



For students whose parents are physically employed within the **Buena Park School District** boundaries.

California Education Code Section 48204(b) permits a school district to deem a pupil to have complied with the residency requirements for school attendance in the district if at least one parent/pupil is physically employed within the boundaries of that district. [Administrative Regulations 5111.12](#), Residency Based on Parent/Guardian Employment, if implemented annually by the Board of Education, allows District residency status to be granted to a student, on a space available basis, if at least one parent/guardian is employed by a business that is physically located within the attendance boundaries of the District for a minimum of 10 hours per week during the normal school day. For purposes of this regulation, parent/guardian means the natural or adoptive parent or legal guardian of a dependent child and the normal school day shall be 8:00 a.m. - 4:00 p.m., Monday through Friday.

Submission Requirements:

1. Fill out the Allen Bill Permit Request
 2. Provide proof of employment or self-employment
 3. Provide student report card: A copy of your student's most recent report card/transcript. A report card is not required for students entering TK or Kindergarten
- If parent/guardian is "physically" employed a minimum of 10 hours per week by an employer in a commercial space within the Buena Park School District boundaries, appropriate documents are:
 - a) A letter from the employer on original company letterhead (no copies will be accepted) stating that you are "physically" employed in a commercial space with BPSD boundaries and the number of hours worked per week; AND
 - b) Copy of a current pay-stub.
 - If parent/guardian is a registered business owner with a physical business located within the Buena Park School District boundaries and is "physically" employed a minimum of 10 hours per week in a commercial space, appropriate documents are:
 - a) Copy of a lease agreement
 - b) Copy of a business license or copy of current utility bills for the business. If utility bills are not available, acceptable documentation includes a telephone/cell phone bill, general liability insurance, and bank statement/credit card bill.

Parents are reminded that the district reserves the right to rescind permits at any time for unacceptable behavior or irregular attendance. Permits may be revoked or cancelled during the school year if false information is used as a basis for securing a permit or if the parent fails to report to the District circumstances which might affect the child's continued eligibility to attend under the permit.

These documents must be returned to the Student & Community Services office located at 6885 Orangethorpe Ave., Buena Park, CA 90620. During the summer hours, please scan and email these documents to CWApemits@bpsd.us attention: Mrs. Madeline Morrison



ALLEN BILL TRANSFER REQUEST

(Please complete all information and return to the BPSD Student & Community Services Office.
Incomplete Allen Bill Student Transfer Requests will not be accepted.)

(please print)

Student's Name: _____ Date of Birth: _____ Age: _____ Grade: _____ !
Address: _____ City _____ Zip _____
Home Phone: (_____) _____ Parent Work Phone: (_____) _____
Previous address if recently moved: _____ City _____
School attended previously/currently: _____
District of Residence: _____

REQUEST PERMISSION TO ATTEND: _____ School in **BUENA PARK SCHOOL DISTRICT**.

Does your child require any special accommodations or support (IEP, 504 Plan, health etc...)? NO _____ Yes _____

If your child is receiving Special Education services, please attach a copy of the most current IEP.

Is there a current court ordered custody agreement or restraining order regarding this child? NO _____ Yes _____

Please Note: If there is a court ordered custody agreement or restraining order regarding your child, a copy of the most recent court ordered documents must be submitted with this application.

Reason for this Request:

- () Parent(s) employed by Buena Park School District
POSITION & SITE: _____ / _____
- () Parent(s) employed within Buena Park School District boundaries-*must complete information below & provide proof*

Please provide employer name, address and telephone number and attach a copy of current pay stub along with a letter from employer regarding proof of employment and number of hours worked per week.

Employer: _____ Address: _____

Phone: _____ Number of hours per week: _____

The Buena Park School District reserves the right to refuse any Request for Transfer or to cancel any transfer granted if, in the opinion of the district administration, the applicant has falsified or misrepresented information concerning this request. Random verifications are conducted throughout the year.

I have read and understand the above statement and conditions and hereby declare that the information I have provided is true and correct.

Parent's/Guardian's Signature Date Parent's/Guardian's Name

(DO NOT WRITE BELOW THIS LINE -- BUENA PARK SCHOOL DISTRICT OFFICE USE ONLY)

DISTRICT ACTION

☐ APPROVED ☐ DENIED Date: _____

Comments: _____ Signed: _____