

OAK GROVE SCHOOL DISTRICT  
**REQUEST FOR INTERDISTRICT ATTENDANCE PERMIT**  
 6578 Santa Teresa Boulevard • San Jose, CA 95119 • Phone (408) 227-8300 • Fax (408) 225-3548

<b>School of Residence:</b> _____	<b>School Year Requested:</b> _____	<input type="checkbox"/> <b>New Request</b> <input type="checkbox"/> <b>Renewal Request</b>
<b>District Requested:</b> _____	<b>School Desired:</b> _____	

**STUDENT AND PARENT/GUARDIAN INFORMATION**

Student's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_  
(For year requested)

Parent/Guardian's Name: \_\_\_\_\_ Parent/Guardian's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Address: \_\_\_\_\_  
City Zip City Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**Is your child receiving special services?**    **No**    **Yes**   **If yes, please attach copy of IEP.**  
**Check all that apply:**  
 **Speech/Language**    **Special Day Class (SDC)**    **Resource Specialist Program (RSP)**

**REASON(S) FOR THE REQUEST**

Please check one or more of the reasons for the request, listed below. The criteria used by this district for evaluating requests, as well as required documentation, are listed on the reverse side of this form. Please bring verification of address, PG&E bill, water bill, etc.

**Reasons for the Request** - (Please see back of application)

**Residency Based on Employment - Allen Bill 2071 (A letter from employer must be included.)**

**Child Care - (Child Care Affidavit must be included)**

**Former/Future Resident (Date of Move \_\_\_\_\_)**

**Eighth Grade Privilege**

FOR OFFICE USE ONLY VERIFICATION	
Employment	
Child Care	
Future Resident	
Eighth Grade	

**PARENT/GUARDIAN STATEMENT**

**In making this request, I understand the following conditions:**

- Approval by both districts is required.
- The district requested may investigate the student's attendance, behavior, and academic records before acting on the request.
- **If granted, this permit will be in force for up to one (1) year and will remain in force only if the student meets the attendance, behavior and academic requirements of the district requested.**
- If the permit is granted, the student and parent/guardian will be expected to cooperate with school personnel.
- If the permit is granted, the parent/guardian will be responsible for the student's transportation to and from school.
- Parent/guardian agree to report **a change of address or change of conditions as stated on the original request document.**
- If specialized services are required, there must be an agreement associated with any additional costs between the district of residence and the receiving district.
- If the request is denied by the district, and all appeal rights have been exhausted in the district, I have the right to appeal the decision to the Santa Clara County Board of Education.

**I hereby certify the student and parent/guardian information provided above is accurate and I understand and agree to the above stated conditions. Falsification of information invalidates this request.**

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

**DECISION OF AFFECTED DISTRICTS**

DISTRICT OF RESIDENCE	DISTRICT REQUESTED
<p>Approval <input type="checkbox"/>      Denial <input type="checkbox"/></p> <p>Reason(s) for decision if denied:</p> <p>Administrator: _____ Date: _____</p>	<p>Approval <input type="checkbox"/>      Denial <input type="checkbox"/></p> <p>Reason(s) for decision if denied:</p> <p>Administrator: _____ Date: _____</p>

**See the reverse side for Inter-District criteria and additional information and documentation requirements.**

## Interdistrict Transfers

The Education Code of the State of California requires that children attend school in the district in which they live. Parents/guardians may request an interdistrict transfer/permit to another district based on the following information. Approval is not automatic.

- **Residency Based on Employment** (Allen Bill 2071) – **A letter from the employer must be included** with the interdistrict request. One of the parents/guardians must be physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.
- **Child Care** - If the child care provider is within the boundaries of another district, the student may be permitted to attend school in the other district. **A dated agreement must accompany the application.**
- **Former Resident** - If parents/guardians move into the Oak Grove School District during the current school year, the student may continue attendance in the former district for the remainder of the school year. The student must have attended for a minimum of forty days in the former district. **A dated document that verified the former address must be submitted with the application.**
- **Future Resident** - Students who are members of a family that has signed a lease, a contract to rent, build or buy a home in the district may enroll in the semester in which they expect to become residents. **A copy of the document that confirms the transaction must accompany the application.**
- **Eighth Grade Privilege** - If parents/guardians move from the district after a student has completed the seventh grade, the student may be allowed to complete the eighth grade at his/her former school. **A dated document that verifies the former address must accompany the application.**

**The interdistrict transfer/permit, if granted, will be valid for up to 1 year.** The agreement will continue in force only as long as the student demonstrates regular and punctual school attendance, satisfactory school behavior, and satisfactory academic achievement. The use of false information to secure a transfer will invalidate the transfer. Transportation to the requested district will be the responsibility of the parent/guardians. Special Education or Section 504 services must be mutually agreed upon by both districts. If the request for an interdistrict transfer is approved, it will be referred to the district of desired attendance for consideration. The district of desired attendance has two options: 1) approve the request, 2) deny the request.

## Appeal Process

If Oak Grove School District Student Services Staff denies an inter-district attendance request/permit from a district parent/guardian because it does not fall within the identified criteria or insufficient required information is presented, the parent/guardian may appeal to the Assistant Superintendent of Educational Services. After a face-to-face conference with the Assistant Superintendent for Educational Services, and if the appeal is denied, the parent/guardian may appeal to the Superintendent. The parent/guardian should write a letter to the Superintendent and provide complete information on which a further determination can be made. The Superintendent will make a decision within five working days. If the appeal is denied, the parent/guardian may appeal to the Board of Trustees. If the appeal is denied by the Board of Trustees, the parent/guardian may appeal in writing to the Santa Clara County Board of Education, 1290 Ridder Park Drive, San Jose, California 95131-2398. The decision of the Santa Clara County Board of Education is final.