



LOS ANGELES UNIFIED SCHOOL DISTRICT

Office of Permits and Student Transfers

INTRA-DISTRICT PERMIT APPLICATION PACKET

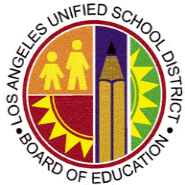
TERMS AND CONDITIONS

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. Intra-district Permits may be granted for students to attend a school in the LAUSD other than the LAUSD school of residence. These permits are not processed through the Office of Permits and Student Transfers, but are handled by the two schools involved.

Permit Application Information is available at any LAUSD school or may be found on-line at:

<http://studentpermits.lausd.net>

- Permits may be issued at any time for the current school year; however, applications for the upcoming school year will only be accepted after March 1st.
- Permit applications and required documentation must be submitted annually.
- A separate permit application packet must be submitted and approved individually for each student.
- Intra-district permits do not carry transportation privileges. Parents/guardians are responsible for transporting the student to and from school, attending school conferences and meetings as requested.
- Parents must meet with a school administrator both at the school of residence and at the requested school to approve the release of the student.
- Required supplemental documentation must be submitted with the application packet to the LAUSD school of residence as well as the requested LAUSD school for each student.
- Incomplete application packets or those without required supplemental documentation will not be processed.
- If the permit request is approved, the parent then takes the signed and stamped application form to the school requested. Approval is needed by the administrator of the school requested prior to registration.
- Approval from the school of residence does **not** guarantee that the requested school will enroll your student.
- If a permit request is denied, the parent will be informed of appeal procedures by the school that denied the request.
- Processing time for students with special education or medical needs will require additional processing time and will be referred to appropriate offices for further review and approval.
- The LAUSD must consider integration regulations, available space and cost factors involved prior to granting a permit.
- 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.
- Permits may be cancelled, revoked, or denied renewal for the following reasons:
 - a. Issues in error
 - b. Falsified information or documentation
 - c. Any change to the criteria required for the permit issued
 - d. Truancy
 - e. Infractions of school rules and regulations
 - f. Failure to make satisfactory academic progress
 - g. The student is dropped off or picked up beyond regular school hours including before and after school programs
 - h. Changes in the Individualized Education Program (IEP) which the school cannot provide



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TYPES OF INTRA-DISTRICT PERMITS AND CRITERIA

CHILD CARE

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. **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

PARENT EMPLOYMENT

Parent Employment Permits may be issued if at least one parent/guardian is physically employed in the attendance boundary of the requested LAUSD school. **Required Documentation:**

1. The following proof must be attached for the qualifying parent/guardian:
 - a. A copy of a recent pay stub and a letter on the employer's stationery verifying schedule (hours and days) 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 (hours and days) and location of employment

CONTINUING ENROLLMENT

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 or to continue attendance in the current school (with written approval by both school principals).

Required Documentation:

1. The parent is required to submit a copy of a recent report card or progress report as proof of enrollment to the school of residence.

SENIOR STATUS

Permission 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. **Required Documentation:**

1. The parent is required to submit a copy of a recent report card or progress report as proof of enrollment

SPECIALIZED PROGRAM

These permits may be issued to allow students access to a special program or opportunity that is not available in their school of residence. The application may require additional information, authorization and/or documentation as requested by the school administrators.

SAFETY AND PROTECTION

This permit may be issued if the student's school of residence is classified "Persistently Dangerous" by the LAUSD Office of the Chief Operations Officer. This permit may also be issued if the student is a victim of a violent criminal offense that occurred in or on the grounds of the school of attendance or for the protection or personal welfare of the student.

Additional Documentation Required:

1. Parents/guardians shall provide a written statement with the application describing the circumstances which make the student's assignment at the school of residence unsafe. Additional documents may be required by school officials to support request.

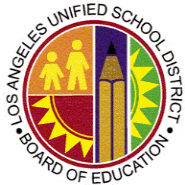
SIBLING

May be issued for siblings of students attending the requested school utilizing a valid permit. Required Documentation:

1. Recent report card of sibling
2. District may require proof of valid permit for sibling

ADDITIONAL INFORMATION

All parents requesting an intra-district permit will be provided the opportunity to apply for one, regardless of the reason they are requesting a permit. Each permit application will be reviewed on its own individual merit. If you believe your particular case warrants an exception to district policy, you may file an appeal.



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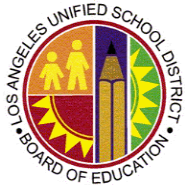
INTRA-DISTRICT PERMIT APPLICATION

Submit completed application packet for signatures to both the LAUSD school of residence and requested LAUSD school

School Year Requested _____ to _____

This is: The first permit application for this student A renewal of an existing permit

| STUDENT INFORMATION | | | | |
|---|------------|--|---------------|--|
| Student Last Name | First Name | Middle Name | Date of Birth | Grade Requested |
| Home Address | | Apt. | City | |
| Zip Code | | Date Moved to This Address _____/_____/_____ Month / Year | | |
| Name of Most Recent School Attended | | Is student currently designated as Special Education or have an Individual Education Plan (IEP)? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Is this student currently under expulsion from the Los Angeles Unified School District? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Ethnicity: <input type="checkbox"/> African American/Black <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Latino <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other | | | | Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male |
| Name of Mother/ Guardian | | Name of Father/Guardian | | |
| Home Address | | Apt. | Home Address | |
| City, Zip | | City, Zip | | |
| Home Phone () () () | | Work/Cell Phone () () () | | |
| Email Address (optional) | | Email Address (optional) | | |
| PERMIT REQUESTED ***Check for Additional Required Documents*** | | | | |
| <input type="checkbox"/> Child Care <input type="checkbox"/> Parent/Guardian Employment <input type="checkbox"/> Safety and Protection <input type="checkbox"/> Continuing Enrollment <input type="checkbox"/> Senior Status <input type="checkbox"/> Specialized Program <input type="checkbox"/> Sibling (NEW for 2012-13) | | | | |
| Reason for Request: _____ _____ | | | | |
| From: (School of Residence) | | To: (School Requested) | | |
| Note: All <u>Intra-District</u> Applications Require Recommendations From Both Schools | | | | |
| Recommended by School of Residence <input type="checkbox"/> YES <input type="checkbox"/> NO | | Recommended by Requested School <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| _____ Signature of Administrator, School of Residence Date | | _____ Signature of Administrator, Requested School Date | | |
| _____ Print Name of Administrator, School of Residence | | _____ Print Name of Administrator, Requested School | | |
| School Stamp Here | | School Stamp Here | | |
| 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 DOES NOT 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 | |



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CHILD CARE AFFIDAVIT

Child Care permits are only issued when both parents are employed full-time or enrolled in school on a full-time basis. When the student lives in one school's attendance area, but is cared for before and/or after school by an adult within another 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 (hours and days) 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 (hours and days) 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
 - 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 or 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 certify under penalty of perjury that the information supplied is true and correct and that falsification of information is grounds for immediate denial or revocation of permit. I understand that LAUSD personnel may verify any or all information provided. I will notify the school immediately of any change of residence, contact information or the criteria related to this permit. | | | | |
| _____ Signature of Parent/Guardian | | | _____ Date | |

******Parent must include student's name, date of birth, and contact information on all supporting documents.**