



**INTERDISTRICT ATTENDANCE RELEASE APPLICATION**

Permits granted to attend a school outside of the Wiseburn Unified School District are for release purposes only. Acceptance of the student is to be determined by the receiving district. **Permits only need to be renewed if your child is no longer enrolled at the school district requested below.**

**Student Information:**

Student Name (*Last, First*): \_\_\_\_\_ **Grade in September 2021:** \_\_\_\_\_  
 Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Contact Number: \_\_\_\_\_  home  cell  work  
 Home Address / City / Zip Code: \_\_\_\_\_  
 Student lives with:  Both Parents  Mother Only  Father Only  Legal Guardian  Other (*specify*): \_\_\_\_\_  
 Name(s) of Parent/Legal Guardian: \_\_\_\_\_  
 Email Address (*please print clearly*): \_\_\_\_\_  
 Are you active military?  Yes  No If yes, where are you posted/stationed? \_\_\_\_\_

**Student's Current Status:**

Regular Student (no special services)  GATE Student  English Language Learner  504 Plan  
 Special Education – receiving services in  Special Day Class (SDC)  Resources Specialist Program (RSP)  Speech/Language

**School Information:**

Current/Last School: \_\_\_\_\_ District: \_\_\_\_\_ Grade: \_\_\_\_\_  
 School of Residence: \_\_\_\_\_ District: \_\_\_\_\_ Attended:  Yes  No  
 School Requested: \_\_\_\_\_ District: \_\_\_\_\_

**Reason(s) for Request:** (*Check all that apply and provide the documentation to support each reason - see reverse side*)

Child Care  Parent Employment  Specialized Program  Complete Final Year at Current School  
 Sibling  Continuing Enrollment  Change in Residence  Other (*Please specify in a separate sheet*)

I certify under penalty of perjury that all information in this application is true and correct. I understand that the permit is not granted until accepted by the receiving school district. This permit may be revoked because of excessive truancy, tardiness, continued disruption of the educational program, lack of space in the school, program or class, or false statements on this application.

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**For Wiseburn Unified School District Office Use Only:**

Approved  Denied **Conditions: No cost to district of residence. Transportation will not be provided by the Wiseburn Unified School District.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the permit is denied, you have the right to appeal the decision, in writing, within 20 calendar days from the date of the denial to the Wiseburn Unified School District Superintendent/Designee. If the appeal is denied, the applicant has the right to appeal to the Los Angeles County Board of Education (CA Ed. Code 46601). For more information contact the Permit Office at (310) 725-2101, ext. 5102.

**For Proposed District of Attendance:**  Approved  Denied Reason for denial: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_ District: \_\_\_\_\_

FIRST NAME:

LAST NAME:

All applications must include a copy of the most current transcript/report card and the documentation requested to support each reason you indicated on the application. 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 and will be abandoned after 30 days. Requests will be considered based on local board policies and on individual merit.

<b>Reason for Request</b>	<b>Documentation Required</b>
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>
Parent Employment	<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>
Sibling	<ul style="list-style-type: none"> <li>▪ Name, grade and school where the sibling attends (sibling must already attend the proposed district of attendance)</li> <li>▪ Copy of the sibling's last report card</li> <li>▪ Copy of the sibling's release permit from the district of residence</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>▪ Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issues (if applicable)</li> <li>▪ Police or school report supporting safety-related issues (if applicable)</li> <li>▪ Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary under health and safety reasons</li> </ul>
Specialized Program	<ul style="list-style-type: none"> <li>▪ Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested</li> <li>▪ Letter from parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the district of residence</li> </ul>
Continuing Enrollment	<ul style="list-style-type: none"> <li>▪ Copy of the student's last report card</li> <li>▪ Letter from parent/guardian stating the enrollment history (grade and school/district) of the student since kindergarten</li> </ul>
Final Year	<ul style="list-style-type: none"> <li>▪ Copy of the student's last report card</li> </ul>
Change in Residence	<ul style="list-style-type: none"> <li>▪ Copy of escrow documents</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 revoked at any time by the district of enrollment 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.
  - Other conditions that occur that would render continuance inadvisable.
- Approval is subject to space availability in the district and may not be at the site requested.
- 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.

**WISEBURN UNIFIED SCHOOL DISTRICT  
PARENT/GUARDIAN EXIT INTERVIEW FORM**

Please answer these questions and submit this Form with your release permit application. Thank you.

1) Would you consider your child returning to the Wiseburn USD in the future?

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2) Would you recommend the Wiseburn USD to a colleague or friend as a good place for children to learn?

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3) Is there anything that the Wiseburn USD can do to prevent you from leaving?

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4) Do you have any suggestions for how the Wiseburn USD can improve to better serve families?

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