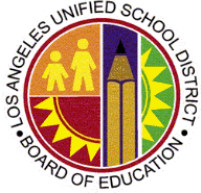


# LOS ANGELES UNIFIED SCHOOL DISTRICT

Office of Permits and Student Transfers

(Page 1 of 2)



## INTER-DISTRICT PERMIT APPLICATION INFORMATION For INCOMING Students

The Los Angeles Unified School District (LAUSD) offers a wide range of options to meet the educational needs of students and families. Most students' needs can be met by their school of residence. The Office of Permits and Student Transfers (OPST) is responsible for the policy and procedures involving transfer requests and the issuance of permits.

- **Incoming Inter-district Permits** may be granted for students to attend the LAUSD instead of their district of residence.

### APPLICATION PROCESS

- An LAUSD inter-district permit application must be completed on-line at <http://studentpermits.lausd.net> for all permit requests.
- Upon submittal of the application, the system will provide a confirmation number.
- Paper applications will not be accepted.
- Parent must apply online for all new permits.
- AB2444 allows students utilizing a valid permit at a specific school to continue at that school without applying for a new permit, this includes students with disabilities. Upon school change, or matriculation, a new permit is required. Note: If an inter-district attendance agreement exists between LAUSD and another district, the terms and conditions of that agreement will supersede the applicable portions of this policy.
- Parents may only request one school in one school district.
- Only one application may be submitted per student per school year.
- An application must be submitted within the designated application period.
  - a. The **INCOMING inter-district permit application period** begins on **March 1<sup>st</sup>** and incoming permits will be accepted throughout the school year.
- Any applications received after the initial submission will not be considered. The application will be marked duplicate and will not be processed.
- Required documentation needed will be determined by the type of permit requested. Parent must upload all required documentation online at <http://studentpermits/lausd.net> within 30 calendar days, or the application will be considered abandoned without the opportunity to appeal.
- Permits issued by the OPST do not carry transportation privileges. Parents/guardians are responsible for transporting the student(s), including those with disabilities, to and from school and attending school conferences and meetings, including IEP Team meeting, as requested.
- Parents are expected to make sure that the student is on time and in school for the full school day every day.
- The LAUSD must consider integration regulations, space and cost factors involved prior to granting a permit for any student, including those with disabilities.
- In a case involving divorced or separated parents, the student may attend the school in the residence area of either parent. No permit is necessary for the student to remain at one school or to transfer to the other.
- Parents are responsible for adhering to all permit timelines and may check the status of a submitted permit request at: <http://studentpermits/lausd.net>.
- All permits carry interscholastic athletic privileges, subject to limitations in rules and regulations governing interscholastic athletics.



### INCOMPLETE APPLICATIONS

- Incomplete applications will not be processed. Parents are encouraged to check INBOX, SPAM or JUNK email boxes for correspondence.
- Parents will be notified if their application is incomplete. If all required documents are not submitted within 30 days of the notification, the application will be considered abandoned and parents may not reapply or appeal.

### STUDENTS WITH SPECIAL NEEDS

- Permit requests for students with special education or medical needs will be reviewed and processed as any other permit request.

### APPLICATION DECISIONS

- The permit decision will be e-mailed to the parent, if an email address is provided. Notification will be mailed to the parent only if the email address is not provided. The requested district will be notified.
- If the email or US Mail is not returned to our office, the LAUSD will consider the notification to have been delivered. Please be aware of spam/junk mail settings.
- Outgoing permits from the LAUSD **do not** guarantee that the requested district will enroll the student(s).
- Upon receipt of an approved permit the parent may not request another permit application or a change to the existing permit to indicate a different school, district or permit type for the same school year.

### APPEALS INFORMATION

- If a permit request is denied by the LAUSD the parent has the right to appeal this decision. The appeal must be received at the OPST within 14 calendar days from the date of the denial letter. All appeals must be submitted in writing. The Appeals Process (Attachment G) and the required Application to Appeal form (Attachment H) are available on line at <http://studentpermits.lausd.net>
- If the requested school district denies the student's permit application after the parent has obtained a permit from LAUSD, the parent may file an appeal with that school district.

### PERMIT CANCELLATION

**Permits may be cancelled, revoked, or denied renewal for the following reasons:**

- Issued in error
- Falsified information or documentation
- Any change to the permit criteria
- Truancy
- Infractions of school rules and regulations
- Failure to make satisfactory academic progress
- The student is dropped off or picked up is beyond regular school hours including before and after school programs
- Changes in the Individualized Education Program (IEP) which the LAUSD cannot provide

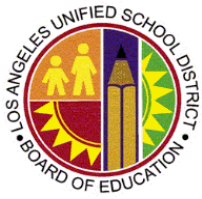


LOS ANGELES UNIFIED SCHOOL DISTRICT  
Office of Permits and Student Transfers

**INTER-DISTRICT PERMIT APPLICATION PACKET**  
**For INCOMING Students**

**ADDITIONAL INFORMATION**

- Carefully read the Inter-district Permit Application Information
- Parents must first obtain a written permit or release from the student's District of Residence to apply to the LAUSD.
- The parent will print out an Administrative Recommendation form available online at:  
<http://studentpermits.lausd.net>.
- Parent must call the requested school and makes an appointment to meet with the administrator regarding the student's application.
- Parent brings the following documents for review by the school administrator:
  - Release from the District of Residence
  - Individualized Education Plan (IEP) if applicable
  - LAUSD Administrative Recommendation for Incoming Students form
  - Student transcript and/or report card from last school of attendance
  - Discipline and behavior records
  
- Submit the following required documentation to Office of Permits and Student Transfers:
  - Release from District of Residence
  - LAUSD Administrative Recommendation Form
  - Required documentation for type of permit (proof of employment, child care affidavit, etc.)
  - Parent must attach all required documents to the electronic application at  
<http://studentpermits/lausd.net>.
- Permit requests for students coming into the LAUSD with special education services must first meet permit criteria and then must be referred to appropriate offices for further review and approval.



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Office of Permits and Student Transfers

**TYPES OF INTER-DISTRICT PERMITS AND CRITERIA**  
**For INCOMING Students**

<b>CHILD CARE</b>
<p>Child Care permits are only issued when both parents are employed full-time or are in school on a full-time basis. When the student lives in one school or district's attendance area, but is cared for before and/or after school by an adult within an LAUSD school's attendance area, then a permit to attend that school may be issued.</p> <p><b>Required Documentation:</b></p> <ol style="list-style-type: none"> <li>1. The following proof must be attached for both parents               <ol style="list-style-type: none"> <li>a. A copy of a recent pay stub <u>and</u> a letter on the employer's stationery verifying schedule (days and hours) and location of employment <b>or</b></li> <li>b. If self-employed, attach a copy of a valid current business license <u>and</u> a letter on the parent's business stationery verifying schedule (days and hours) and location of employment <b>or</b></li> <li>c. Copy of documents showing full-time enrollment in a school or training program.</li> </ol> </li> <li>2. Child care provider must complete the Child Care Affidavit and the parent must sign the form               <ol style="list-style-type: none"> <li>a. Provider may not be a school-based program</li> <li>b. Provider's address must be in the boundaries of the requested school's attendance area</li> </ol> </li> </ol>
<b>PARENT EMPLOYMENT</b>
<p>Parent Employment Permits may be issued if at least one parent/guardian is physically employed in the attendance boundary of the requested LAUSD school.</p> <p><b>Required Documentation:</b></p> <ol style="list-style-type: none"> <li>1. The following proof must be attached for the qualifying parent/guardian:               <ol style="list-style-type: none"> <li>a. A copy of a recent pay stub <u>and</u> a letter on the employer's stationery verifying schedule (days and hours) and location of employment <b>or</b></li> <li>b. If self-employed, attach a copy of a valid current business license <u>and</u> a letter on the parent's business stationery verifying schedule (days and hours) and location of employment</li> </ol> </li> </ol>
<b>CONTINUING ENROLLMENT</b>
<p>Continuing Enrollment Permits may be issued when a student moves out of the area of the school of attendance to allow the student to complete the current school year. The student must have been enrolled in the requested school for a minimum of 20 consecutive weeks. If granted, the permit allows the student to remain in the requested school until the conclusion of the current school year.</p>
<b>SENIOR STATUS</b>
<p>Senior Status Permits may be issued to allow students in the final year of elementary, middle or senior high school to complete the year at the same school they attended the previous year.</p>
<b>SPECIALIZED PROGRAM</b>
<p>Specialized Program Permits may be issued to allow students access to a special program or opportunity that is not available in their district of residence. These applications may require additional information, authorization and/or documentation. Special Education Programs are exempt from this category.</p>
<b>SIBLING</b>
<p>May be issued for siblings of students attending the requested school utilizing a valid permit.</p> <p>Required Documentation:</p> <ol style="list-style-type: none"> <li>1. Recent report card of sibling</li> <li>2. District may require proof of previous permit for sibling</li> </ol>

**NOTE: Parent must attach all required documents to the electronic application at <http://studentpermits/lausd.net>.**



# LOS ANGELES UNIFIED SCHOOL DISTRICT

Office of Permits and Student Transfers

## CHILD CARE AFFIDAVIT

Child Care permits are only issued when both parents are employed full-time or are in school on a full-time basis. When the student lives in one school or district's attendance area, but is cared for before and/or after school by an adult within an LAUSD school's attendance area, then a permit to attend that school may be issued. The child care may not be school-based.

### Required Documentation:

1. The following proof must be attached for both parents
  - a. A copy of a recent pay stub and a letter on the employer's stationery verifying schedule (days and hours) and location of employment or
  - b. If self-employed, attach a copy of a valid current business license and a letter on the parent's business stationery verifying schedule (days and hours) and location of employment or
  - c. Copy of documents showing full-time enrollment in a school or training program.
2. Child care provider must complete the Child Care Affidavit and the parent must sign the form
  - a. Provider may not be a school-based program
  - b. Provider's address must be in the boundaries of the requested school's attendance area

CHILD CARE AFFIDAVIT				
Student Last Name	First Name	Middle Name	Date of Birth	Grade Requested
Name of Child Care Provider			Telephone Number	
Address of Child Care Apt.			City	Zip Code
I agree to provide all necessary care for this student before and/or after school. I understand that falsification of information will result in the immediate denial or revocation of permit; I declare under penalty of perjury that the information above is correct and that LAUSD may verify any or all information provided.				
Signature of Child Care Provider			Date	
PARENT/GUARDIAN ACCEPTANCE OF TERMS				
I have read and understand the terms and conditions governing intra-district permits. I understand that the mere act of completing this application and providing all the required documentation <b>DOES NOT</b> guarantee that the request will be approved. I certify under penalty of perjury that the information I supplied is true and correct and that falsification of information is grounds for immediate denial or revocation of permit. LAUSD personnel may verify any or all information provided.				
Signature of Parent/Guardian			Date	

**NOTE: Parent must attach all required documents to the electronic application at <http://studentpermits/lausd.net>.**



LOS ANGELES UNIFIED SCHOOL DISTRICT  
Office of Permits and Student Transfers

**ADMINISTRATIVE RECOMMENDATION**  
**For INCOMING Inter-district Students**

STUDENT INFORMATION				
Student Last Name	First Name	Middle Name	Date of Birth	Grade Requested

Parent/Guardian:

Thank you for submitting an application for your child to attend a school within the Los Angeles Unified School District. The recommendation of the LAUSD school administrator is required as part of your application. Please take this form along with the following documents to the requested LAUSD school:

1. Release from District of Residence
2. Transcript and/or report card from last school of attendance
3. Attendance, discipline and behavior records
4. Individualized Education Plan (IEP), if applicable

Attach this completed form to your electronic application at <http://studentpermits.lausd.net>

-----  
-  
Administrator:

Please review this student's records. Your recommendation below will be a factor among those considered in the application process. Do not enroll this student until officially notified by the Office of Permits and Student Transfers. If all permit criteria is met and the student has an IEP, the case will must be referred to the Division of Special Education for review.

LAUSD School Name: \_\_\_\_\_

Print Name LAUSD Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of LAUSD Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation of the school administrator:

Recommended

Not Recommended Reason: \_\_\_\_\_

School Stamp Required Here