

PALO ALTO UNIFIED SCHOOL DISTRICT
25 CHURCHILL AVENUE, PALO ALTO, CA 94306-1005
PHONE: (650) 329-3707 FAX: (650) 321-4525

REQUEST FOR INTERDISTRICT ATTENDANCE PERMIT-GARDNER BULLIS

District of Residence: **PAUSD** School Year: _____ New Request Renewal Request

District Requested: _____ **Los Altos** _____ School Desired: _____ **Gardner Bullis Elementary** _____

This form is used by parents/guardians who reside (live) within PAUSD ("district of residence")
but want their child to attend school in another district ("district requested").

STUDENT AND PARENT/GUARDIAN INFORMATION

Student Name: _____ Birthdate: _____ Grade: _____ M F
Parent/Guardian's Name: _____ Parent/Guardian's Name: _____
Home Address: _____ Home Address: _____
Home Phone: _____ Home Phone: _____ Work Phone: _____
Will student need ROC/Adult Ed Services? Yes No
If the student will receive special services, indicate which type
 504 Speech Special Day Classes Resource Specialist Program Other: _____

Attach Current Proof of Residency (Property Tax or Lease)

REASON(S) FOR THE REQUEST

Please check one or more of the reasons listed below and then, if necessary, use the space to the right to further explain. Attach supporting documentation if required. Explanation if Necessary:

Reasons for the Request:

- Child Care Employment within District Requested
 Change of Residence Other: **Attend Gardner Bullis**

PARENT/GUARDIAN STATEMENT

In making this request, I understand the following conditions:

- 1) Approval by both districts is required, and will be valid for 6 years or through the student's enrollment in 6th grade at Gardner Bullis, whichever is sooner.
- 2) The District Requested may investigate the student's attendance, behavior, and academic records before acting on the request;
- 3) If granted, this Permit will be in force only if the student meets the attendance, behavior, and academic requirements of the District Requested;
- 4) If the Permit is granted, the student and parent/guardian will be expected to cooperate with all school personnel;
- 5) If the Permit is granted, the parent/guardian will be responsible for the student's transportation to and from school;
- 6) If the request is denied by PAUSD, and all appeal rights have been exhausted, parents/guardians have the right to appeal the decision to the Santa Clara County Board of Education.

I hereby certify that the student and parent/guardian information provided above is accurate and that I understand and agree to the above stated conditions.

Signature of Parent/Guardian: _____ **Date:** _____

DECISION OF AFFECTED DISTRICTS

DISTRICT OF RESIDENCE (PAUSD)

Approval Denial

Reason(s) for Decision if Denied:

DISTRICT REQUESTED

Approval Denial

Reason(s) for Decision if Denied:

Supervisor: _____ Date: _____
Phone: (650)329-3761 Fax: (650)321-4525

Administrator: _____ Date: _____
Phone: _____ Fax: _____



PALO ALTO UNIFIED SCHOOL DISTRICT

25 Churchill Avenue • Palo Alto, CA 94306

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Registration Services

INTERDISTRICT TRANSFER PROCEDURE GARDNER BULLIS ELEMENTARY SCHOOL

Dear Parents(s)/Guardian(s):

The Palo Alto Unified School District (PAUSD) and the Los Altos School District (LASD) have an agreement allowing Los Altos Hills resident students to attend Gardner Bullis Elementary School. The procedure is as follows:

- An Interdistrict Transfer for each transferring student shall be submitted with the PAUSD Registration Services Office. Upon approval by PAUSD, Registration Services will send the request to LASD for approval. Both Districts must approve the Interdistrict Transfer in order for the transfer to be effected.
- If approved by both Districts, this Interdistrict Transfer will continue year-to-year and does not need to be renewed with the Palo Alto Unified School District up to and including the start of the student's 6th grade year.
- If a student, currently attending Gardner Bullis in grades KN through 6th, wishes to attend a PAUSD school instead, parent must complete the registration process listed below.

Please contact Registration Services if you have any questions regarding the registration process listed at www.pausd.org.

PROCESS AND TIMELINES FOR INTERDISTRICT ATTENDANCE AGREEMENTS AND APPEALS

(Education Code §§46601-46601.5)

Requests to Districts:

1. Parents/guardians requesting their child be transferred from their district of residence to another district must complete the "Interdistrict Attendance Permit" form and submit it to both districts- The form may be obtained from the district of residence.
2. The districts must respond to requests according to the following timelines:
 - Requests for the current school year: 30 calendar days from receipt of the request
 - Requests for the subsequent school year: 14 calendar days from the start of instruction in the school year
3. Requests for the subsequent school year which are made fewer than 30 calendar days before the first day of school must be resubmitted after the start of school and will then be considered as requests for the current school year.
4. Requests which have been granted will be in force for one school year and will remain in force only if the student meets the attendance, behavior, and academic requirements of the district requested.

Appeals to the County Board of Education:

1. If either or both districts deny the request or fail to approve the request within the timelines noted above, the parents/guardians have the right to file an appeal with the County Board of Education within 30 calendar days. Appeals must be filed in writing on the Interdistrict Attendance Appeal Request form, which may be obtained from the **Santa Clara County Office of Education; 100 Ridder Park Drive, Mail Code 201, San Jose, CA 95131-2398, phone (408) 453-6509.**
2. The appeal hearing before the County Board must be scheduled within 30 calendar days from the date of filing, except that this time requirement may be extended by an additional 5 calendar days for good cause.
3. The County Board has no authority to consider the following:
 - The assigned school within the requested district;
 - Employment-based interdistrict transfer requests (also known as "Allen Bill" requests),
 - Denials of interdistrict transfer requests for students who have been expelled or are being considered for expulsion;
 - Denials of Intradistrict transfers within the same district;
 - Special education issues which are subject to Education Code §5000 et. seq.
4. When granting an appeal, the County Board will indicate the duration of attendance, which is generally one school year.