



**TITLE:** Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools

**NUMBER:** BUL-5347.1

**ISSUER:** Michelle King, Senior Deputy Superintendent,  
 School Operations, Office of the Superintendent

Debra Duardo, Executive Director  
 Student Health and Human Services

**DATE:** June 10, 2013

**ROUTING**  
 ESCs:  
 Superintendents  
 Instructional Directors  
 Operations Coordinators  
 Principals  
 School Administrative Assistants  
 Staff Working with Students with Disabilities

**POLICY:** Intra-district permit applications are requests to allow students that reside within the boundaries of one school in the LAUSD to attend another school within the LAUSD. School administrators may not delay or deny authorization of an application that meets the criteria for an intra-district permit, unless that program or opportunity is already offered at the school of residence.

**MAJOR CHANGES** This Bulletin replaces BUL-5347.0 of the same title, dated December 21, 2010. The District will consider permit requests that are related to childcare, parent employment, continuing enrollment, sibling, safety and protection, specialized programs and exception. The appeal section and corresponding attachments were modified for clarity.

**GUIDELINES:** The following guidelines apply:

**I. GENERAL INFORMATION FOR ALL INTRA-DISTRICT PERMITS**

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). The paper application process is handled by the two schools involved. These permits may be issued only to students who reside in the LAUSD. School officials may grant, deny or revoke intra-district permits only. All parents requesting an intra-district permit will be provided the opportunity to apply for one. Each permit application will be reviewed on its own individual merit.

The application information and documents are available at school sites upon request.

For more information on other transfer options refer to LAUSD Student Integration Services at <http://studentintegrationlausd.net/> or <https://pupilservices.lausd.net/permits-and-student-transfers>.

**II. GUIDELINES FOR ALL INTRA-DISTRICT PERMITS**



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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- A. Permit Issuance and Termination
1. Initial Permit applications and required documentation must be **approved by both schools involved**.
  2. Permits must be renewed annually only by the requested school (Attachment H). Release from the school of residence is not required annually.
  3. Permits may be issued at any time for the current school year.
  4. Applications for the upcoming school year will be accepted after February 1.
  5. Incomplete application packets or those without required supplemental documentation will not be processed.
  6. A separate permit application packet must be submitted and approved individually for each student.
  7. Parents must meet with a school administrator both at the school of residence and at the requested school in order to facilitate the release of the student.
    - a. The application must be signed and stamped by the school of residence. Approval from the school of residence does not guarantee that the requested school will enroll the student.
    - b. The application must then be taken to the requested school and approved by the administrator. Upon approval, the student may register.
    - c. The requested school will keep a copy of the student's permit. Parent should inform the school of residence of permit approval.
  8. Intra-district permits do not carry transportation privileges. Parents/guardians are responsible for transporting the student(s) to and from school and for attending school conferences and meetings as requested.
  9. Students are expected to be on time and in school for the full school day.
  10. The LAUSD must consider integration regulations, available space and cost factors involved prior to granting a permit.

B. Special Circumstances  
Zone of Choice Schools

1. When a student is requesting an intra-district permit in or out of the zone of choice, the assigned school or the zone office is authorized to sign the permit application as the resident or requested school, as applicable. For further information, contact the Zone of Choice office at (213) 241-5104 or visit <http://zoc.lausd.net>

Special Education

Students receiving Special Education services may only be transferred as determined by the Individualized Education Program (IEP). Please refer to *Special Education Policies and Procedures Manual*, July 2007.

1. Individuals with Disabilities

Students with an active Section 504 plan may be required to be re-evaluated prior to any change in placement. Please refer to BUL-4692.1, *Section 504*



- and Students/Other Individuals with Disabilities*, dated September 1, 2012.
2. Homeless Students  
Students designated as homeless do not require a permit to remain at their school of origin. Please refer to BUL-1570.2, *Enrollment/Support of Homeless Children and Youth in Schools*, revision in process.
  3. Foster Youth  
Students designated as foster youth do not require a permit to remain at their school of origin. Please refer to BUL-787 *Guidelines for School Enrollment of Students In And Out Of Home Care*, dated July 1, 2004 for further information.
  4. Divorced or Separated Parents  
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.
  5. Charter/Private Schools  
If the student's school of residence is a charter school conversion, and parents opt out of enrolling in the charter school, the student may utilize the same enrollment options as other resident students including but not limited to: intra-district transfers, magnet, and open enrollment.
  6. Athletic Eligibility
    - a. All permits carry interscholastic athletic privileges, subject to limitations in rules and regulations governing interscholastic athletics.
    - b. All questions regarding student interscholastic athletic eligibility should be referred to the Director of the Interscholastic Athletics Section.
- C. Cancellation, Revocation, or Denial of Permits
1. Permits may be cancelled, revoked, or denied renewal (Attachment F) by the school site administrator at the end of the school year for the following reasons:
    - a. Issued in error
    - b. Falsified information or documentation
    - c. Any change to the criteria required for the permit issued
    - d. Truancy
    - e. Infractions of school rules and regulations
    - f. Failure to make satisfactory academic progress
    - g. The student is dropped off or picked up beyond regular school hours, including before and after school programs
  2. In extreme circumstances permits can be cancelled at the semester break. The case must be documented revealing that all forms of remediation have been utilized. Documentation must consist of at least one of each of the following interventions; letter to parent/guardian, parent conference, student conference and school documentation of intervention(s).
  3. Permits should not be revoked based on one incident. LAUSD discipline policies must be followed before returning student to their school of residence. For school responsibilities regarding discipline issues, refer to



section III.

4. If a permit request is cancelled, revoked or denied renewal, parent will be informed of appeal procedures by the school that denied the request. Please refer to Section VI.

### III. RESPONSIBILITY

#### A. School Responsibilities

1. The school administrator shall be responsible for verification of a student's address for the purposes of enrollment.
2. The administrator of the school of residence must review all required documentation relevant to the type of permit requested prior to releasing the student to the school requested.
3. A permit request may not be denied based solely on reduction of student population at the school of residence.
4. The school administrator is responsible for all cancellations and revocations of permits.
5. When permits are granted, the school is agreeing to keep the student for the entire school year and students are to be treated in every respect as though they were resident students in the resolution or mediation of any problems.
6. Schools must follow LAUSD discipline policy and students are to remain at the school of attendance during the resolution of disciplinary issues unless an alternative placement has been made by local ESC administrators or the Student Discipline Support Unit. Please refer to BUL-3638.0 Discipline Foundation Policy: School-wide Positive Support dated March 27, 2007, BUL-5655.0, Guidelines for Student Suspension dated December 6, 2011 and BUL-4655.1 Expulsion of Students-Policy and Procedures dated August 22, 2011.
7. Once a semester, each school shall notify parents, in writing, of the parents' responsibility to inform the school of any change of address or contact information.
8. Each school shall retain documentation of compliance with the notification requirements.
9. The school shall notify the parents in writing in regard to any change in residence, contact information or criteria related to the type of permit issued that has been discovered.
10. Students discovered to be living outside the LAUSD, in the absence of an inter-district permit, must be referred immediately to the Office of Permits and Student Transfers (OPST).
11. The permit application and supporting documents must be retained in the student's cumulative record.
12. The school administrator shall be responsible for entering the correct codes for intra-district permit students. School personnel shall indicate the appropriate code in the permit reason field and enter the date the permit was granted. For more information, refer to the ISIS website.



- B. Parent Responsibility
  - 1. Parent shall supply all documentation relevant to the type of permit to the school of residence and the requested school.
  - 2. The parent shall notify the school of attendance immediately of any change of residence, contact information or criteria related to the type of permit issued.
  - 3. Parents shall ensure students attend school on time and for the full school day.
  - 4. Permit applications and required documentation must be submitted and approved by administrators at both schools involved. For permit renewal, documentation must be submitted and approved annually by administrator at the requested school.

#### IV. INTRA-DISTRICT PERMITS AND CRITERIA

Intra-district permit applications are requests to allow students that reside within the boundaries of one school in the LAUSD to attend another school within the LAUSD.

- A. Parent Employment
  - 1. When at least one parent physically works within another LAUSD school's attendance area, a permit to attend that LAUSD school may be issued.
  - 2. The following proof is required:
    - a. A copy of a recent pay stub and a letter on employer's letterhead verifying schedule (hours and days) and physical address of employment
    - or**
    - b. If self-employed, attach a copy of a current business license and a letter on business letterhead verifying schedule (hours and days) and physical address of employment.
- B. Specialized Program
  - 1. These permits may be issued to allow students access to a special program or opportunity that is not available at their school of residence. This does not include special education programs.
  - 2. The following proof is required:
    - a. Program information (brochure, factsheet, etc.)
    - b. Written proof of acceptance into the requested program
- C. Continuing Enrollment
  - 1. Continuing Enrollment permits may be issued to allow a student to continue at his/her school of attendance.
  - 2. The following proof is required:
    - a. A copy of a recent report card or progress report as proof of enrollment.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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- D. Sibling Permits
  - 1. Only issued for a sibling of a student utilizing a valid permit at the requested school.
  - 2. The following proof is required:
    - a. Recent report card of sibling
    - b. District may require proof of previous permit for sibling
  
- E. Child Care
  - 1. Child Care permits can be issued when the student is cared for within the attendance area of another LAUSD school.
  - 2. The following proof is required:
    - a. Childcare provider must complete the Child Care Affidavit and the parent must sign the form (Attachment D).
  - 3. The student must be picked up at dismissal if the student is not utilizing an after school program on the school grounds. The Youth Services Program is not an authorized childcare provider.
  
- F. Safety and Protection
  - 1. Safety and Protection permits are issued for the purpose of protection or personal welfare of a student. These are parent-initiated permits and should not be confused with Opportunity Transfers. Please see BUL-4478.0 *Opportunity Transfers (OTs) Policy*, dated December 15, 2008. These permits are not granted based solely on parent or student preference.
  - 2. These permits may be issued:
    - a. If the student's school of residence is classified as "Persistently Dangerous" by the LAUSD Office of School Operations, **or**
    - b. If the student is the victim of a violent criminal offense that occurred in or on the grounds of the school of attendance, **or**
    - c. For the protection or personal welfare of the student.
  - 3. The following proof is required:
    - a. Parents shall provide specific details regarding the circumstances, which make the student's current school assignment unsafe, e.g., discipline records, police reports, known gang affiliations, or any other information, which provide a basis for this transfer request.
  
- G. Exception
  - 1. Exception permits can be granted at the discretion of both schools for extenuating circumstances.
    - a. Parents should provide any relevant supporting documentation with the permit application. Examples of extenuating circumstances are medical issues, transportation related hardship, parent post secondary enrollment, non-school based extra curricular activities near the requested school.

### V. APPLICATION PROCESS

- A. All Intra-district applications must be approved by the administrators from



both the school of residence and the requested school.

1. Parent must first obtain a release from school of residence to apply to another LAUSD school.
2. The paper permit application and information will be provided to parents by the school upon request.
3. Parent must fill out the application and obtain the required signatures. Parent must provide all documentation relevant to the type of permit requested to both the school of residence and the requested school. (Attachment C)
  - a. If approved by the school of residence, the parent submits the application and the required documents relevant to the type of permit to the requested school.
  - b. The requested school administrator approves the application by signing, stamping and dating the application form.
  - c. If there is no room for the student at the requested school at the time of the request, the application will not be approved by the requested school administrator.
  - d. If the permit is granted, the requested school will enroll the student. The permit application and supporting documents must be kept in the student cumulative record, and the permit type must be documented in LAUSDMAX.
4. If a permit request is cancelled, revoked or denied renewal, the parent will be informed of appeal procedures by the school that denied the request. Please refer to Section VI.

## VI. APPEAL PROCEDURES FOR ALL INTRA-DISTRICT PERMITS

- A. If an Intra-district permit application has been denied, cancelled or revoked, the parents have the right to appeal if they believe that an exception to district policy is warranted or that their circumstances fall within district guidelines.
  1. The denying administrator must provide:
    - a. The reason for the denial on the intra-district application in the administrative signature area.
    - b. The Intra-district Permit Appeals Process Information (Attachment E)
    - c. The Application to Appeal an intra-district Permit Request or Cancellation (Attachment G)
  2. During the appeals process, the student may remain at his/her current school placement pending the final decision.
- B. The LAUSD Appeal Process
  1. All appeals must be submitted in writing. The school administrator will provide the parent with appeal procedures and forms.
  2. The school site administrator will complete the Administrator Recommendation portion in Section B of the Appeal Form.
  3. The Application to Appeal an intra-district Permit Request or Cancellation form must be completed and any supplemental documentation must be



- received by the local ESC from the parent within **5 school days** from the date of the initial denial letter.
4. If the appeal is received within the timeline, it will be reviewed by the local ESC Operations administrator. Additional information may be requested from the parent at that time.
  5. If parents do not submit the appeal within the required time frame, the student will be expected to attend the school of residence.
  6. The ESC Operations Administrator will issue a response to the appeal request within **5 school days**. This response will be sent to the school administrator and the parent in writing.
  7. If the appeal is granted, an Intra-district Permit will be issued by the school.
  8. The decision of the ESC Operations Administrator is the final action on the request. Intra-district permits decisions cannot be appealed to the OPST or to the Los Angeles County Office of Education.

#### VII. RESPONSIBILITY FOR COMMUNICATION

The district shall provide information regarding enrollment options. The school or the ESC office shall address any questions regarding attendance alternatives.

**AUTHORITY:** This is the policy of the Los Angeles Unified School District.

**RELATED SOURCES**

BUL-4296.2, [\*Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools\*](#), dated March 1, 2013

BUL-1570.2, *Enrollment/Support of Homeless Children and Youth in Schools*, revision in process

BUL-787, [\*Guidelines for School Enrollment of Students In And Out Of Home Care\*](#), dated July 1, 2004

BUL-4478.0, [\*Opportunity Transfers \(OTs\) Policy\*](#), dated December 15, 2008

BUL-2508.1, [\*Transfer of Elementary and Secondary Students to Schools for Advance Studies\*](#), dated August 11, 2006

REF-5501.0, [\*Procedures for Capping School Enrollment\*](#), dated June 20, 2011

BUL-5606.1, [\*Open Enrollment Transfers for Elementary and Secondary Students\*](#), dated September 11, 2012

BUL-M-128.0, [\*Guidelines for Independent Study Programs\*](#), dated May 31, 2001.

BUL-3638.0, [\*Discipline Foundation Policy: School-wide Positive Support\*](#), dated March 27, 2007





## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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BUL-5655.0, [Guidelines for Student Suspension](#), dated December 6, 2011

BUL-4655.1, [Expulsion of Students-Policy and Procedures](#), dated August 22, 2011

BUL-5341.2, [Inter-district Permits \(District to District\) and Student Transfers in Elementary and Secondary Schools](#), dated January 22, 2013

BUL-5255.1, [Implementation of the Romero Open Enrollment Act](#), dated November 5, 2012

Special Education Policies and Procedures Manual, dated July 2007

Rules and Regulations Governing Interscholastic Athletics, contact Inter-scholastic Athletics Section.

**ASSISTANCE:** For assistance or further information, please contact your local ESC operations administrator, Pupil Services or the Office of Permits and Student Transfers at (213) 241-5255.



## **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.



## **GUIAS PARA PERMISOS INTRADISTRITALES**

El Distrito Escolar Unificado de Los Ángeles (LAUSD) ofrece una amplia gama de opciones para satisfacer las necesidades educativas de los estudiantes y sus familias. La mayoría de las necesidades de los estudiantes pueden ser atendidas en la escuela que le corresponda por la zona donde reside. Se pueden conceder permisos intradistritales a los estudiantes para que asistan a una escuela del LAUSD que no sea la escuela del LAUSD que le corresponde por su zona de residencia. Estos permisos no son tramitados a través de la Oficina de Permisos y Traslados de Estudiantes, sino que se tramitarán entre las dos escuelas involucradas.

### **INSTRUCCIONES SOBRE LA SOLICITUD DE PERMISOS**

- Información sobre la solicitud de permisos está disponible en cualquier escuela del LAUSD.
- Se pueden conceder permisos en cualquier momento para el año escolar en curso. Las aplicaciones para el próximo año escolar sólo se aceptarán después del 1 de febrero.
- Los padres deberán reunirse con uno de los administradores de la escuela de la zona de residencia para aprobar que se dé de baja al estudiante.
- Las solicitudes de permiso y la documentación requerida debe ser presentada y aprobada por las dos escuelas involucradas.
- Los permisos deben ser renovados anualmente sólo por la escuela solicitada, esto no es requerido de la escuela de residencia.
- La documentación suplementaria requerida debe ser sometida con la solicitud a la escuela de residencia del LAUSD y a la escuela del LAUSD solicitada.
- Si la solicitud del permiso es aprobada, el padre entonces deberá llevar el formulario de solicitud firmado y sellado a la escuela solicitada. Es necesaria la aprobación del administrador de la escuela solicitada antes de la inscripción.
- La aprobación de la escuela de residencia no garantiza que la solicitud se aprobará.

### **INFORMACIÓN ADICIONAL**

- Una solicitud y documentación de permiso debe ser presentada y aprobada individualmente por cada estudiante.
- Los permisos intradistritales no cuentan con privilegios de transporte. Los padres/guardianes son responsables de transportar al estudiante a la escuela y de regreso a casa, y son responsables de asistir a conferencias y reuniones a la escuela solicitada.
- El Distrito Escolar Unificado de los Angeles debe considerar normas de integración, espacio disponible y los factores de costo antes de conceder el permiso.
- En los casos de padres divorciados o separados, el estudiante podrá asistir a la escuela en el área de residencia de cualquiera de los padres. No es necesario emitir permisos para que el estudiante permanezca en una escuela o se transfiera a la otra.



### **SOLICITUDES INCOMPLETAS**

- No serán procesadas las solicitudes de permiso que estén incompletas o que no incluyan la documentación suplementaria requerida.

### **INFORMACION SOBRE LA APELACIÓN**

- Si una solicitud de permiso es negada, el padre será informado de los procedimientos de apelación por la escuela que negó la solicitud.

### **ESTUDIANTES CON NECESIDADES ESPECIALES**

- Solicitudes para estudiantes de educación especial o con necesidades médicas requerirán tiempo de procesamiento adicional y se referirán a las oficinas correspondientes para su revisión y aprobación.

### **CANCELACION DE PERMISOS**

Se puede cancelar, revocar o negar la renovación de permisos por las siguientes razones:

- Emitido por error
- Información o documentación falsificadas
- Cualquier cambio a los criterios requeridos para el permiso emitido
- Ausentismo injustificado
- Infracciones de las normas y reglamentos escolares
- Falta de progreso académico satisfactorio
- El estudiante se deja o se recoge fuera del horario regular de clases, incluyendo de los programas ofrecidos antes y después de la escuela



## 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 \*\*



## CRITERIOS DE PERMISOS INTRADISTRITALES

### EMPLEO DE PADRE

Permisos de Empleo de Padre pueden ser concedidos si por lo menos uno de los padres o tutores es empleado físicamente por tiempo completo (40 horas a la semana) dentro del área de asistencia de la escuela del LAUSD solicitada.

La siguiente documentación es requerida:

1. Una copia de un talón de pago reciente y una carta con membrete de la empresa de su empleador verificando sus horas de trabajo y la ubicación de empleo.
2. Si trabaja por su cuenta propia, adjunte una copia de su licencia comercial válida y una carta con el membrete de la empresa verificando sus horas de trabajo y la ubicación de empleo.

### PROGRAMA ESPECIALIZADO

Permisos para Programas Especializados pueden ser emitidos para permitir a los estudiantes acceso a un programa especial o una oportunidad que es disponible dentro del LAUSD. Esto no incluye Programas de Educación Especial.

La siguiente documentación es requerida:

1. Información del Programa (folleto, la hoja informativa, etc.)
2. Carta de aceptación por escrito del programa solicitado

### INSCRIPCION CONTINUA

Permisos de Inscripción Continua podrán ser concedidos para permitir a los estudiantes a continuar asistiendo a la escuela actual.

La siguiente documentación es requerida:

1. Una copia de la boleta de calificaciones o informe de progreso verificando inscripción

### HERMANOS

Permisos de Hermanos pueden ser concedidos para hermanos de un estudiante que asiste la escuela solicitada con un permiso válido.

La siguiente documentación es requerida:

1. Una copia de la boleta de calificaciones o informe de progreso verificando inscripción del hermano en la escuela solicitada.

### CUIDADO DE NIÑOS

Permisos de Cuidado de Niños pueden ser concedidos cuando un estudiante es cuidado dentro del área de asistencia de otra escuela del LAUSD.

La siguiente documentación es requerida:

1. El proveedor de cuidado infantil deberá completar la Declaración Jurada de Cuidado Infantil y los padres deberán firmarla.

### SEGURIDAD Y PROTECCIÓN

Permisos de Seguridad y Protección son concedidos para la protección o el bienestar personal de un estudiante.

La siguiente documentación es requerida:

1. Los padres/tutores deben presentar una declaración escrita junto con la solicitud que describe las circunstancias que hacen la situación del estudiante en la escuela de residencia peligrosa. Documentación adicional puede ser requerida por funcionarios de la escuela para apoyar la petición.

### EXCEPCIÓN

Permisos de Excepción pueden ser concedidos a la discreción de las dos escuelas por circunstancias atenuantes.

La siguiente documentación es requerida:

1. Los padres deberán proveer documentos relevantes a la solicitud de permiso.

### INFORMACIÓN ADICIONAL

Todos los padres que pidan un permiso intradistrital tendrán la oportunidad de solicitar uno, independiente de la razón por que se solicite el mismo. Cada solicitud de permiso será revisada por su propios méritos. Si usted cree que su caso particular merece una excepción a las pólizas del distrito, puede presentar una apelación.

\*\* Los padres deben incluir el nombre del estudiante, la fecha de nacimiento y la información de contacto en todos los documentos \*\*



**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 _____/_____ Month Year	Name of Most Recent School Attended	Is student currently designated as Special Education or have an Individual Education Program (IEP)? <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				
<b>Ethnicity:</b> <input type="checkbox"/> African American/Black <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other _____				<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male
Name of Parent/ Guardian		Name of Parent/Guardian		
Home Address		Apt.	Home Address	Apt.
City, Zip		City, Zip		
Home Phone ( ) ( )	Work/Cell Phone ( ) ( )	Home Phone ( ) ( )	Work/Cell Phone ( ) ( )	
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"/> Exception
Reason for Request: _____		
_____		

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

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

<b>Recommended by School of Residence</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If no, reason: _____ _____ Signature of Administrator, School of Residence Date Print Name of Administrator, School of Residence School Stamp Here	<b>Recommended by Requested School</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If no, reason: _____ _____ Signature of Administrator, Requested School Date Print Name of Administrator, Requested School 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
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**SOLICITUD DE PERMISO INTRADISTRITAL**

**Presente la solicitud completa para recibir firmas de la escuela de residencia del LAUSD y la escuela solicitada del LAUSD**

Año Escolar Solicitado \_\_\_\_\_ a \_\_\_\_\_ **Esto es:**  Aplicación Inicial  Aplicación para renovación de Permiso

**INFORMACIÓN DEL ESTUDIANTE**

Apellido del Estudiante		Nombre del Estudiante		Segundo Nombre		Fecha de Nacimiento		Grado Solicitado			
Dirección de Domicilio				Apartamento		Ciudad		Código Postal			
Fecha que se movió a esta dirección _____/_____/_____ Mes                      Año		Nombre de la Escuela más reciente asistida		¿Esta el estudiante actualmente designado como alumno de Educación Especial o tiene un Plan de Educación Individualizado (IEP)? <input type="checkbox"/> SI <input type="checkbox"/> NO							
¿Esta este estudiante expulsado del Distrito Escolar Unificado de Los Ángeles? <input type="checkbox"/> SI <input type="checkbox"/> NO											
<b>Etnicidad:</b> <input type="checkbox"/> Afro Americano <input type="checkbox"/> Indio Nativo Americano/Nativo de Alaska <input type="checkbox"/> Asiático <input type="checkbox"/> Caucásico/Blanco <input type="checkbox"/> Hispano/Latino <input type="checkbox"/> Hawaiano/Isleños del Pacifico <input type="checkbox"/> Otro _____											
Nombre de padre/tutor					Nombre de padre/tutor						
Dirección de Domicilio				Apartamento		Dirección de Domicilio				Apartamento	
Ciudad				Código Postal		Ciudad				Código Postal	
Teléfono de Domicilio ( ) ( ) ( )			Teléfono de Trabajo/Celular ( ) ( ) ( )			Teléfono de Domicilio ( ) ( ) ( )			Teléfono de Trabajo/Celular ( ) ( ) ( )		
Correo Electrónico (opcional)						Correo Electrónico (opcional)					

**PERMISO SOLICITADO \*\*\*Revise si hay documentos adicionales requeridos\*\*\***

Cuidado de niños                       Empleo de Padre/Guardián                       Seguridad y Protección  
 Inscripción Continua                       Hermanos                       Programa Especializado                       Excepción

Razón para la solicitud: \_\_\_\_\_  
 \_\_\_\_\_

DE: (Escuela de Residencia)                      A: (Escuela Solicitada)

**NOTA: Todas las solicitudes intradistritales requieren recomendaciones de las ambas escuelas**

<b>Recomendado por la Escuela de Residencia</b> <input type="checkbox"/> SI <input type="checkbox"/> NO		<b>Recomendado por la Escuela Solicitada</b> <input type="checkbox"/> SI <input type="checkbox"/> NO	
Sí no, cuál es la razón : _____ _____		Sí no, cuál es la razón : _____ _____	
Firma del Administrador de la Escuela de Residencia                      Fecha		Firma del Administrador de la Escuela Solicitada                      Fecha	
Nombre del Administrador de la Escuela de Residencia		Nombre del Administrador de la Escuela Solicitada	
Sello de la escuela aquí		Sello de la escuela aquí	

**PADRE/GUARDIAN ACEPTACIÓN DE TERMINOS**

Yo he leído y he entiendo los términos y condiciones que rigen los permisos intradistritales. Comprendo que el solo hecho de completar esta solicitud y proporcionar toda la documentación necesaria no garantiza que la solicitud será aprobada. Certifico bajo pena de falso testimonio que la información proporcionada es verdadera y correcta y que la falsificación de información es motivo para la denegación o la revocación inmediata del permiso. El personal del LAUSD puede verificar la información proporcionada.

\_\_\_\_\_  
 Firma de Padre/Guardián

\_\_\_\_\_  
 Fecha



**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
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.				
_____ Signature of Child Care Provider			_____ Date	
<b>PARENT/GUARDIAN ACCEPTANCE OF TERMS</b>				
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.				
_____ Signature of Parent/Guardian			_____ Date	

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



**DECLARACION JURADA DE CUIDADO DE NIÑOS**  
**Intradistrital**

Los permisos de cuidado de niños pueden ser concedidos cuando un estudiante vive en el área de la asistencia de una escuela pero es cuidado por un adulto dentro de la zona de asistencia de otra escuela del LAUSD. El cuidado de niños puede ser proporcionado antes y/o después de la escuela.

**Documentación Requerida:**

1. El proveedor de cuidado de niños debe completar la parte superior de la Declaración Jurada de Cuidado de Niños.
2. El padre o guardián acepta los términos y condiciones firmando la forma.
3. La forma completa debe ser sometida con la solicitud de permiso intradistrital.

<b>DECLARACIÓN JURADA DE CUIDADO DE NIÑOS</b>				
Apellido del Estudiante	Nombre del Estudiante	Segundo Nombre	Fecha de Nacimiento	Grado Solicitado
Nombre del Proveedor de Cuidado de Niños			Número de Teléfono	
Dirección de Guardería			Ciudad	Código Postal
<p>Estoy de acuerdo en proporcionar todo el cuidado necesario para este estudiante antes de y/o después de la escuela. Entiendo que la falsificación de la información resultará en la inmediata negación o la revocación del permiso. Declaro bajo pena de falso testimonio que la información anterior es correcta y que el LAUSD puede verificar la información proporcionada.</p>				
_____			_____	
Firma del proveedor de Cuidado de Niños			Fecha	
<b>PADRE/GUARDIAN ACEPTACIÓN DE TERMINOS</b>				
<p>Yo he leído y he comprendido los términos y condiciones que gobiernan los permisos intradistritales. Comprendo que el simple acto de completar esta solicitud y proporcionar toda la documentación necesaria no garantiza que la petición será aprobada. Certifico bajo pena de falso testimonio que la información proporcionada es verdadera y correcta y que la falsificación de información es motivo para la inmediata negación o la revocación del permiso. Comprendo que el personal del LAUSD puede verificar la información proporcionada. Notificaré a la escuela inmediatamente de cualquier cambio de residencia, información de contacto o los criterios relacionados a este permiso.</p>				
_____			_____	
Firma de Padre/Guardián			Fecha	

\*\*Los padres deben incluir el nombre y apellido del estudiante, la fecha de nacimiento y la información de contacto en todos los documentos\*\*



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



**PERMISO INTRADISTRITAL  
PROCESO DE APELACION**

**Información General**

Si una solicitud de permiso Intradistrital es negada, cancelada o revocada, el padre/guardián tiene el derecho de apelar si él/ella cree que una excepción a la política del distrito es justificada o que sus circunstancias estan dentro de las normas del distrito.

La petición se debe presentar al Centro de Servicio Educativo (ESC) local de la escuela que negó, anuló o revocó la solicitud del permiso. Durante el proceso de apelación, el estudiante tiene el derecho de permanecer en la escuela actual hasta la decisión final.

**PROCESO DE APELACIÓN DEL LAUSD**

1. Si la solicitud de permiso intradistrital es negada, el administrador anotará el motivo de su negación en el área para su firma, y devolverá la solicitud a el padre/guardián.
2. Todas las apelaciones deberán ser presentadas por escrito. El administrador de la escuela le proporcionará la información sobre el proceso de apelación y el formulario de apelación requerido.
3. El padre/guardián puede apelar la decisión de la escuela con el Administrador de Operaciones del Centro de Servicios Educativos (ESC) correspondiente a su área.
4. El administrador de la escuela completará la sección de *Recomendación del Administrador* en la Aplicación para Apelar una Solicitud de Permiso Intradistrital.
5. El padre/guardián debe presentar el formulario de apelación, la solicitud inicial y cualquier otro documento relevante, al Administrador de Operaciones del ESC correspondiente dentro de 5 días escolares a partir de la fecha de negación de la apelación.
6. Si la apelación es recibida dentro del plazo, el Administrador de Operaciones del ESC revisará la apelación y emitirá una respuesta a la solicitud dentro de 5 escolares. Información adicional puede ser solicitada en ese momento.
7. Si la apelación no es presentada dentro del plazo requerido, el estudiante deberá inscribirse/asistir a la escuela de residencia inmediatamente. El personal en la escuela de residencia le ayudará a matricular al estudiante.
8. Si la apelación es concedida, la escuela expedirá un permiso intradistrital.
9. Si la apelación es negada, el administrador de la escuela notificara por escrito a el padre/guardián la razón de la negación dentro de 5 días escolares.

**Información de Contacto para los Centros de Servicio Educativos (ESC)**

ESC East- Operations 2151 North Soto Street Los Angeles, CA 90032 (323) 224-3100	ESC North- Operations 6621 Balboa Boulevard Van Nuys, CA 91046 (818) 654-3600	ESC West- Operations 11380 W. Graham Place Los Angeles, CA 90064 (310) 914-2100	ESC South- Operations 1208 Magnolia Avenue Gardena, CA 90247 (310) 354-3400	ESC ISIC-Operations 333 South Beaudry Avenue Los Angeles, CA 90017 (213) 241-0100
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10. La decisión del Administrador de Operaciones del ESC es la acción final a la petición de apelación. Las decisiones sobre permisos intradistritales no pueden ser apeladas al OPST ni a la Oficina de Educación del Condado de Los Ángeles.



*Use School Letterhead*

**Notification of Permit Denial**

Date  
Parent Name  
Address  
City, State Zip

Re: *Student Name* Request for an Intra-District Permit based on *Permit Type*  
From *School of Residence* to *Requested School*

Dear Parents/Guardians,

The permit application for your child has been received and has been given careful consideration. Unfortunately, we are not able to accommodate your request due to **Enter Reason Permit was Denied**. Consequently, your application must be denied.

You have the right to appeal this denial if you believe that an exception to District policy is warranted or that your circumstances fall within District guidelines. The appeal must be in writing and received in this office within 5 school days from the date of the initial denial.

The appeal procedures and required forms are available in our school office, or on-line at <http://studentpermits.lausd.net>

If you do not appeal within the required time, **Student Name** will be expected to attend **School of Residence** immediately. Staff will assist you with registration and enrollment. If you have any questions, please call me at **School Phone**.

Sincerely,

Signature  
Name, Principal  
Name of School



*Use School Letterhead*  
Notificación de la negación del permiso

Date

Parent Name

Address

City, State Zip

Acerca de: **Student Name** Solicitud para un Permiso Intradistrital basado en **Permit Type**  
De **School of Residence** a **Requested School**

Estimados Padres/Guardianes,

La solicitud de permiso para su hijo/a ha sido recibida y se ha dado consideración cuidadosa. Desafortunadamente, nosotros no podemos atender su solicitud debido a **Enter Reason Permit was Denied**. Por lo tanto su aplicación debe ser negada.

Tiene el derecho de apelar esta negación si cree que una excepción a las normas del distrito es justificada o que sus circunstancias están dentro de la normas del distrito. La apelación debe ser presentada por escrito y recibida en esta oficina dentro de 5 días escolares a partir de la fecha inicial de la negación.

Los procedimientos de la apelación y formas necesarias están disponibles en la oficina de la escuela, o por el internet en <http://studentpermits.lausd.net>.

Si la apelación no es presentada dentro del plazo requerido, **Student Name** deberá ser matriculado y asistir a **School of Residence** inmediatamente. El personal de la escuela le ayudará con la inscripción.

Si tiene alguna pregunta, llame por favor al **School Phone**.

Sinceramente,

Signature

Name, Principal

Name of School



**APPLICATION TO APPEAL AN INTRA-DISTRICT PERMIT REQUEST OR CANCELLATION**

Type of Intra-District Permit Requested:			
Student Last Name	First Name	Date of Birth	Grade
Home Address	City	State	Zip Code
Name of Home School		Name of School Currently Attending	
Name of School Requested			
Name of Parent/Guardian		Name of Parent/Guardian	
Home Phone	Cell Phone	Home Phone	Cell Phone
Parent/Guardian Employment Information		Parent/Guardian Employment Information	
Name of Employer		Name of Employer	
Title:		Title:	
Physical Work Address:		Physical Work Address:	
Work Telephone:		Work Telephone:	
Work Days and Hours:		Work Days and Hours:	
Is childcare a factor in this appeal? Yes or No		If yes, please attach childcare affidavit.	
What other LAUSD school would you consider?			
If this appeal is not granted, what is the educational plan for this student?			
Have you been accepted into the school/program you are requesting?			

**I have been provided with the following documents:**

- A written explanation of the permit application denial by the school
- A copy of the LAUSD permit appeal process (continue on next page)





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

--

**In the space below, please state your understanding of why this permit was denied.**

--

Signature of Parent or Guardian	Date
---------------------------------	------

**Completed appeals form and supplemental documents must be received by the school from the parent within 5 school days of the initial denial letter.**

<b>Administrative Recommendation</b> Reason for denial: _____	
_____ Signature of Administrator, School Name	_____ Date
_____ Print Name of Administrator	School Stamp Required Here

**Submit Appeal to:**

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

**Intra-district appeals must be received by the corresponding ESC within 5 school days of the denial.**

ESC Appeal	Date Received:	<input type="checkbox"/> CC <input type="checkbox"/> PEP <input type="checkbox"/> CE <input type="checkbox"/> SS <input type="checkbox"/> SP <input type="checkbox"/> SAP <input type="checkbox"/> SIB
<input type="checkbox"/> Granted <input type="checkbox"/> Denied	Date:	Reviewed by:



**APLICACION PARA APELAR UNA SOLICITUD DE PERMISO INTRADISTRITAL O  
 CANCELACION DE PERMISO**

Tipo de Permiso Intradistrital Solicitado:			
Apellido del Estudiante	Nombre del Estudiante	Fecha De Nacimiento	Grado Solicitado
Domicilio	Ciudad	Estado	Código Postal
Nombre de la Escuela de Residencia		Nombre de la Escuela que Asiste	
Nombre de Escuela Solicitada			
Nombre de Padre/Guardián		Nombre de Padre/Guardián	
Teléfono de Casa	Teléfono Celular	Teléfono de Casa	Teléfono Celular
<b>Información de Trabajo - Padre/Guardián</b>		<b>Información de Trabajo - Padre/Guardián</b>	
Nombre del Empleador:		Nombre del Empleador	
Titulo:		Titulo:	
Dirección:		Dirección:	
Teléfono de Trabajo:		Teléfono de Trabajo:	
Horas y días de Trabajo:		Horas y días de Trabajo:	
¿Es el cuidado de niños un factor en esta apelación?		<input type="checkbox"/> Si	<input type="checkbox"/> No
Si es un factor, por favor llene la Declaración de Cuidado de Niños.			
¿Cuales otras escuelas consideraría en LAUSD?			
1. _____ 2. _____ 3. _____			
Si esta apelación es negada, cuál es el plan educativo para este estudiante?			
¿Ha sido aceptado/a en la escuela o el programa que está solicitando?			

**He sido proporcionado con los documentos siguientes:**

- Una explicación por escrito de la negación de apelación de permiso por la escuela.
- Una copia del proceso de apelación de permiso de LAUSD

(Continúe en siguiente página)



**En el espacio abajo, por favor explique por qué su hijo/a debe ser concedido un permiso para dejar la escuela de residencia y asistir la escuela solicitada. Adjunte documentos adicionales que considere necesarios.**


**En el espacio abajo, por favor explique su entendimiento de la razón por la cuál el permiso fue negado.**


Firma de Padre o Guardián	Fecha
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**La forma completa de apelación y documentos relevantes deben ser recibidos dentro de 5 días escolares a partir de la fecha inicial de negación.**

<b>Administrative Recommendation</b> Reason for denial: _____	
Signature of Administrator, School Name _____	Date _____
Print Name of Administrator _____	School Stamp Required Here

**La apelación debe ser enviada a:**

Información de Contacto para los Centros de Servicios Educativos (ESC)				
ESC Este - Operaciones 2151 North Soto Street Los Ángeles, CA 90032 (323) 224-3100	ESC Norte - Operaciones 6621 Balboa Boulevard Van Nuys, CA 91046 (818) 654-3600	ESC Oeste - Operaciones 11380 W. Graham Place Los Ángeles, CA 90064 (310) 914-2100	ESC Sur - Operaciones 1208 Magnolia Avenue Gardena, CA 90247 (310) 354-3400	ESC ISIC-Operaciones 333 South Beaudry Avenue Los Ángeles, CA 90017 (213) 241-0100

**Las apelaciones de permisos intradistritales deben ser recibidas en el Centro de Servicios Educativos (ESC) correspondiente dentro de 5 escolares a partir de la fecha de la negación.**

ESC Appeal	Date Received:	<input type="checkbox"/> CC <input type="checkbox"/> PEP <input type="checkbox"/> CE <input type="checkbox"/> SS <input type="checkbox"/> SP <input type="checkbox"/> SAP <input type="checkbox"/> SIB
<input type="checkbox"/> Granted <input type="checkbox"/> Denied	Date :	Reviewed by:



**PERMIT RENEWAL LETTER**  
(SAMPLE LETTER)  
Use School Letterhead

Mr. and Mrs.

Dear Mr. and Mrs. \_\_\_\_\_:

Re: Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Home Address: \_\_\_\_\_

Type of Permit: \_\_\_\_\_

According to our records, your child is attending this school on a permit. District policy requires that Intra-district Permits be renewed each year.

The following are needed to renew the permit for the coming school year:

- Completed Student Permit Application form (attached). Signature from the principal of the school of residence is not required.
- Completed Child Care Affidavit for Child Care Permits.
- Letter verifying employment of custodial parent(s) on employer's letterhead, for Parent Employment Permits.
- Copy of the latest pay stub of parent(s) for Parent Employment Permits.
- \_\_\_\_\_

In order to plan for the new school year, we need to know if your child will be returning. Should you wish your child to continue at this school, I am requesting that the above information be provided before \_\_\_\_\_ . Current, accurate information must be on file for your child to be enrolled in our school.

If we do not hear from you by the above date, we will assume that you will no longer require a permit for your child to attend this school.

Thank you for your cooperation.

Sincerely,

Principal



**CARTA DE RENOVACION PARA PERMISOS**  
**Use School Letterhead**

Sr. y Sra.

Estimado Sr. y Sra.:

Acerca de: El nombre de Estudiante: \_\_\_\_\_ Grado: \_\_\_\_\_

Domicilio: \_\_\_\_\_

Tipo de Permiso: \_\_\_\_\_

Según nuestros registros, su hijo/hija asiste a esta escuela por medio de un permiso. La norma del distrito requiere que los Permisos sean renovados cada año.

Lo siguiente es necesario para renovar el permiso para el siguiente año escolar:

- Solicitud del Permiso del Estudiante completada (adjunta). La firma del director de la escuela de residencia no es requerida.
- Declaración Jurada de Cuidado de Niños completado para Permisos de Cuidado de Niños.
- Una carta con el membrete de la empresa verificando el empleo del padre/guardián para Permisos de Empleo del Padre/Guardian.
- Una copia de un talón de pago reciente para Permisos de Empleo del Padre/Guardian.

Para planear para el nuevo año escolar, nosotros debemos saber si su hijo/a regresará. Si desea que su hijo/a continúe en esta escuela, estamos solicitando que la información anterior sea proporcionada antes de \_\_\_\_\_. Información actual y precisa debe ser archivada para que su hijo/a sea inscrito en nuestra escuela.

Si no tenemos noticias de usted antes de la fecha indicada, vamos a suponer que ya no requiere un permiso para que su hijo/a asista a nuestra escuela.

Gracias por su cooperación.

Sinceramente,

Director