

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

### 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.