



Compton Unified School District
Office of Transfers and Student Permits

Inter-District Transfer/Permit Appeal Procedures

If your inter-district permit application has been denied cancelled or revoked, you may appeal the decision if you believe that an exception to district policy is warranted or that your circumstances fall within district guidelines.

For Compton Unified School District denied, cancelled, or revoked permit requests, please follow the procedures listed below for filing an appeal.

CUSD Appeal Procedures:

1. If you are denied a permit from CUSD, you may file an appeal request. All appeals must be submitted in writing. The appeal procedures and required forms are available in the Office of Transfers and Student Permits (OTSP).
2. The Appeal Request Form and any supplemental documentation must be postmarked and submitted to the OTSP within 14 calendar days from the date of the denial letter. **Faxed appeals will not be accepted.**
3. Mail and/or hand deliver Appeal Request Form to:
Compton Unified School District
*Pupil Services Department/
Office of Transfers and Student Permits*
417 Alondra Blvd.
Compton, CA 90220
(310) 639-4321, Ext. 63093 or 67607
Hours: Monday through Friday/8.a.m. to 5 p.m.
4. The CUSD Permits Appeal Committee will review all appeals, including those for students with disabilities, received within the timeline. Additional information may be requested to process your appeal.
5. The OTSP will notify you of the Committee's decision upon review of the appeal request and any supporting documentation.
6. If you do not appeal within the required timeframe, the student will be expected to attend a school in the district of residence. The staff at your school and/or district of residence will assist you with registration and enrollment procedures.
7. The decision of the Compton Permit Appeal Committee is the district's final action on your request.
 - a. If your appeal request is granted, it becomes the parent/guardian responsibility to notify the new school or district of the approval.

- b. If your appeal is denied, you have the right to appeal Compton Unified School District's decision to the Los Angeles County Office of Education (LACOE) within 30 calendar days of the date of the appeal denial. The LACOE inter-district permit appeal packet is available online at <http://www.lacoe.edu/157/index.cfm> or it can be picked up from LACOE's office. The address is: 9300 Imperial Highway, Downey, CA. The telephone number is (562) 922-6111.
8. During the appeal process, your child has the right to remain at his/her current district school pending the final decision. The decision of LACOE is the final action to your request.



Compton Unified School District
Office of Transfers and Student Permits
Inter-District Transfer/Permit Appeal Request

Name of Student: _____	Date of Birth: _____	
Grade Requested: _____	Ethnicity: _____	
Address: _____	City/State/Zip Code: _____	
What is the date you moved to this address? (Month/year): _____		
Name of Parent/Guardian (1): _____		
Telephone No.: _____	Cell Telephone No.: _____	Email Address: _____
Name of Parent/Guardian (2): _____		
Telephone No.: _____	Cell Telephone No.: _____	Email Address: _____

Parent/Guardian Employment Information:	Parent/Guardian Employment Information:
Name of Employer:	Name of Employer:
Title:	Title:
Work Address:	Work Address:
Work Telephone:	Work Telephone:
Work Days and Hours:	Work Days and Hours:

In the space provided below, please explain why your child should be granted permission to leave the school or district of residence to attend the requested district or school. Please attach any additional documentation or supporting documents to support your position.

If this appeal is not granted, what is the educational plan for this student?

What other CUSD schools would you consider?

1. _____ 2. _____ 3. _____

I have been provided with the following documents, copies that are attached to this form:

- A written explanation of the permit application denial by the Office of Transfers and Student Permits
- A copy of the Compton Unified School District transfer/permit appeal process

Signature of Parent/Guardian

Date

Completed form and supplemental documents must be postmarked within 14 calendar days of the date of the denial letter. The appeal application can be mailed and/or hand-delivered to:

Compton Unified School District
***Pupil Services Department/
Office of Transfers and Student Permits***
417 Alondra Blvd.
Compton, CA 90220
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For Office Use Only			
Date Received:		Reviewed by:	
<input type="checkbox"/>	Granted	Date:	By:
<input type="checkbox"/>	Denied		