



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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## LAUSD APPEAL GUIDELINES AND APPEAL REQUEST

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 Office of Permits and Student Transfers (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.
8. If your appeal is denied, you will be notified by the OPST.
9. 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>



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**INTER-DISTRICT PERMIT APPEAL REQUEST**

Type of Inter-District Permit Requested:										
Student Last Name			First Name			Date of Birth		Grade Requested		Ethnicity
Home Address					City		State		Zip Code	
What is the date you moved to this address? (Month/year)										
Enrollment History <b><u>(Please list all schools/districts previously attended)</u></b>										
Elementary: 1. _____ 2. _____ 3. _____										
Middle School: 1. _____ 2. _____ 3. _____										
High School: 1. _____ 2. _____ 3. _____										
School District Requested					Name of School Requested					
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		
Name:			Grade:		School/District:					
Name:			Grade:		School/District:					
Name:			Grade:		School/District:					
Name of Parent/Guardian:					Name of Parent/Guardian:					
Phone Number:			Email:		Phone Number			Email:		
Parent/Guardian Employment Information					Parent/Guardian Employment Information					
Name of Employer:					Name of Employer:					
Title:					Title:					
Work Address:					Work Address:					
Work Telephone:					Work Telephone:					
Workdays and Hours:					Workdays and Hours:					



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INTER-DISTRICT PERMIT APPEAL REQUEST

Form with questions: 'Is childcare a factor in this Appeal?', 'Would you consider an LAUSD school close to your employment?', 'What other LAUSD schools would you consider?', and 'If this appeal is not granted, what is the educational plan for this student?'.

I have been provided with the following documents (please attach copies with this form):

- A written explanation of the permit application denial by the school and/or Office of Permits and Student Transfers
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.

Large empty rectangular box for explaining the appeal.

Signature of Parent/Guardian, Date, and Online Application Confirmation Number fields.

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