

Regulation 5117: Interdistrict Attendance

Status: ADOPTED

Original Adopted Date: 08/19/2009 | **Last Revised Date:** 07/16/2020 | **Last Reviewed Date:** 07/16/2020

Interdistrict Attendance Procedures (transfers between districts):

General Guidelines

1. The permit office is responsible for processing interdistrict permits.
2. The request for a permit is initiated by the parent at their child's district of residence.
3. The parents/guardians of the child must be informed that the acceptance of their child is contingent upon the parent/guardian and the child assuming full responsibility for:
 - a. Satisfactory attendance
 - b. Satisfactory behavior
 - c. Satisfactory academic effort
 - d. Providing necessary documentation requested regarding and including child care, employment, doctor's recommendations and guardianship documentation.
 - e. Understanding that the receiving school has the right to rescind any prior approved interdistrict permit if the parent/guardian or student does not fulfill the responsibilities listed in 3.a, b, and c above.
4. It is the responsibility of each school to ensure that nonresident students registered and enrolled without a valid permit be returned to the school of residence.

Conditions for Accepting and Retaining Interdistrict Attendance Permits

The school site designee and the Superintendent or designee shall approve or deny applications for transfers. The acceptance of interdistrict permits for students from other school districts to attend classes within the district shall be subject to the following:

1. The student seeking an initial interdistrict permit in the district must submit an SMMUSD permit application and present a permit authorizing his/her release from the school district of residence.
2. A release from the school district of residence is required for each permit application.
3. The student must be eligible to attend elementary school, middle school, or senior high school classes maintained by the Santa Monica-Malibu Unified School District and there must be an existing opening in the class, grade level, education program and school to which the student seeking the interdistrict permit would be initially enrolled. Additionally, approval is contingent on applicants demonstrating they meet standards for retaining a permit, including standards of behavior, attendance or academic effort. The district will not pay excess costs to provide specialized services to students on permit.
4. All students currently attending on an interdistrict permit will be allowed to remain in the district until they leave or graduate, assuming that they: (a) annually submit a Verification of Continuing Enrollment to SMMUSD, (b) comply with all the SMMUSD application requirements, and (c) uphold appropriate standards of behavior, attendance, and academic effort. Failure to submit a Verification of Continuing Enrollment will result in the interdistrict permit being cancelled.
5. Interdistrict attendance permits may not be rescinded for 11th and 12th graders, or after June 30 for students completing 10th grade.
6. Students whose interdistrict permits have been cancelled by the District are not eligible to submit a new interdistrict permit application.

Conditions for Cancellation of Interdistrict Permits

The receiving school or district has the right to revoke any previously approved interdistrict permit for the following reasons:

1. Failure to submit a Verification of Continuing Enrollment, annually
2. Falsification or misrepresentation of information
3. Enrollment fluctuation
4. Unsatisfactory behavior
5. Unsatisfactory attendance
6. Unsatisfactory academic effort/achievement
7. A change in childcare arrangements
8. Inappropriate guardianship documentation
9. Reason for the original issuance of the permit by the school district of residence is no longer valid
10. Student becomes eligible for a program or class other than the one to which he/she was admitted and there is no available space in the new program or class.
11. A parent requests a transfer to another district school instead of the school his/her child was admitted.

Appeal Procedures

1. Interdistrict transfer requests that are denied by the district at the school level may be appealed by the parent/guardian to the Superintendent or designee within ten business days from the day the request for acceptance of permit is denied.
2. The appeal is to be in writing and must provide all information and detail as to why the denial is being appealed.
3. The Superintendent or designee shall review the permit appeal based on Board policy and regulations, state law, and in consultation with school site(s), parents/guardians and the appropriate district staff as necessary.
4. If the permit continues to be denied, the parent/guardian may within 30 calendar days of the denial, appeal to the Los Angeles County Board of Education
5. There is no appeal process to the Los Angeles County Board for interdistrict permits that are revoked.

Annual Report

The Board will receive a report on permits by January 31 of each year.

Supporting Documents

 AR 5117_Interdistrict Attendance