



## **INTRA-DISTRICT PERMIT GUIDELINES**

The Los Angeles Unified School District (LAUSD) offers a wide range of options to meet the educational needs of students and families. The school of residence can meet most students' needs. Intra-district Permits may be granted for students to attend a school in the LAUSD other than the LAUSD School of Residence. These permits are not processed through the Office of Permits and Student Transfers (OPST), but are handled by the two schools involved.

### **APPLICATION INSTRUCTIONS**

- Permit Application Information is available at any LAUSD school.
- Permits may be issued at any time for the current school year; however, applications for the upcoming school year will only be accepted after February 1.
- Parents must meet with a school administrator at the School of Residence to approve the release of the student.
- Permit applications and required documentation must be submitted and approved by both schools involved.
- Permits must be renewed annually only by the requested school. Release from the school of residence is not required annually.
- Required supplemental documentation must be submitted with the application packet to the LAUSD school of residence as well as the requested LAUSD school for each student.
- If the permit request is approved, the parent then takes the signed and stamped application form to the school requested. Approval is needed by the administrator of the school requested prior to registration.
- Approval from the school of residence does **not** guarantee that the request will be approved.

### **ADDITIONAL INFORMATION**

- A separate permit application packet must be submitted and approved individually for each student.
- Intra-district permits do not carry transportation privileges. Parents/guardians are responsible for transporting the student to and from school, attending school conferences and meetings as requested.
- The LAUSD must consider integration regulations, available space and cost factors involved prior to granting a permit.
- In a case involving divorced or separated parents, the student may attend the school in the residence area of either parent. No permit is necessary for the student to remain at one school or to transfer to the other.

### **INCOMPLETE APPLICATION**

- Incomplete application packets or those without required supplemental documentation will not be processed.

### **APPEALS INFORMATION**

- If a permit request is denied, the parent will be informed of appeal procedures by the school that denied the request



**STUDENTS WITH SPECIAL NEEDS**

- Processing time for students with special education or medical needs will require additional processing time and will be referred to appropriate offices for further review and approval.

**PERMIT CANCELLATION**

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

- Issues in error
- Falsified information or documentation
- Any change to the criteria required for the permit issued
- Truancy
- Infractions of school rules and regulations
- Failure to make satisfactory academic progress
- The student is dropped off or picked up beyond regular school hours including before and after school programs.



**INTRA-DISTRICT PERMITS AND CRITERIA**

**PARENT EMPLOYMENT**

Parent Employment Permits may be issued if at least one parent or guardian is physically employed fulltime (40 hours per week) within the attendance boundaries of the requested LAUSD school.

The following proof is required:

1. A copy of a recent pay stub and a letter on the employer's stationery verifying schedule (hours and days) and location of employment; **OR**
2. If self-employed, attach a copy of a valid current business license and a letter on the parent's business stationery verifying schedule (hours and days) and location of employment

**SPECIALIZED PROGRAM**

Specialized Program Permits may be issued to allow students access to a special program or opportunity within the LAUSD. This does not include Special Education Programs.

The following proof is required:

1. Program information (brochure, factsheet, etc.)
2. Written proof of acceptance into the requested program

**CONTINUING ENROLLMENT**

Continuing Enrollment Permits may be issued to allow a student to continue at his/her school of attendance.

The following proof is required:

1. A copy of a recent report card or progress report to verify enrollment

**SIBLING**

Sibling Permits may be issued for siblings of a student who is attending the requested school on a valid permit.

The following proof is required:

1. A copy of a recent report card or progress report of a sibling

**CHILDCARE**

Child Care permits can be issued when a student is cared for within the attendance area of another LAUSD school.

The following proof is required:

1. Child care provider must complete the Child Care Affidavit and the parent must sign the form.

**SAFETY AND PROTECTION**

Safety and Protection permits are issued for the purpose of protection or personal welfare of a student.

The following proof is required:

1. Parents/guardians shall provide a written statement with the application describing the circumstances, which make the student's assignment at the school of residence unsafe. Additional documents may be required by school officials to support request.

**EXCEPTION**

Exception permits can be granted at the discretion of both schools for extenuating circumstances.

The following proof is required:

1. Parents should provide any relevant supporting documentation.

**ADDITIONAL INFORMATION**

All parents requesting an intra-district permit will be provided the opportunity to apply for one, regardless of the reason they are requesting a permit. Each permit application will be reviewed on its own individual merit. If you believe your particular case warrants an exception to district policy, you may file an appeal.

**\*\* Parent must include student's name, date of birth and contact information on all supporting documents \*\***



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

ATTACHMENT C

**INTRA-DISTRICT PERMIT APPLICATION**

**Submit completed application packet for signatures to both the LAUSD School of residence and requested LAUSD School**

School Year Requested \_\_\_\_\_ to \_\_\_\_\_ This is:  Initial permit application  A renewal of an existing permit

**STUDENT INFORMATION**

|   |                                     |   |                                |  |
|---|-------------------------------------|---|--------------------------------|--|
| Student Last Name   | First Name                          | Middle Name   | Date of Birth                  | Grade Requested  |
| Home Address  |                                     | Apt.  | City                           | Zip Code   |
| Date Moved to This Address<br>_____/_____/_____<br>Month Year   | Name of Most Recent School Attended | Is student currently designated as Special Education or have an Individual Education Program (IEP)?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                |  |
| Is this student currently under expulsion from the Los Angeles Unified School District? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                                     |   |                                |  |
| Ethnicity: <input type="checkbox"/> African American/Black <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian<br><input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other |                                     |   |                                | Gender: <input type="checkbox"/> Female<br><input type="checkbox"/> Male |
| Name of Parent/ Guardian  |                                     | Name of Parent/Guardian   |                                |  |
| Home Address  |                                     | Apt.  | Home Address                   | Apt.   |
| City, Zip   |                                     | City, Zip   |                                |  |
| Home Phone<br>( ) ( ) ( )   | Work/Cell Phone<br>( ) ( ) ( )      | Home Phone<br>( ) ( ) ( )   | Work/Cell Phone<br>( ) ( ) ( ) |  |
| E-mail Address (optional)   |                                     | E-mail Address (optional)   |                                |  |

**PERMIT REQUESTED \*\*\*Check For Additional Required Documents\*\*\***

|  |   |  |
|--|---|--|
| <input type="checkbox"/> Child Care            | <input type="checkbox"/> Parent/Guardian Employment | <input type="checkbox"/> Safety and Protection |
| <input type="checkbox"/> Continuing Enrollment | <input type="checkbox"/> Sibling                    | <input type="checkbox"/> Specialized Program   |
| Reason for Request: _____                      |   |  |

|                             |                        |
|-----------------------------|------------------------|
| From: (School of Residence) | To: (School Requested) |
|-----------------------------|------------------------|

Note: All Intra-District Applications Require Recommendations From Both Schools

|   |  |
|---|--|
| Recommended by School of Residence <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If no, reason: _____ | Recommended by Requested School <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If no, reason: _____ |
| Signature of Administrator, School of Residence _____ Date _____  | Signature of Administrator, Requested School _____ Date _____  |
| Print Name of Administrator, School of Residence _____  | Print Name of Administrator, Requested School _____  |
| School Stamp Here _____   | School Stamp Here _____  |

**PARENT/GUARDIAN ACCEPTANCE OF TERMS**

I have read and understand the terms and conditions governing intra-district permits. I understand that the mere act of completing this application and providing all the required documentation **DOES NOT** guarantee that the request will be approved. I certify under penalty of perjury that the information I supplied is true and correct and that falsification of information is grounds for immediate denial or revocation of permit. LAUSD personnel may verify any or all information provided.

|                                    |            |
|------------------------------------|------------|
| Signature of Parent/Guardian _____ | Date _____ |
|------------------------------------|------------|



**CHILD CARE AFFIDAVIT  
Intra-District**

Child Care permits may be issued when a student lives in one school's attendance area, but is cared for by an adult within the boundaries of another LAUSD school. Childcare may be provided before and/or after school.

**Required Documentation:**

1. Child Care provider must complete the top portion of the Child Care Affidavit.
2. The parent or legal guardian must agree to the terms and conditions by signing the form.
3. Completed form must be submitted with Intra-district permit application.

| <b>CHILD CARE AFFIDAVIT</b>  |            |             |                  |                 |
|--|------------|-------------|------------------|-----------------|
| Student Last Name  | First Name | Middle Name | Date of Birth    | Grade Requested |
| Name of Child Care Provider  |            |             | Telephone Number |                 |
| Address of Child Care Apt.   |            |             | City             | Zip Code        |
| <p>I agree to provide all necessary care for this student before and/or after school. I understand that falsification of information will result in the immediate denial or revocation of permit; I declare under penalty of perjury that the information above is correct and that LAUSD may verify any or all information provided.</p>  |            |             |                  |                 |
| _____<br>Signature of Child Care Provider  |            |             | _____<br>Date    |                 |
| <b>PARENT/GUARDIAN ACCEPTANCE OF TERMS</b>   |            |             |                  |                 |
| <p>I have read and understand the terms and conditions governing intra-district permits. I understand that the mere act of completing this application and providing all required documentation <b>DOES NOT</b> guarantee that the request will be approved. I certify under penalty of perjury that the information I supplied is true and correct and that falsification of information is grounds for immediate denial or revocation of a permit. I understand that personnel of the Los Angeles Unified School District may verify any or all information provided. I will notify the school immediately of any change of residence, contact information or the criteria related to this permit.</p> |            |             |                  |                 |
| _____<br>Signature of Parent/Guardian  |            |             | _____<br>Date    |                 |

**\*\*\*\*Parent must include student's name, date of birth and contact information on all supporting documents.\*\*\***



**INTRA-DISTRICT PERMIT  
APPEALS PROCESS**

**General Information**

If an Intra-district permit application has been denied, cancelled or revoked, the parent/legal guardian has the right to appeal if he/she believes that an exception to district policy is warranted or that circumstances fall within district guidelines.

The appeal must be submitted to the local ESC for the school that denied, cancelled or revoked the permit request. During the appeals process, the student has the right to remain at the current school placement pending the final decision.

**LAUSD Appeal Process**

1. If the Intra-district permit application is denied, the administrator will return the application with the reason for the denial noted in the signature area.
2. All appeals must be submitted in writing. The school administrator will provide the parent/legal guardian with the Intra-district Permit Appeals Process and the required Intra-district Application to Appeal form.
3. The parent/legal guardian may appeal the school's decision to the appropriate Educational Service Center (ESC) Operations Administrator.
4. The school site administrator will complete the Administrator Recommendation section on the Application to Appeal an Intra-District Permit Request or Cancellation form.
5. The parent/legal guardian must submit the Application to Appeal form along with the initial application and any supporting documents to the ESC Operations Administrator within **5 school days of the date of the denial of the appeal.**
6. If the appeal is received within the time frame, the ESC Operations Administrator will review the appeal and issue a response to the request **within 5 school days.** Additional information may be requested at that time.
7. If the appeal is not submitted within the required time frame, the student will be expected to enroll/attend the school of residence immediately. The staff at the school of residence will assist with registration and enrollment.
8. If the appeal is granted, an intra-district permit will be issued by the school.
9. If the appeal is denied, the parent/legal guardian will be notified in writing by the school site administrator of the reason for the appeal denial within **5 school days.**

**Educational Service Center (ESC) Contact Information**

|   |  |  |  |   |
|---|--|--|--|---|
| ESC East- Operations<br>2151 North Soto<br>Street<br>Los Angeles, CA<br>90032<br>(323) 224-3100 | ESC North-<br>Operations<br>6621 Balboa<br>Boulevard<br>Van Nuys, CA 91046<br>(818) 654-3600 | ESC West- Operations<br>11380 W. Graham<br>Place<br>Los Angeles, CA<br>90064<br>(310) 914-2100 | ESC South-<br>Operations<br>1208 Magnolia<br>Avenue<br>Gardena, CA 90247<br>(310) 354-3400 | ESC ISIC-Operations<br>333 South Beaudry<br>Avenue<br>Los Angeles, CA 90017<br>(213) 241-0100 |
|---|--|--|--|---|

10. The decision of the ESC Operations Administrator is the final action of the appeal request. Intra-district permit decisions cannot be appealed to the OPST or to the Los Angeles County Office of Education.