



Pupil Services and Attendance

Office of Permits and Student Transfers
How to Apply for an Outgoing Inter-District Permit

Starting on February 1st annually, the LAUSD will accept inter-district permit applications for the upcoming school year. The application will close on April 30th for outgoing permits. There is no closing date for incoming permits.

STEP ONE: Go to <http://studentpermits.lausd.net> and click on the orange button that says “Inter District Permits Requests (from one District to another District).”



STEP TWO: Scroll down to “Outgoing Inter-District Permits (Leaving the LAUSD),” click on “Apply Online for Outgoing Permit.”

Outgoing Inter-District Permit (Leaving the LAUSD)

May be granted for students who reside within the boundaries of the LAUSD, but are requesting to attend another school district. These types of permits are processed by the Office of Permits and Student Transfers and require prior release from the LAUSD prior to enrollment in the desired school district.

The outgoing inter-district permit application period is opens on February 1st for the next school year and closes on April 30th annually. All requests, other than parent employment, made outside of this designated application period will be referred to the Los Angeles County Office of Education (LACOE) for appeal.

Applications must be submitted online. Paper applications will not be accepted.

1. Outgoing Information Packet
2. Apply Online for an Outgoing Permit

The outgoing inter-district permit application period is opens on February 1st for the next school year and closes on April 30th annually. All requests, other than parent employment, made outside of this designated application period will be referred to the Los Angeles County Office of Education (LACOE) for appeal.

Application Process:

- The parent must fill out the incoming inter-district permit application online.
- After submitting application, the parent will receive a confirmation number. A copy of the confirmation number should be recorded for future reference.
- The parent must upload the required supporting documents to the student’s on-line application.

Outgoing Inter-District Permit requests can be based upon:

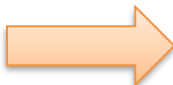
- Parent Employment
- Specialized Comprehensive Program
- Continuing Enrollment
- Sibling
- Childcare
- Victim of an Act of Bullying
- Child of an Active Duty Military Parent
- Exception

Required documents will vary, depending on the type of permit requested.

Apply Online for an Outgoing Permit

Safari is not compatible with LAUSD’s application system. It is recommended that you switch your internet browser to Firefox, Google Chrome, or Internet Explorer.

Childcare Affidavit





Pupil Services and Attendance

STEP THREE: Click on "Outgoing LAUSD Permit Click Here."

Welcome to Inter-District Permits Application

Permit Requests from one school district to another school district



Incoming LAUSD Permit

[Incoming LAUSD Permit Click Here](#)

[Incoming Permit Check Status](#)

[Incoming Permit Upload Document](#)

Outgoing LAUSD Permit

[Outgoing LAUSD Permit Click Here](#)

[Outgoing Permit Check Status](#)

[Outgoing Permit Upload Document](#)



STEP FOUR: Click on Continue

INTER-DISTRICT PERMIT APPLICATION OUTGOING STUDENTS

We're sorry that you're interested in leaving the Los Angeles Unified School District. LAUSD has hundreds of other school options that are available to your family. Please take a moment to review the various school choice programs and see if there is a more appropriate LAUSD program for your child at <https://apply.lausd.net>.



Continue

Other LAUSD Programs

STEP FIVE: Read the guidelines and check the box at the bottom

- 2. Falsified information or documentation
- 3. Any change to the permit criteria
- 4. Truancy
- 5. Infractions of school rules and regulations
- 6. Failure to make satisfactory academic progress
- 7. The student is dropped off or picked up is beyond regular school hours including before and after school programs.
- 8. Changes in the Individualized Education Program (IEP), which the LAUSD cannot provide.



I have read and agreed on the above terms and conditions



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STEP SIX: Complete the application. Make sure that every with a red asterisk is fill out. Enter the numbers in the green box in space that says, “Retype the number showing in the box above” and then click on “Submit the Application.”

STEP SEVEN: Apply for an Outgoing inter-district permit. Please make sure:

- Every box with a red asterisk (*) must be filled out.
- Verify that you are applying for the correct school year.
- The “grade requested” should be the grade the student will be attending in the school year selected. The “current grade” may be left blank.
- Then, click on “Submit Application.”
- Once you click on submit, you should receive a confirmation number on the next page that pops up on your computer. Receipt of a confirmation number indicates that your application was submitted. If you do not receive a confirmation number, you will need to re-submit the application.
- Please keep a copy of your confirmation number. You will need it in order to upload your documents.

If you do not receive a confirmation number, please check the following:

- Application should be submitted using a PC, not a phone or iPad.
- Safari is not compatible with our system. Use Firefox, Google Chrome, or Internet Explorer.
- The application does not work well with Apple products.

STEP EIGHT: Uploading Documents

- Please go to <http://studentpermits.lausd.net>.
- Scroll down to “Incoming Inter-district Permits” and click on “**UPLOAD DOCUMENTS.**”
- Enter the student’s “First Name, Last Name, Date of Birth, and Confirmation Number.”
- Click on “Upload Documents.”
- Click on “Browse”, and search for your document on your computer. Open your document and click on “Add File.”
- Then, click on “Download Receipt.”

Applications are processed in the order received. The Office of Permits and Student Transfers may reach out via email if documents are missing or if additional information is required.

NOTE: The response to your LAUSD permit request will be sent to the email indicated on the application. Please ensure the accuracy of the email address. In addition, there is a chance that the response will be directed to your spam or junk mail folder. Please check those regularly as well.

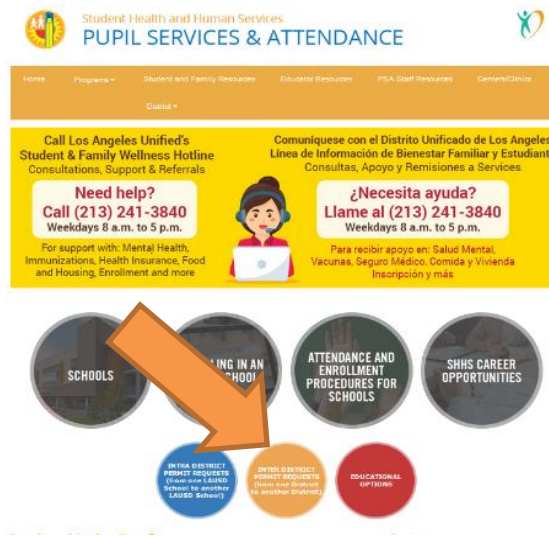


Pupil Services and Attendance

Oficina de Permisos y Traslados Estudiantiles
Cómo solicitar un permiso de salida entre distritos

A partir del 1º de febrero de cada año, el LAUSD aceptará solicitudes de permisos entre distrito para el próximo año escolar. La solicitud se cerrará el 30 de abril para los permisos de salida. No hay fecha límite para los permisos entrantes.

PASO UNO: Vaya a <http://studentpermits.lausd.net> y haga clic en el botón anaranjado que dice "Solicitudes de permisos entre distritos (de un distrito a otro distrito)".



PASO DOS: Desplazase hacia abajo hasta "Permisos saliendo del distrito/ Outgoing Inter-District Permits", haga clic en numero 2 "Solicitar en línea para el permiso saliendo del distrito / Apply Online for Outgoing Permit".

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Apply Online for an Outgoing Permit

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Childcare & Affiliates



Pupil Services and Attendance

PASO TRES: Haga clic en para español y después haga clic en "Permiso saliente del LAUSD, haga clic aquí".

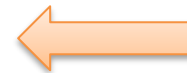
Welcome to Inter-District Permits Application

Permit Requests from one school district to another school district



- Incoming LAUSD Permit
- [Incoming LAUSD Permit Click Here](#)
- [Incoming Permit Check Status](#)
- [Incoming Permit Upload Document](#)

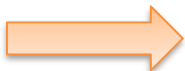
- Outgoing LAUSD Permit
- [Outgoing LAUSD Permit Click Here](#)
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PASO CUATRO: Haga clic en Continuar

PERMISOS INTER DISTRITAL PARA SALIR DEL DISTRITO

Sentimos que usted está interesado en dejar el Distrito Escolar Unificado de Los Ángeles. LAUSD tiene cientos de opciones escolares que están disponibles para su familia. Por favor, tómese un momento para revisar los diversos programas y ver si hay un programa más adecuado dentro de LAUSD para su hijo/a visite <https://apply.lausd.net>.



[continuar](#)

[LAUSD Opciones](#)

PASO CINCO: Leer las directrices y a continuación marque la caja en la parte de abajo, "He leído y acepto los términos y condiciones anteriores."

Permits may be cancelled, revoked, or denied renewal for the following reasons:

1. Publicado por error
2. Información falsa o documentación
3. Cualquier cambio en los criterios de permisos
4. Ausentismo
5. Las infracciones de las normas y reglamentos escolares
6. La falta de un progreso académico satisfactorio
7. El estudiante es dejado o recogido más allá de las horas escolares regulares, incluidos los programas antes y después de la escuela.
8. Cambios en el Programa de Educación Individualizada (IEP), que el LAUSD no pueden proporcionar.



He leído y acepto los términos y condiciones anteriores



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PASO SEIS: Complete la solicitud. Asegúrese de que todos los que tengan un asterisco rojo estén completos. Ingrese los números en el cuadro verde en el espacio que dice, "Vuelva a escribir el número que aparece en el cuadro de arriba" y luego haga clic en "Enviar la solicitud".

Una vez que marque la caja, será dirigido a la página de solicitud de permiso entre distritos.

PASO SIETE: Solicite un permiso entrante entre distritos

- Cada caja con un asterisco rojo (*) debe completarse.
- Verifique que está solicitando el año escolar correcto.
- El “grado solicitado” debe ser el grado al que asistirá el estudiante en el año escolar seleccionado. El “grado actual” puede quedar en blanco.
- A continuación, haga clic en “Enviar Solicitud.”
- Una vez que haga clic en “Enviar Solicitud,” debe recibir un número de confirmación en la página siguiente que aparece en su computadora. La recepción de un número de confirmación indica que se envió su solicitud. Si no recibe un número de confirmación, deberá volver a enviar la solicitud.
- Guarde una copia de su número de confirmación. Lo necesitará para subir sus documentos.

Si no recibe un número de confirmación, verifique lo siguiente:

- La solicitud debe enviarse utilizando una PC (computadora personal), no un teléfono o iPad.
- Safari no es compatible con nuestro sistema. Utilizar Firefox, Google Chrome o Internet Explorer.
- La aplicación no funciona bien con los productos Apple.

PASO SIETE: Carga de documentos

- Vaya a <http://studentpermits.lausd.net>.
- Desplazarse hacia abajo "Permisos Entrantes Entre Distritos" y haga clic en "SUBIR DOCUMENTOS."
- Ingrese el "Nombre, Apellido, Fecha de Nacimiento y Número de Confirmación" del estudiante.
- Haga clic en "Suba los Documentos."
- Haga clic en "Browse" y busque su documento en su computadora. Abra su documento y haga clic en "Agregar el Archivo."
- A continuación, haga clic en "Imprima el Recibo."

Las solicitudes se procesan en el orden en que se reciben. La Oficina de Permisos y Traslados Estudiantiles puede comunicarse por correo electrónico si faltan documentos o si se requieren información adicional.

NOTA: La respuesta a su solicitud de permiso del LAUSD se enviará al correo electrónico indicado en la solicitud. Asegúrese de la exactitud de la dirección de correo electrónico. Además, existe la posibilidad de que la respuesta se dirija a su carpeta de correo no deseado o correo basura. Por favor revíselas también con regularidad.