

INTER-DISTRICT PERMITS

LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY

An Inter-district permit authorizes the attendance of a student in a school district other than their school district of residence. For students with disabilities, the LAUSD Office of Permits & Student Transfers, in conjunction with the Division of Special Education have administrative responsibility for Inter-district Permit activity.

School principals are not to grant, deny, or cancel inter-district permits for students with disabilities who reside within the geographical boundaries of another school district.

- Students with disabilities applying for an Inter-district Permit must submit the following for review by the Permit Office via the OFFICE OF PERMITS & STUDENT TRANSFERS website at: <https://achieve.lausd.net/Page/1220> and the LAUSD Division of Special Education/Special Education Local Plan Area (SELPA) Office:
 - An inter-district release from the resident district
 - An Inter-SELPA Permit from the resident district SELPA Office
 - A copy of the most recent IEP
- Permits must be renewed annually. Renewal is based upon the applicant's continued eligibility and the ability of LAUSD to meet the goals identified on the IEP.
- All incoming special education requests for permits will be considered for students residing outside the geographical boundaries of the Los Angeles Unified School District under the following conditions:
 - The student was previously enrolled in an LAUSD school under another permit, was made eligible for special education and the school of attendance currently can implement the IEP.
 - The district of residence does not have an appropriate program to meet the student's needs and agrees to enter into an inter-agency agreement providing the services required. In addition, the LAUSD must be able to implement the IEP.
- Once a permit has been granted, the student is treated in every respect as a resident student in the delivery of services, instruction, resolution or remediation of any problems. *Special education instruction and services may not be withheld.*
- Responsibility for the development and implementation of the IEP must be coordinated with the sending district or SELPA.

IEP TEAM GUIDELINES FOR ANNUAL REVIEW OR AMENDMENT IEPs FOR STUDENTS ON AN APPROVED INTER-DISTRICT PERMIT.

PRIOR TO THE IEP MEETING

The following guidelines apply for annual reviews or amendments to an existing IEP for students attending a LAUSD school on an approved Inter-district Permit. A district of residence representative shall be sent a copy of the LAUSD *Notification to Participate in an Individualized Education Program (IEP) Meeting* for all

IEP team meetings scheduled for the student. It is advisable that the district of residence representative be contacted well in advance when scheduling the IEP meeting to facilitate participation.

The representative should be informed of any significant changes to the IEP that are anticipated to be discussed at the IEP meeting. Maintain documentation of all efforts to notify the resident district representative and upload all relevant notices to the *Attached Documents* section of the IEP Management screen. Preparatory activities are required in such instances to ensure all information is gathered prior to the IEP meeting. Inter-district permit questions can be directed to the LAUSD Division of Special Education, Operations Department.

DURING THE IEP MEETING

The school of attendance will convene the IEP meeting jointly with the district of residence. If the resident district is unable to send a representative and there is a needed change in the service provision, it may be necessary to indicate on the IEP that the case will be referred back to the district of residence. *Please note that transportation is not available as a service to be provided by the LAUSD for students who reside in another school district. Similarly, the IEP team does not have the authority to approve the inter-district permit for the coming year.*

AFTER THE IEP MEETING

If there is disagreement with the IEP, the parent will be advised of their procedural rights and safeguards and be provided with a *Parent's Guide to Special Education Services, (Including Procedural Rights and Safeguards)*. The resolution of this disagreement shall be between the parent, LAUSD and the district of residence.

While this process is taking place the student shall remain in the current placement and receive the services specified in the current IEP.

REQUESTS FOR INITIAL ASSESSMENT

Requests for initial assessment for Los Angeles Unified School District (LAUSD) resident students attending school in another school district on a general education inter-district permit shall be the responsibility of the district of attendance.

Requests for initial assessment for out-of-district resident students attending school in LAUSD on a general education inter-district permit shall be the responsibility of the LAUSD school of attendance.

PROCEDURES FOR LAUSD RESIDENTS REQUESTING OUT OF DISTRICT PERMITS

LAUSD students with disabilities applying for an Inter-district Permit to attend another school district must submit a request via the OFFICE OF PERMITS & STUDENT TRANSFERS (OPST) website at <https://achieve.lausd.net/Page/1220>. The online inter-district permit application period is February 1 - April 30 annually. Please contact the OPST office for further information.

INTER-DISTRICT APPEALS PROCEDURES FOR STUDENTS RECEIVING SPECIAL EDUCATION AND RELATED SERVICES

If a permit request is denied, cancelled or revoked by the LAUSD the parent has the right to appeal this decision. The school administrator must provide the parent with information regarding how to file an appeal. The appeal must be received at the OPST within 14 calendar days from the date of the denial letter. All appeals must be submitted in writing. The Appeals Process form and the required Application to Appeal are available on line at: <http://studentpermits.lausd.net>