

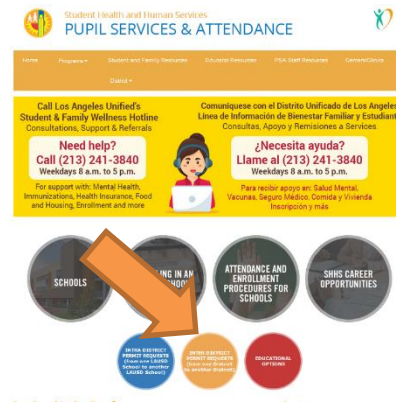


Pupil Services and Attendance

Office of Permits and Student Transfers
How to Upload Documents

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 “INTER DISTRICT PERMIT REQUESTS (from one District to another District).”



STEP TWO: Scroll down to “Incoming Inter-District Permits (Entering the LAUSD),” click on “Upload Documents.” Then click on the button that says, “Upload Documents.”

Incoming Inter-District Permit (Entering the LAUSD)

1. Guidelines: Incoming Information Packet
2. Apply Online for an Incoming Permit
3. Administrative Recommendation Form
4. Childcare Affidavit
5. Check Status
6. Upload Documents



Parent must upload all required documentation to the student’s on-line application. The documents uploaded should support the type of permit requested.

To upload documents, you must enter the following information:


- Child’s Last Name
- Child’s First Name
- Date of Birth
- Confirmation Number



Upload Documents

[Expand All](#)

STEP THREE: Enter the student’s “First Name, Last Name, Date of Birth, and Confirmation Number.” Then, click on the “Upload Document” button. Then click on the “Browse” button and look for your document you want to upload. Open the document and click on the “Add File” button.



Los Angeles Unified School District
Student Application For Inter-District Permit

Please enter the student data on the permit application.

First Name: *

Last Name: *

Date Of Birth: (mm/dd/yyyy)*

Confirmation # *

* Required fields

Add document

You can only upload WORD/PDF/JPG/PNG/TIFF documents and files less than 4MB:

No file selected.

STEP FOUR: Click on the “Download Receipt” button to confirm the attachments.

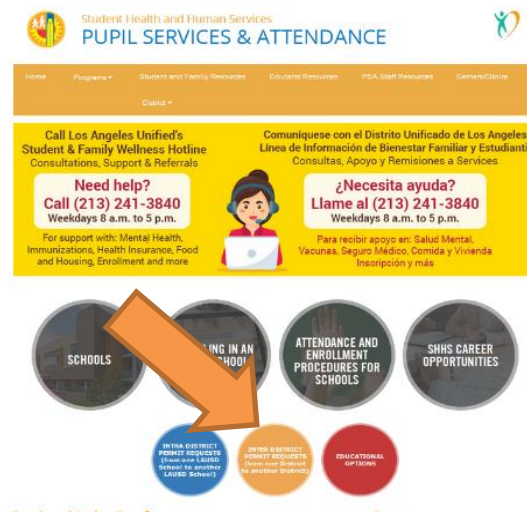


Pupil Services and Attendance

Oficina de Permisos y Traslados Estudiantiles
Cómo Subir Documentos

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: Desplazarse hacia abajo hasta "Permisos Entrantes Entre Distritos (Ingresando al LAUSD) / Incoming Inter-District Permits (Entering the LAUSD)," haga clic en numero 5, "Subir Documentos/Upload Documents."

Incoming Inter-District Permit (Entering the LAUSD)

1. Guidelines: Incoming Information Packet
2. Apply Online for an Incoming Permit
3. Administrative Recommendation Form
4. Childcare Affidavit
5. Check Status
6. Upload Documents

Parent must upload all required documentation to the student's on-line application. The documents uploaded should support the type of permit requested.

To upload documents, you must enter the following information:

- Child's Last Name
- Child's First Name
- Date of Birth
- Confirmation Number

Upload Documents



[Expand All](#)

PASO TRES: Ingrese el "Primer nombre, Apellido, Fecha de Nacimiento y Número de Confirmación" del estudiante. Haga clic en el botón que dice " Subir Documentos". Haga clic en el botón que dice "Buscar/Browse," y busque el documento que guste subir. Abra el documento y haga clic en el botón que dice "Agregue el Archivo."

Favor de entrar los datos del alumno en la solicitud de permiso.

Nombre: *

Apellido: *

Fecha de nacimiento: (mm/dd/yyyy)*

Núm. de confirmación*



* Datos requeridos

Añade el documento

Sólo se puede subir a la red documentos y archivos de WORD/PDF/JPG/PNG/TIFF de menos de 4MG:

No file selected.

PASO CUATRO: Haga clic en el botón que dice "Imprima el Recibo" para confirmar los documentos adjuntos.