

Live Oak School District

Our mission is to empower, inspire and ensure equitable opportunities for every student to thrive. We teach and nurture the whole child in an academically rigorous, collaborative and innovative environment.

*Daisy Morales, Ed.D.
Superintendent*

Interdistrict Permit Request Guidelines

Interdistrict Attendance [CA Education Code 46600 et seq., [LOSD Board Policy 5117](#); [Administrative Regulation 5117](#)]

Live Oak School District (LOSD) offers students the opportunity to transfer between districts. This allows students to attend a school outside of their neighborhood's attendance boundary.

- **OUTGOING** Inter-District Permits may be granted for students to attend a school district other than the LOSD.
- **INCOMING** Inter-District Permits may be granted for students to attend the LOSD instead of their district of residence.

Interdistrict Permit Request Process

Applying for an interdistrict permit is a **two-step process**. A student must first be released from the district of residence. The District of Residence then forwards the application(s) for release to the school district requested. The parent/guardian may be asked for additional documentation if needed. The requested school district will notify the Parent or Guardian of approval or denial.

Note: Release from the district of residence does not indicate automatic approval by the school district requested. The district of residence and the requested school district must approve the request.

An interdistrict permit is an **annual permit** that must be on file each school year and **must be submitted and approved annually** to continue to attend LOSD or another district. Interdistrict permit students cannot be guaranteed enrollment.

If you have multiple students requesting to attend LOSD, please remember to complete an application for each student and each school.

Outgoing Inter-district Permit Requests

Students living within LOSD attendance boundaries who wish to attend a school outside the district must complete an Interdistrict Permit request from LOSD. Please use the link below to complete the application:

[Interdistrict Attendance Permit Request](#)
[Solicitud de Transferencia Entre Distritos](#)

Return the completed form to the Live Oak district office by email (preferred) at IDT@losd.ca. If you cannot download the form from this website, you may pick one up at the Live Oak School District Office and mail it to 984-1 Bostwick Lane, Santa Cruz, CA 95062, or drop it off in person.

Proof of residence, in the form of a current property tax or lease agreement, utility service contact, statements, or payment receipts, pay stub, etc is required in addition to the form; if none of these documents exists, please call the compliance coordinator at the district office to determine a document that will be acceptable.

Incoming Interdistrict Permit Requests

Students that live outside LOSD attendance boundaries that wish to attend a school within our district must initiate an Inter-district Permit request with their school district of residence. Once the request is submitted, they will review the request to release the student from their school district. It is then sent to our district for review by the district of residence.

Note: Submit the completed application to the district of residence, not to a school site. Parents/Guardians may not submit an incoming permit request to LOSD directly. Permit requests are accepted by submission from the district of residence only.

Anyone living outside LOSD attendance boundaries who wish to attend or continue attending LOSD must have an approved interdistrict permit, as per any valid and current interdistrict transfer agreement between LOSD and the district of residence.

Application Timeline and Decisions

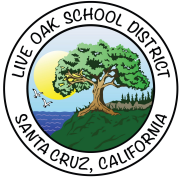
New Requests: The inter-district permit application period for the following year begins February 1st for all students each year.

Continuing Requests: INCOMING inter-district permit applications for the following year received by January 31, 2023 will be given priority. All other requests received after that date will be considered along with new applications.

Any applications received after April 30th, 2023 will not be considered until first priority has been enrolled.

Requests for INCOMING permits will be considered on an ongoing basis and continue through the school year. There is no closing date for incoming permit requests.

Note: Parents/Guardians may have only one interdistrict permit request at one school district for an INCOMING/OUTGOING application at a time. Parents/Guardians must notify the school district if they wish to cancel an existing request.



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Parent Notification for Future Year Requests: Parents/Guardians submitting a request for the subsequent school year will be notified of a final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which the interdistrict transfer is sought.

Parent Notification for Current Year Requests: Parents/Guardians submitting a current year request, as defined in Education Code Section 46600.1, shall be notified of a final decision within 30 calendar days from the date the request was received.

Application Decisions

Any written notice to parents regarding a school district's decision on a request for interdistrict transfer shall conform to the translation requirements of Education Code Section 48985 and may be provided using any of the following methods:

- In electronic format, if the parent provides an email address.
- Regular mail.
- By any other method normally used to communicate with parents in writing.

Parents are responsible for adhering to all application timelines, procedures and policies.

Intradistrict Permit Requests

Transfers within LOSD school boundaries may be granted to students to attend a school other than their assigned neighborhood school.

LOSD allows parents to apply to enroll their children in any elementary school in their local district. Each district establishes school attendance boundaries, sets school enrollment limits, and determines how many openings are available for transfer students. Students who live in the school's attendance area have priority and cannot be displaced by transfer students. The district is not obligated to grant an intradistrict transfer request, and there is no statutory right to appeal if a transfer is denied.

If you are a resident of LOSD (living within the LOSD school boundaries) and would like to attend another LOSD school, please complete the Intradistrict Transfer Request form and submit your request to IDT@losd.ca:

[Intradistrict Transfer Form](#) (English)

[Intradistrict Transfer Form](#) (Spanish)

Intra-district permits apply to our elementary schools only. Students attending school on an approved intradistrict transfer permit are not required to resubmit a new application each year when continuing at the same school. A new application must be submitted when a student incurs an address change that establishes new residency outside the boundaries of their attendance area.