

SAN GABRIEL UNIFIED SCHOOL DISTRICT
 408 Junipero Serra Drive • San Gabriel, California 91776 • 626.451.5400
INTER DISTRICT TRANSFER OF ATTENDANCE APPLICATION

PLEASE PRINT FIRMLY

<input type="checkbox"/> New Request <input type="checkbox"/> Renewal		School Year Requested: 20__ - 20__	Grade Requested	Date of Request
Student Name (Last, First)			Birth Date	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Current or Last School of Attendance		Number of years attended:	Current or Last District of Attendance	
School of Residence		Number of years attended:	District of Residence	
School Requested: (If requesting a school in SGUSD, list schools in order of preference)		Currently Attending <input type="checkbox"/> Yes <input type="checkbox"/> No	District Requested	
Parent/Guardian Name:			Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Address (How long at this address: _____) City Zip			Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Email Address			Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Is the student currently under an expulsion order or pending disciplinary action? <input type="checkbox"/> Yes <input type="checkbox"/> No				
What special services has the student received? (<i>Check all that apply and attach proof of enrollment in the special program.</i>) <input type="checkbox"/> Gifted (GATE) <input type="checkbox"/> Section 504 <input type="checkbox"/> Special Education <input type="checkbox"/> English Language Learner				
If the student is receiving Special Education services, what is their current placement? (<i>Please attach IEP.</i>) <input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> Non-Public School (NPS) <input type="checkbox"/> Pending Assessment				
What is/are the reason(s) for the request? (<i>Check all that apply. See section on "Documentation Required" for a listing of proof/evidence required to support each reason checked.</i>) <input type="checkbox"/> Child Care <input type="checkbox"/> Complete Final Year at Current School <input type="checkbox"/> Finish Current Year <input type="checkbox"/> SGUSD Employee <input type="checkbox"/> Proposed Change in Residence <input type="checkbox"/> Other (Please specify in a letter)				

I have read the terms and conditions and understand the regulations and policies governing interdistrict attendance permits and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation **DOES NOT** guarantee that the request will be approved.

Parent/Guardian Signature _____ Relationship to Student _____

OFFICE USE ONLY

District of Residence

DECISION: APPROVED DENIED

Comments: _____

Authorizing Signature: _____

Title: _____

District: _____ Date: _____

Proposed District of Attendance

DECISION: APPROVED DENIED

Comments: _____

Authorizing Signature: _____

Title: _____

District: _____ Date: _____

Appeal Decision: Approved Denied Authorizing Signature: _____ Date: _____

Comments: _____

DISTRIBUTION: SGUSD District/School of Attendance District of Residence Parent/Guardian

All applications must include a copy of the most current transcript/report card and the documentation requested to support each reason provided. Below is a chart of documentation that must be attached to the application at the time of submission.

PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

REQUESTS WILL BE CONSIDERED BASED ON LOCAL BOARD POLICIES AND ON INDIVIDUAL MERIT.

Reason for Request	Documentation Required
Child Care	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians who are involved in the student’s life on a day-to-day basis <ul style="list-style-type: none"> - Copy of a recent pay stub - Letter on the employer’s stationery verifying schedule (hours and days) and location of employment - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from the adult, center or organization providing child care <ul style="list-style-type: none"> - Name, address and contact information of the adult, center or organization - Child care license number and fees, if applicable - Hours of operation for the center or organization, or hours that the student is under care - Length of time student has been under care by the adult, center or organization ▪ Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under child care reasons
Complete Final Year at Current School	<ul style="list-style-type: none"> ▪ Copy of student’s report cards for the current school year
Finish Current Year	<ul style="list-style-type: none"> ▪ Copy of the student’s last report card
SGUSD Employee	<ul style="list-style-type: none"> ▪ Letter from parent/guardian explaining place of employment
Change in Residence	<ul style="list-style-type: none"> ▪ Copy of escrow, lease or rental documents
Other	<p><u>Parent Employment</u></p> <ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians who are involved in the student’s life on a day-to-day basis <ul style="list-style-type: none"> - Copy of a recent pay stub - Letter on the employer’s stationery verifying schedule (hours and days) and location of employment - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under parent employment reasons <p><u>Please specify in a letter</u></p> <ul style="list-style-type: none"> ▪ Parent must provide relevant or supporting documentation

TERMS AND CONDITIONS

- An interdistrict permit is granted or denied per the terms and conditions stipulated in board policy.
- Once an interdistrict permit has been granted, a student is not required to reapply unless an agreement between the governing boards of the district of residence and the district of enrollment states otherwise.
- A permit may be denied or revoked at any time for the following reasons:
 - Student is excessively tardy or absent from school, or student is brought to school excessively early or left excessively late.
 - Student fails to uphold appropriate behavior standards.
 - Student fails to make appropriate academic efforts.
 - False or misleading information was provided.
 - Reason for the original issuance of the permit by the district of residence is no longer valid.
 - Other conditions that occur that would render continuance inadvisable.
- Students entering grades 11 and 12 shall not have their permits rescinded by either district.
- Approval is subject to space availability in the district and may not be at the site requested.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parent/guardian should check the CIF rules before submitting this application.
- Students who are eligible for Special Education Services may be asked to obtain an Inter/Intra-SELPA Agreement for Individuals with Exceptional Needs, in addition to the Interdistrict Permit.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- The parent/guardian is responsible for providing transportation to and from school.