



**Step 1: To be completed by parent/guardian** (Please print)

Inter district Transfers will not begin to be processed for the 2024-2025 year until February 1, 2024. The deadline for Inter district Transfers for the 2024-2025 school year is April 1, 2024. Any transfers submitted after the deadline may not be processed.

New Application	Renewal	School Year: <b>2024-2025</b>	Grade Requested	Date of Request
Student Name: (Last, First)			Birth Date	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Current or Last School of Attendance			Current or Last District of Attendance	
School of Residence			School Requested	
District of Residence <b>LODI UNIFIED SCHOOL DISTRICT</b>			District Requested	
Parent/Guardian Name			Contact number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Email Address			Contact number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Address			City/Zip	
Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Has the student ever been assessed for special education services? <input type="checkbox"/> Yes: District(s)? _____ <input type="checkbox"/> No				
What special services has the student been found eligible for or received? (Check all that apply; attach proof of enrollment in special program and most recent IEP including FAPE offer.)				
<input type="checkbox"/> Gifted (GATE) <input type="checkbox"/> Section 504 <input type="checkbox"/> Special education <input type="checkbox"/> English Language Learner				
If the student is receiving Special Education services, what is his/her current placement? (Please attach IEP.)				
<input type="checkbox"/> Special Day ( SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> General Education with other accommodations/modifications <input type="checkbox"/> Non-Public School (NPS) <input type="checkbox"/> Pending Assessment				
What is /are the reason(s) for the request? (Check all that apply. See "Documentation Required" section for supporting evidence to justify reason(s).)				
<input type="checkbox"/> Child Care ( K-6 ONLY) <input type="checkbox"/> Parent Employment <input type="checkbox"/> Sibling <input type="checkbox"/> Health & Safety <input type="checkbox"/> Specialized Program <input type="checkbox"/> Continuing Enrollment <input type="checkbox"/> Complete Final Year at Current School <input type="checkbox"/> Proposed Change in Residence <input type="checkbox"/> Other (Please specify in a letter)				

I have read the terms and conditions on page 2 of this application and understand the regulations and policies governing interdistrict attendance permits and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation **DOES NOT** guarantee that the request will be approved. **FALSIFICATION OF ANY INFORMATION INVALIDATES THIS TRANSFER APPLICATION.**

Parent/Guardian Signature \_\_\_\_\_ Relationship to Student \_\_\_\_\_

**\*\*DISTRICT USE ONLY\*\***

**STEP 2: District of Residence**

Decision:  Approved  Denied

Authorizing Signature: \_\_\_\_\_

Title: \_\_\_\_\_

District: **LODI UNIFIED SCHOOL DISTRICT**

Comments: \_\_\_\_\_

Date: \_\_\_\_\_

**STEP 3: Proposed District of Attendance**

Decision:  Approved  Denied

Authorizing Signature: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_

## Terms and Conditions

**\*\*New applications only\*\*** Must include a copy of the most current transcript, report card, attendance and discipline reports, most recent IEP (if eligible), and the documentation required to support the reason(s) for the interdistrict transfer request based on the chart below. All documentation must be attached to the application at the time of submission. Requests will be considered based on local board policies and individual merit. **Please note: Incomplete applications will not be processed.**

Reason for Request	Documentation Required
Child Care <b>(K-6 Only)</b>	<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 stationary 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 day 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 the 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 circumstance that an interdistrict permit is necessary under child care reasons</li> </ul>
Parent Employment (If District of Attendance policy permits)	<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 stationary 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 circumstance 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 a school in the requested district)</li> <li>▪ Copy of sibling’s last report card</li> <li>▪ Copy of 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 within LUSD</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 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 student’s last report card</li> </ul>
Change in Residence	<ul style="list-style-type: none"> <li>▪ Copy of escrow documents/ rental agreements of residence within LUSD boundaries</li> </ul>

- An Interdistrict permit is granted or denied per the terms and conditions stipulated in a LUSD's board policy.
- Approval by the LUSD is subject to space availability in the district and the district’s capacity to provide special education services, if applicable.
- Approval may not be at the school site requested.
- Students who are eligible for Special Education Services Interdistrict Agreement will be reviewed by the LUSD's SELPA.
- A permit may be denied, revoked, or rescinded at any time by the LUSD for the following reasons:
  - Student is excessively tardy or absent from school, or 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 unadvisable.
- Once an interdistrict permit has been granted, it is only granted for one school year. Students in grades K thru 10 must apply for a new interdistrict attendance permit yearly. LUSD shall not rescind existing interdistrict attendance permits for continuing students entering grade 11 or 12 in the subsequent school year, except for revocation reasons stated above.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parent/Guardian should check the CIF rules before submitting this application.
- No financial obligation shall be incurred by the LUSD for services rendered under this agreement unless otherwise agreed to between the District of Residence and the District of Attendance.
- The parent/ guardian is responsible for providing transportation to and from school for all students, unless otherwise required by law for certain special education students.

If approved by the Requested District, this document is the **Inter-District Attendance Transfer Agreement** between the two districts, subject to the terms listed above, an any applicable policies of either district.