2025 – 2026

LAWNDALE SCHOOL DISTRICT

4161 West 147th Street · Lawndale, CA 90260 · (310) 973-1300

REQUEST FOR INTERDISTRICT ATTENDANCE PERMIT

☐ Incoming ☐ Outgoing

Date Requested	Grade Requested
Student Name (Last, First)	Birth Date / Gender ☐ Female ☐ Male
Address	City/Zip
Student lives at the below address with: (Check one box) ☐ Both Biological Parents ☐ Legal Guardian ☐ Biological Mother Only ☐ Biological Father Only	Date student moved to this address?
Parent/Guardian Name(s)	Contact Number: ☐ Home ☐ Work ☐ Cell
School Requested	District Requested
School of Residence	District of Residence
Current or Last School of Attendance	Current or Last District of Attendance

Is the student currently pending disciplinary action or under an expulsion order? ☐ Yes ☐ No

Is this child currently receiving any special education services? ☐ Yes ☐ No If yes, check category below: *(Please attach IEP or 504 Plan)*

☐ Special Day Class (SDC) ☐ Resource Specialist Program (RSP) ☐ Speech & Language ☐ Adaptive Physical Education (APE) ☐ 504 Plan

Incoming:
1. Letter from parent/guardian explaining circumstances
2. Copy of last report card
3. Permit release from student's home district
4. IEP or 504 plan (if applicable)

Outgoing: See *Chart of Documentation Required* on back of this form for a listing of proof/evidence required.

What is the reason for the request? ***(Check ONLY ONE appropriate reason for your permit request.)***

☐ Child Care: Granted only when it is not possible to arrange child care in the Lawndale School District.

☐ Parent Employment: Parent is an employee **OF THE REQUESTED SCHOOL DISTRICT.**

☐ Medical: To meet a child's mental or physical health need, as certified by a physician, school psychologist and/or with the concurrence of the requested district.

☐ Promotion: To allow a returning student to complete the final grade offered at the same school site.

☐ Boundaries: (Wiseburn SD area) Must meet residency requirements.

☐ Complete School Year: Parent/guardian moves out of district during the last trimester of the school year.

☐ Special Circumstance: When determined by the District of residency to be in the best interest of the student.

I declare under penalty of perjury that the information provided above is true and accurate. False or misleading information may be cause for denial or revocation.

Parent/Guardian Signature _____ Relationship to Student _____

FOR OFFICE USE ONLY

District of Residence **LAWNDALE ELEMENTARY SD**	***Proposed District of Attendance*** _____
Decision: ☐ Approved ☐ Denied ☐ No cost to district of residence Authorizing Signature:	Decision: ☐ Approved ☐ Denied Authorizing Signature:
Date: Title: Director of Student Services	Date: Title:

If your permit is denied, you have the right to appeal the decision. You will have 10 business days in which to do so.

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. **(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

Reason for Request →	**Documentation Required (NOTE: All documents listed are required for the box that applies)**
Child Care	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 - 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. 3. Letter from the adult, center or organization providing child care
Parent Employment **BY THE REQUESTED SCHOOL DISTRICT**	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 **by the requested school district** - Letter on the employer's stationery verifying schedule (hours and days).
Medical	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.
Promotion	1. Must be a returning student and completing the final grade (5^{th} or 8^{th}) offered at the same school. 2. Copy of report card is required to verify enrollment.
Boundaries	The following proofs of residency are required and each **must** state the **same** name and address of the enrolling parent/guardian. 1. Driver license 2. Two utility bills or show a rental agreement verifying if you do not pay utilities.
Complete School Year:	Family moves into Lawndale during the last trimester. The following is required: 1. Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary. 2. Copy of report card is required to verify enrollment.
Special Circumstances:	Letter from parent/guardian explaining special circumstance that an interdistrict permit is necessary.