



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

Interdistrict Permit Information

Although students generally must attend school in the district and school where their residence has been established, the Santa Monica-Malibu Unified School District (SMMUSD) Board of Education recognizes justifiable reasons for Interdistrict permits. Upon request, the Superintendent or designee may accept students from other districts who seek to enroll in SMMUSD.

What is an Interdistrict permit?

Students who reside outside the boundaries of SMMUSD may apply to attend school in SMMUSD on an Interdistrict permit (Interdistrict transfer release) from their school of residence.

Who may apply for an Interdistrict permit?

Interdistrict permits are subject to the terms and conditions stipulated in Board of Education Policy (BP) 5117. SMMUSD will accept new Interdistrict permit applications for schools in the City of Malibu - and grades TK through 11, and for schools in the City of Santa Monica - grades TK through 10. **Please note that SMMUSD does not accept new interdistrict permit applications for 12th grade at any location.**

Interdistrict permit applications will be accepted via the online form only.

EMAILED / FAXED / INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Approval is subject to space, budget and staff availability. Additionally, the Board of Education has established the following priority order, based on permit type, for receiving and granting application approval.

1. **SMMUSD Employee** – Child of a Santa Monica – Malibu USD employee: certificated, classified, management, full and part-time (minimum of 15 hours per week).
2. **Sibling** – Sibling of a current Interdistrict permit holder(s).
3. **City Employee** – Child of a City of Malibu or City of Santa Monica employee.
4. **Santa Monica College Employee** – Child of a permanent, full-time Santa Monica College (SMC) employee.
5. **Employed within SMMUSD Boundaries** – Child of an individual(s) working within the boundaries of SMMUSD.
6. **Alumni** – Child of an alumnus of Santa Monica High School, Malibu High School or Olympic High School.
7. **Grandparent** – Grandchild of an individual(s) who lives within the boundaries of SMMUSD for a minimum of five years.
8. **Continuing Enrollment** – Current student in “good standing” who has attended school(s) in SMMUSD for a minimum of three (3) complete school years.
9. **Other/Opportunity** – Student requesting admittance to a Malibu-area school who does not meet the criteria for another type of permit. (*Applicable for Malibu area school locations only*)
10. **Victim of an Act of Bullying** – Student determined “to have been a victim of bullying by an investigation and the bullying was committed by any pupil in the school district of residence.”

Guidelines previously applied to Edison, including the immersion program through Grade (8) eight, and our preschools will remain in effect.

What is the application process?

1. Obtain an Outgoing Interdistrict permit from the district of residency. Please check with your district of residence for their application dates and process, as some districts grant permits in a limited time window. Failure to obtain the required Outgoing Interdistrict permit will delay your application and is not grounds for an application extension beyond the cutoff date. Please also note that securing an Outgoing Interdistrict permit from the district of residence does not guarantee approval of the permit application or enrollment in SMMUSD.



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2. Gather all documents requested in the SMMUSD Interdistrict Transfer Application and Agreement. **Wait until you have all required documents to submit the application. If any document is missing, your application is incomplete and will be returned to you for correction and will not be considered until all materials are attached to the application.**

The required documents include:

- Outgoing Interdistrict Permit release from district of residency
 - Permit documentation based on type of permit, see table below for details.
 - Individualized Education Plan (IEP) (*Special Education students only*)
 - Applying for grades K* - 6: Most recent report card *(*Report card must be included if student previously attended a TK program*)
 - Applying for grades 7 – 11 only: Up-to-date academic transcript (6th grade to present) **PLUS** most recent report card
3. Complete the Interdistrict Permit Application online, attaching the required documents to the application. Sign the SMMUSD Interdistrict Permit Application and Agreement verifying you have reviewed and understand the terms and conditions for Interdistrict permits.

Type of Permit	Description of Permit & Required Permit Documentation
Santa Monica – Malibu Schools Employee	<i>Description</i> - Child of a SMMUSD employee: Certificated, Classified, Management, Full and Part-time (minimum 15 hours per week). <i>Documentation</i> – Verification of Employment letter from SMMUSD Human Resources Department.
Sibling	<i>Description</i> – Sibling of a current Interdistrict permit holder(s). <i>Documentation</i> – List name, school, grade level and ID number for all siblings.
City Employee	<i>Description</i> - Child of a City of Malibu or City of Santa Monica employee. <i>Documentation</i> – Verification of Employment from respective City’s Human Resources Department. Verification must be on official City letterhead, include work location or department and specify work schedule (hours and days).
Santa Monica College Employee	<i>Description</i> - Child of a permanent Santa Monica College (SMC) employee. <i>Documentation</i> – Verification of Employment from SMC Human Resources Department. Verification must be on official SMC letterhead, verify permanent employee status, include work location or department and specify work schedule (hours and days).
Employed within SMMUSD Boundaries	<i>Description</i> – Child of an individual(s) working within the boundaries of SMMUSD. <i>Documentation</i> - Verification of Employment from <i>Human Resources Department</i> . Verification must be on company official letterhead, include work location/department and specify work schedule (hours and days). Copy of business license for self-employed individuals.
Alumni	<i>Description</i> – Child of an alumnus of Santa Monica High School, Malibu High School or Olympic High School. <i>Documentation</i> – SMMUSD diploma (copy) or transcript with posted graduation date.
Grandparent	<i>Description</i> – Grandchild of an individual(s) who lives within the boundaries of SMMUSD for a minimum of five years. <i>Documentation</i> – Five years of tax statements verifying grandparent resides within the boundaries of SMMUSD. Copy of birth certificate of child’s parent. Copy of child’s birth certificate.
Continuing Enrollment	<i>Description</i> – Current student in “good standing” who has attended school(s) in SMMUSD for a minimum of three complete school years . <i>Documentation</i> – Proof of current SMMUSD enrollment. Parent/guardian may obtain proof of enrollment from the current school site.
Other (ONLY applicable for Malibu school selections)	<i>Description</i> – Student requesting admittance to a Malibu area school who does not meet the criteria for another type of permit. <i>Documentation</i> – Letter stating reasons for requesting an Interdistrict transfer.



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Victim of an act of bullying	<i>Description:</i> Student determined “to have been a victim of bullying by an investigation and the bullying was committed by any pupil in the school district of residence.” <i>Documentation:</i> 1. Copy of the written complaint in which there was a determination of bullying after an investigation by the District under the Uniform Complaint Procedures or the parent filed a written complaint with the local law enforcement agency; AND 2. The bullying was committed by any pupil in the school district of residence; AND 3. The parent has first explored an intra-district permit with the school of residence.
*Edison/PBL	<i>Description</i> – Student approved for enrollment at Edison Language Academy/PBL Pathway <i>Documentation</i> – Acceptance letter from Edison/PBL.

Please ensure that your child is enrolled in your home school of residence while you are waiting to hear whether your child has been approved for a permit with SMMUSD. Permit approval is subject to space, budget and staff availability; and the terms and conditions stipulated in BP 5117.

All applications will be treated in a fair and consistent manner. Student Services will notify applicants who are approved for an Interdistrict transfer and applicants whose applications are denied.

Once approved, is it necessary to reapply each year?

Students who enroll in SMMUSD on an Interdistrict permit do not need to reapply each year. All students currently attending on an Interdistrict permit will be allowed to remain in the District until they leave or graduate, assuming that they submit the Verification of Continuing Enrollment annually and uphold standards of behavior, attendance and academic effort. Students who have been granted a permit due to parent employment ([Santa Monica – Malibu Schools Employee, City Employee, Santa Monica College Employee, Employed within SMMUSD Boundaries](#)) must attach a dated verification of employment letter from their HR department on company letterhead and listing the parent employee’s work address with their Verification of Continuing Enrollment annually. Students who disenroll at any point will forfeit their interdistrict permit. They may apply for a new interdistrict permit during the next permit application window and approval will be subject to space availability. Interdistrict permits for 11th and 12th graders may not be rescinded unless the student disenrolls.

What are the conditions for cancellation of interdistrict permits?

SMMUSD has the right to revoke any previously approved interdistrict permit for the following reasons:

1. Failure to submit a Verification of Continuing Enrollment, annually. Students who have been granted a permit due to parent employment ([Santa Monica – Malibu Schools Employee, City Employee, Santa Monica College Employee, Employed within SMMUSD Boundaries](#)) must attach a dated verification of employment letter from the employer’s HR department on company letterhead and listing the parent employee’s work address to their Verification of Continuing Enrollment annually. Paycheck stubs are not accepted.
2. Falsification or misrepresentation of information, including failure to disclose special services previously received and/or IEP
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 to which his/her child was admitted.



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If a permit is granted for parent employment and the parent no longer has a qualifying job, will the student lose their permit?

If the parent no longer has a qualifying job, their existing permit is no longer valid. The student will need to submit a new interdistrict application, selecting a different permit category, with a new outgoing interdistrict permit release from their district of residence. If no new permit application is received, the student will be disenrolled at the end of the current school year.

Is transportation provided?

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