INTER-DISTRICT PERMIT APPEALS

If your inter-district permit application has been denied cancelled, or revoked, you may appeal the decision if you believe that an exception to district policy is warranted or that your circumstances fall within district guidelines.

You must appeal to the district that denied, cancelled, or revoked your permit request. For LAUSD denied, cancelled, or revoked permit requests, follow the guidelines listed below. For all other districts, please contact them directly to receive further instructions on their appeal guidelines.

LAUSD APPEAL GUIDELINES

1. If you are denied a permit from LAUSD, you may file an appeal request. All appeals must be submitted in writing. The appeal procedures and required forms are available on-line at: http://studentpermits.lausd.net

2. The Appeal Request Form and any supplemental documentation must be postmarked and submitted to the OPST within 14 calendar days from the date of the denial letter. Faxed appeals will not be accepted.

3. Mail a completed Appeal Request Form to:
   LAUSD Office of Permits and Student Transfers
   P.O. Box 3307
   Los Angeles, CA 90051

4. All appeals, including those for students with disabilities, received within the timeline will be reviewed by the LAUSD Permits Appeal Committee. Additional information may be requested.

5. The OPST will notify you of the Committee’s decision upon review of the appeal request and any supporting documentation.

6. If you do not appeal within the required timeframe, the student will be expected to attend a school in your district of residence.

7. If your appeal request is granted, you will be issued a permit and your requested school or district of residence will be notified. If your appeal is denied, you will be notified by the OPST.

8. The decision of the LAUSD Permit Appeal Committee is the district’s final action on your request.

You have the right to appeal the LAUSD decision to the Los Angeles County Office of Education (LACOE) within 30 calendar days of the date of the appeal denial. The LACOE inter-district permit appeal packet is available online at: http://www.lacoe.edu
# INTER-DISTRICT PERMIT APPEAL REQUEST

**Type of Inter-District Permit Requested:**

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>First Name</th>
<th>Date of Birth</th>
<th>Grade Requested</th>
<th>Ethnicity</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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What is the date you moved to this address? (Month/year)

**Enrollment History (Please list all schools/districts previously attended):**

- **Elementary:** 1. 
- **Middle School:** 1. 
- **High School:** 1. 

**School District Requested**

<table>
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<tr>
<th>Name of School Requested</th>
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Does the student have an IEP? □ Yes □ No

Is the student under expulsion? □ Yes □ No

Have you been accepted into the school/program you are requesting? □ Yes □ No

Does the student have siblings? □ Yes □ No

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<tr>
<th>Name</th>
<th>Grade</th>
<th>School/District</th>
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**Name of Parent/Guardian**

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<th>Name of Parent/Guardian</th>
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**Home Phone**  | **Cell Phone**  | **Home Phone**  | **Primary Email Address** |

**Name of Employer**

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<th>Title</th>
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**Work Address**

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<th>Work Telephone</th>
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**Work Days and Hours**

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**Los Angeles Unified School District**
Office of Permits and Student Transfers

Is childcare a factor in this appeal? □ Yes □ No
If yes, please attach childcare affidavit, located on the application website.

Would you consider an LAUSD school close to your employment? □ Yes □ No

What other LAUSD schools would you consider?
1. ___________________________ 2. ___________________________ 3. ___________________________

If this appeal is not granted, what is the educational plan for this student?

I have been provided with the following documents, copies that are attached to this form:
- A written explanation of the permit application denial by the school or Office of Permits
- A copy of the LAUSD permit appeal process

In the space below, please explain why your child should be granted permission to leave the school or district of residence to attend the requested district or school. Attach additional documentation or supporting documents as necessary.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Parent or Guardian: ___________________________ Date: __________ Online Application Confirmation Number: ___________________________

Completed form and supplemental documents must be postmarked within 14 calendar days of the date of the denial letter.

Mail to:
Los Angeles Unified School District
Office of Permits and Student Transfers
P.O. Box 3307
Los Angeles, CA 90051

For Office Use Only

Date Received: Reviewed by: __________

□ Granted Date: __________ By: __________
□ Denied
