

Intradistrict and Interdistrict Permit Requests

Intradistrict

- For residents of LOSD. An intradistrict transfer is required when parents/legal guardians wish to transfer their student(s) within the district (**between schools within LOSD**)
- Time frame: Ongoing
- Enroll in your **home school**, following the steps provided on our website at www.losd.ca
- Once your home school verifies your enrollment, complete an Intradistrict transfer form
 - [English \(https://bit.ly/3PhYXv8\)](https://bit.ly/3PhYXv8)
 - [Spanish \(https://bit.ly/45uhwlu\)](https://bit.ly/45uhwlu)
- If submitting an enrollment packet in person, you may submit a transfer request along with the packet
- Priority for Intradistrict transfers will be considered according to the following order:
 - Space availability at the site requested
 - TK-8 siblings of SpEd students whose IEP has placed them at a specific school
 - TK-8 siblings of continuing students on an approved Intra-District transfer
 - Students whose parent/legal guardian is assigned to that school as his/her primary place of employment
- No need to apply annually
- For other questions on how to apply, email idt@losd.ca. Please note you will not be able to apply for an Intradistrict Transfer until your enrollment application is verified and complete

Interdistrict

- For non-residents of LOSD. An Interdistrict transfer is required when parents/legal guardians wish to enroll their student(s) at a school that is outside the district in which they reside (**between districts**)
- January 15, 2024 - April 30, 2024
- Obtain and complete an Interdistrict permit application from your **District of Residence (DOR)**
 - [Eng \(http://bit.ly/3qNMtCi\)](http://bit.ly/3qNMtCi)
 - [Spanish \(https://bit.ly/45uhwlu\)](https://bit.ly/45uhwlu)
- If the student is not currently attending their DOR, you must still complete the interdistrict permit application with your DOR, even if you've never attended your DOR
- Your DOR will complete the first part of this two step process
- Permit requests are accepted by submission from the DOR only. Do not submit the form to the requested district directly
- Parents/Guardians submitting a request for a future school year will be notified of a final decision ASAP, but no later than 14 calendar days after the beginning of the school year for which the interdistrict transfer is sought
- For the current school year, families will be notified whether their application is accepted or rejected within 30 days
- The permit is for one year only; it MUST be renewed annually
- For other questions on how to apply, email idt@losd.ca. Please note, approval from your DOR is not an automatic acceptance at the requested district