



**PROCESSING TIMEFRAME & PROCEDURE:** (1) Permits are to be brought directly to Student Support Services. (2) Permits will be processed in the order received as scheduling allows. Incomplete applications will be cause for delay. **Please allow 10 working days for processing from the time you submit your applications with all complete information.** (3) Processed permits are mailed to the district office to which you are applying. (4) A notification letter and the parent copy of the permit will be mailed to you. **Requests will be considered based on local board policies and on individual merit.**

**YOUR CHILD SHOULD BE ENROLLED AT THEIR HOME SCHOOL WHILE AWAITING THE RESULTS OF THEIR PERMIT APPLICATION.**

**TERMS AND CONDITIONS**

- Effective January 1, 2011, students who have already been granted an Interdistrict Permit do not need to reapply annually for a release from their home district.
- Approval is subject to space availability in the district and may not be at the site requested.
- Students who are eligible for Special Education Services will be asked to obtain an Inter/Intra-SELPA Agreement for Individuals with Exceptional Needs, in addition to the Interdistrict Permit.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- The parent/guardian is responsible for providing transportation to and from school.
- A permit may be denied or revoked at any time for the following reasons:
  - Student is excessively tardy or absent from school, or student 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.
  - Reason for the original issuance of the permit by the district of residence is no longer valid.
  - Other conditions that occur that would render continuance inadvisable.
- Failure to adhere to the above terms and conditions may result in the revocation of this permit. (E.C. 46600)

**Outgoing Applications: Must include the document(s) requested to support the reason.** Documentation must be attached to the application at the time of submission.

**Chart of Documentation Required**

<b>Reason for Request →</b>	<b>Documentation Required (NOTE: All documents listed are required for the box that applies)</b>
<u>Child Care</u>	1. Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under child care reasons 2. Proof of employment of all parents/guardians who are involved in student’s life on a day-to-day basis <ul style="list-style-type: none"> <li>- Letter on the employer’s stationery verifying schedule (hours and days) and location of employment. If self-employed, letter stating schedule (hours and days) and location.</li> </ul> 3. Letter from the adult, center or organization providing child care
<u>Parent Employment</u> <b>BY THE REQUESTED SCHOOL DISTRICT</b>	1. Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary 2. Proof of employment of all parents/guardians who are employed <b>by the requested school district</b> <ul style="list-style-type: none"> <li>- Letter on the employer’s stationery verifying schedule (hours and days).</li> </ul>
<u>Medical</u>	1. Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary. 2. A letter from the physician is required stating health situation.
<u>Promotion</u>	1. Must be a returning student and completing the final grade (5 <sup>th</sup> or 8 <sup>th</sup> ) offered at the same school. 2. Copy of report card is required to verify enrollment.
<u>Boundaries</u>	The following proofs of residency are required and each <b>must</b> state the <b>same</b> name and address of the enrolling parent/guardian. <ol style="list-style-type: none"> <li>1. Driver license</li> <li>2. Two utility bills or show a rental agreement verifying if you do not pay utilities.</li> </ol>
<u>Complete School Year:</u>	Family moves into Lawndale during the last trimester. The following is required: <ol style="list-style-type: none"> <li>1. Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary.</li> <li>2. Copy of report card is required to verify enrollment.</li> </ol>
<u>Special Circumstances:</u>	Letter from parent/guardian explaining special circumstance that an interdistrict permit is necessary.