



REGISTRATION SERVICES

25 Churchill Avenue
Palo Alto, CA 94306
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RegistrationServices@pausd.org

REQUEST FOR INTERDISTRICT ATTENDANCE PERMIT

This form is used by parents/guardians who reside (live) within Palo Alto Unified School District (PAUSD) ("district of residence") but want their child to attend school in another district ("district requested").

District of Residence: PAUSD School Year: _____ ☐ New Request ☐ Renewal Request

District Requested: _____ School Desired: _____

STUDENT AND PARENT/GUARDIAN INFORMATION

Student Name: _____ Birthdate: _____ Grade: _____ ☐ M ☐ F

Parent/Guardian's Name: _____ Parent/Guardian's Name: _____

Home Address: _____ Home Address: _____

Phone: _____ Email: _____ Phone: _____ Email: _____

Will student need ROC/Adult Ed Services? ☐ Yes ☐ No

If the student will receive special services, indicate which type

☐ 504 ☐ Speech ☐ Special Day Classes ☐ Resource Specialist Program ☐ Other: _____

☐ **Attach Current Proof of Residence (Property Tax or Lease)**

REASON(S) FOR THE REQUEST

Please check one or more of the reasons for the request listed below and then, if necessary, use the space to the right to further explain. Attach supporting documentation if required. Explanation if Necessary:

Reasons for the Request:

☐ Child Care ☐ Junior / Senior Privilege ☐ Employment within District (**Attach proof of Employment**)
☐ Specialized Program ☐ Change of Residence ☐ Other: _____

PARENT/GUARDIAN STATEMENT

In making this request, I understand the following conditions:

- 1) Approval by both districts is required;
- 2) The District Requested may investigate the student's attendance, behavior, and academic records before acting on the request;
- 3) If granted, this Permit will be in force for one (1) year and only if the student meets the attendance, behavior, and academic requirements of the District Requested;
- 4) If the Permit is granted, the student and parent/guardian will be expected to cooperate with all school personnel;
- 5) If the Permit is granted, the parent/guardian will be responsible for the student's transportation to and from school;
- 6) If the request is denied by PAUSD, and all appeal rights have been exhausted, parents/guardians have the right to appeal the decision to the Santa Clara County Board of Education.

I hereby certify that the student and parent/guardian information provided above is accurate and that I understand and agree to the above stated conditions.

Signature of Parent/Guardian: _____ Date: _____

DECISION OF AFFECTED DISTRICTS

DISTRICT OF RESIDENCE (PAUSD)

☐ Approval ☐ Denial

Reason(s) for Decision if Denied: _____

DISTRICT REQUESTED

☐ Approval ☐ Denial

Reason(s) for Decision if Denied: _____

Supervisor: _____ Date: _____

Phone: (650)329-3761 Fax: (650)321-4525

Administrator: _____ Date: _____

Phone: _____ Fax: _____

PROCESS AND TIMELINES FOR INTERDISTRICT ATTENDANCE AGREEMENTS AND APPEALS

(Education Code §§46601-46601.5)

Requests to Districts:

1. Parents/guardians requesting their child be transferred from their district of residence to another district must complete the "Interdistrict Attendance Permit" form and submit it to both districts- The form may be obtained from the district of residence.
2. The districts must respond to requests according to the following timelines:
 - Requests for the current school year: 30 calendar days from receipt of the request
 - Requests for the subsequent school year: 14 calendar days from the start of instruction in the school year
3. Requests for the subsequent school year which are made fewer than 30 calendar days before the first day of school must be resubmitted after the start of school and will then be considered as requests for the current school year.
4. Requests which have been granted will be in force for one school year and will remain in force only if the student meets the attendance, behavior, and academic requirements of the district requested.

Appeals to the County Board of Education:

1. If either or both districts deny the request or fail to approve the request within the timelines noted above, the parents/guardians have the right to file an appeal with the County Board of Education within 30 calendar days. Appeals must be filed in writing on the Interdistrict Attendance Appeal Request form, which may be obtained from the **Santa Clara County Office of Education; 100 Ridder Park Drive, Mail Code 201, San Jose, CA 95131-2398, phone (408) 453-6509.**
2. The appeal hearing before the County Board must be scheduled within 30 calendar days from the date of filing, except that this time requirement may be extended by an additional 5 calendar days for good cause.
3. The County Board has no authority to consider the following:
 - The assigned school within the requested district;
 - Employment-based interdistrict transfer requests (also known as "Allen Bill" requests),
 - Denials of interdistrict transfer requests for students who have been expelled or are being considered for expulsion;
 - Denials of Intradistrict transfers within the same district;
 - Special education issues which are subject to Education Code §5000 et. seq.
4. When granting an appeal, the County Board will indicate the duration of attendance, which is generally one school year.