



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

Intradistrict Permit Information Open Enrollment

The Santa Monica-Malibu Unified School District (SMMUSD) Board of Education desires to provide enrollment options that meet the diverse needs and interests of district students. Although students generally must attend their school of residence, the Board of Education has approved procedures for Intradistrict Open Enrollment Transfers. Upon request, the Superintendent or designee may approve the selection and transfer of students among district schools in accordance with law, Board Policy and administrative regulations.

What is an intradistrict permit?

Students who reside within the boundaries of SMMUSD may apply to attend a school other than their school of residence on an intradistrict permit.

Who may apply for an intradistrict permit?

Intradistrict permits are subject to the terms and conditions stipulated in Board of Education Policy (BP) 5116.1. Intradistrict transfers are open to all students who reside within the boundaries of SMMUSD who seek to enroll in a school other than their school of residence. Approval is subject to enrollment and space availability.

What is the application process?

Applicants must complete the following application process:

1. Enroll in the SMMUSD school designated for your residential address. This is **REQUIRED** for permit consideration. Locate your school here: <https://locator.decisioninsite.com/?StudyID=205984>
2. Complete and sign **one** SMMUSD Intradistrict Open Enrollment Transfer Application for **each student** requesting an intradistrict transfer, verifying you have reviewed and understand the terms and conditions for Intradistrict permits.

Intradistrict permit applications for the 2026-2027 school year will be accepted via the online form from **February 17 to March 17, 2026.**

EMAILED, FAXED, INCOMPLETE OR LATE APPLICATIONS WILL NOT BE PROCESSED.

Approval is subject to enrollment and space availability; and the terms and conditions stipulated in BP 5116.1. Additionally, the district retains the authority to maintain appropriate racial and ethnic balances in its schools

(EC 35160.5). Transfer requests shall be processed using a random and unbiased selection process. Student Services will notify applicants who are approved for an intradistrict transfer and applicants whose applications are denied.

Once approved, is it necessary to reapply each year?

Students who enroll at their non-resident school with an intradistrict permit do not need to reapply each year. Once a family has received an intradistrict permit, the receiving school shall be regarded as the home school. It is not necessary to reapply each year. Furthermore, the receiving school shall be regarded as the home school of that family, and all siblings in the family may attend that school. The student shall remain in the school pathway.

Is transportation provided?

Parents/guardians are responsible for providing transportation to and from school for students who are approved for an intradistrict transfer.



Residency checks

Board Policy 5111 states that if any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts to determine that the student meets residency documentation establishing residence.

Residency checks are a last option and done when other attempts to resolve residency questions have been unsuccessful. The need to verify residency is prompted in various ways that include, but are not limited to: Returned mail, high tardiness and absenteeism, reports from other parents and community members, reports from individuals who previously signed affidavits and student self-reports.

When residency is in question, parents are asked to verify residency by providing documentation that substantiates their residency. When parents are unable to provide the documentation required to verify residency, further questioning of the parent occurs. Campus Security Officers may be enlisted to do reference checks as a last resort. Typically steps include observing addresses at times when students will be likely home such as early in the morning, observing to see if they are coming and going. If inconclusive, they will attempt to contact the family by knocking on doors. Campus Security Officers identify themselves as employees of the District, state their purpose and provide a business card. If the Security Officer is successful at reaching parents at the residence, they will either ask to see the children or ask to see evidence that the child lives at the residence. Evidence may include checking sleeping quarters and seeing the presence of clothing appropriate for school-age children. Parents must give approval for this check and accompany the Security Officer every step.

Families have an obligation to inform the school when they change residence. This provides the best opportunity to explore options for maintaining enrollment.