
Resident District Release Permit Appeal Process

How do I appeal to my resident district if they deny my child's permit?

- If your request is denied, your resident district will notify you of your right to appeal, their timeline, and procedures.
- Parent may appeal in writing to the superintendent of their resident school district. It is **VERY** important that you **DO NOT** exceed the time limit to appeal; otherwise, you forfeit your right to appeal.
- In your appeal letter, state the reason why you disagree with the denial and elaborate on your initial request and resubmit your supporting documents.
- If your appeal is denied, check to see how many appeals are required at the district level. If more are required, then resubmit your appeal letter and supporting document again.
- You **must exhaust** the appeal process at the district level before you can appeal to Los Angeles County Office of Education (LACOE).

How do I appeal to LACOE if my resident district denies my appeal?

- The LACOE Appeal Packet can be downloaded at www.lacoe.edu.
- **Appeal documents must be physically received by the LACOE Child Welfare and Attendance Unit** within thirty (30) calendar days following the failure or refusal of a district to issue a permit.
- Specifically, the 30-day period begins from the **date of the final letter** of notice from the district, not the date of receipt by the parent.
- There is no extension of the deadline even if the 30th day falls on a weekend or holiday.
- To file your appeal, please complete LACOE's appeal form and attach the following supporting documents and return them to the LACOE office:
 - 1) A copy of the original request for interdistrict transfer permit (if available);
 - 2) Copies of all correspondence between parent and the district denying the permit. Be sure to include the final denial letter from the district; and
 - 3) Additional documents (limit 10 pages) supporting your reason(s) for the permit appeal.