



WISEBURN UNIFIED SCHOOL DISTRICT
 201 N. Douglas Street, El Segundo, CA 90245 • Phone: (310) 725-2101
 • enrollment@wiseburn.org

INTERDISTRICT ATTENDANCE RELEASE APPLICATION

Permits granted to attend a school outside of the Wiseburn Unified School District are for release purposes only.
 Acceptance of the student is to be determined by the receiving district.

Permits need to be renewed every five years.

Student Information:

Student Name (*Last, First*): _____ **Grade in September 2026:** __
 Birth Date: _____ Age: _____ Sex: _____ Contact Number: _____ home cell work
 Home Address / City / Zip Code: _____
 Student lives with: Both Parents Mother Only Father Only Legal Guardian Other (*specify*): _____
 Name(s) of Parent (s) /Legal Guardian (s): _____
 Email Address: (*please print clearly*) _____
 Are you active military? Yes No If yes, where are you posted/stationed? _____

Student Demographic Information: The information below is collected in accordance with Board Policy 5117.

Ethnicity: Is the student Hispanic or Latino? (*select one*) Yes, Hispanic or Latino No, Not Hispanic or Latino
 Race: (Select one or more) American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White Other (*specify*): _____
 Gender: Female Male Nonbinary Prefer to self-describe: (*specify*) _____
 Prefer not to disclose
 Socioeconomic Status: (*self-reported*) Is the student considered economically disadvantaged? Yes No
 Prefer not to answer

Student's Current Status: (*choose one*)

No Special Services GATE Student English Language Learner 504 Plan
 Special Education - receiving the following services:
 Special Day Class (SDC) Resources Specialist (RSP) Speech/Language

School Information:

Current/Last School: _____ District: _____ Grade: _____

School of Residence: _____ District: _____ Attended: Yes No

School Requested: _____ District: _____

Reason(s) for Request: Check all that apply and provide the documentation to support each reason – refer to the Interdistrict Attendance - Required Documentation Page (page 3 for details).

- Child Care Parent Employment Specialized Program Complete Final Year at Current School
- Sibling Continuing Enrollment Change in Residence Other (*Please specify in a separate sheet*)

I certify under penalty of perjury that all information in this application is true and correct. I understand that the permit is not granted until accepted by the receiving school district. This permit may be revoked because of excessive truancy, tardiness, continued disruption of the educational program, lack of space in the school, program or class, or false statements on this application.

Signature of Parent/Legal Guardian: _____ Date: _____

For Wiseburn Unified School District Office Use Only:

Approved Denied

Conditions: No cost to district of residence. Transportation will not be provided by the Wiseburn Unified School District.

Authorized Signature: _____ Date: _____

If the permit is denied, you have the right to appeal the decision, in writing, within 10 calendar days from the date of the denial to the Wiseburn Unified School District Superintendent/Designee. If the appeal is denied, the applicant has the right to appeal to the Los Angeles County Board of Education within 30 calendar days of the final appeal notice (CA Ed. Code 46601). For more information contact the Permit Office at (310) 725-2101.

For Proposed District of Attendance: Approved Denied Reason for denial:

Authorized Signature: _____ Date: _____ District: _____

INTERDISTRICT ATTENDANCE RELEASE APPLICATION - REQUIRED DOCUMENTATION

All applications must include a copy of the most current transcript and/or report card, as well as documentation to support each reason indicated on the application. In addition, applicants are required to submit the following documents at the time of submission:

- A supplemental residency verification document (e.g., utility bill, internet bill, cable bill, auto insurance bill, voter registration, or correspondence from a government agency) that is postmarked within the last 60 days.
- A valid parent or legal guardian identification (e.g., California Driver's License or California Identification Card).

Below is a chart outlining the required documentation that must be attached to the application. Please note that incomplete applications will not be processed and will be considered abandoned after 30 days. Requests will be reviewed in accordance with local Board policies and based on individual merit.

Reason for Request	Documentation Required
Child Care	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> - Copy of a recent pay stub - 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 of employment ▪ Letter from the adult, center or organization providing child care <ul style="list-style-type: none"> - Name, address and contact information of the adult, center or organization - Child care license number and fees, if applicable - Hours of operation for the center or organization, or hours that the student is under care - Length of time student has been under care by the adult, center or organization ▪ Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under child care reasons
Parent Employment	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> - Copy of a recent pay stub - 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 of employment ▪ Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under parent employment reasons.
Sibling	<ul style="list-style-type: none"> ▪ Name, grade and school where the sibling attends (sibling must already attend the proposed district of attendance) ▪ Copy of the sibling's last report card ▪ Copy of the sibling's release permit from the district of residence.
Health & Safety	<ul style="list-style-type: none"> ▪ Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issues (if applicable) ▪ Police or school report supporting safety-related issues (if applicable) ▪ Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary under health and safety reasons.
Specialized Program	<ul style="list-style-type: none"> ▪ Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested ▪ Letter from parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the district of residence.
Continuing Enrollment	<ul style="list-style-type: none"> ▪ Copy of the student's last report card ▪ Letter from parent/guardian stating the enrollment history (grade and school/district) of the student since kindergarten.
Final Year	<ul style="list-style-type: none"> ▪ Copy of the student's last report card
Change in Residence	<ul style="list-style-type: none"> ▪ Copy of escrow documents

TERMS AND CONDITIONS

- An interdistrict permit is granted or denied per the terms and conditions stipulated in board policy.
- Once an interdistrict permit has been granted, a student is **not** required to reapply unless an agreement between the governing boards of the district of residence and the district of enrollment states otherwise.
- A permit may be revoked at any time by the district of enrollment 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.
 - Other conditions that occur that would render continuance inadvisable.
- 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 may 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

WISEBURN UNIFIED SCHOOL DISTRICT
PARENT/GUARDIAN EXIT INTERVIEW FORM

Please answer these questions and submit this form with your Interdistrict Attendance Release Application to the District Office, or submit it via email at enrollment@wiseburn.org.

1) Would you consider having your child return to the Wiseburn Unified School District in the future?

2) Would you recommend the Wiseburn Unified School District to a colleague or friend as a quality learning environment for children?

3) Is there anything the Wiseburn Unified School District could do to encourage your family to remain enrolled or to enroll/re-enroll in the future?

4) How could the Wiseburn Unified School District improve to more effectively meet the needs of students and families?
