional documentation or supporting documents as necessary.**

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In the space below, please state your understanding of why this permit was denied.

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Signature of Parent or Guardian	Date	Online Application Confirmation Number:
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Completed form and supplemental documents must be received within 14 calendar days of the date of the denial letter.

Mail to:  
**Los Angeles Unified School District**  
**Office of Permits and Student Transfers**  
**P.O. Box 3307**  
**Los Angeles, CA 90051**

For Office Use Only		
Date Received:	Reviewed by:	
<input type="checkbox"/> Granted <input type="checkbox"/> Denied	Date:	By: