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## 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. Intra-district Permits (LAUSD school to LAUSD school) may be granted for students to attend a school other than the school of residence.

- All parents requesting an intra-district permit shall be provided with the opportunity to apply, regardless of the reason for the request.
- LAUSD must consider available space and staffing prior to granting a permit.
- Permits will be processed in the order the completed application was received.
- Intra-district permits do not carry transportation privileges; parents/guardians are responsible for transporting the student to and from school.
- **Student is to enroll at their school of residence or remain enrolled at the current school of attendance until a final decision is made.**

### Timeframe

- Intra-district permits may be issued at any time during the current school year.
- Applications for the following school year will be accepted starting on the **second Monday of March**.
- Once the initial permit is approved by both schools, permits must be renewed annually by the requested school.

### Application Instructions

1. A separate *Intra-District Permit Packet* must be submitted for each individual student.
  2. Review and complete the Intra-District Permit Packet (Attachment A-1 to A-4).
    - a. Review *Intra-District Permit Guidelines* (Attachment A-1).
    - b. Review *Intra-District Permit Criteria* (Attachment A-2).
    - c. Complete *Initial Intra-District Permit Application* (Attachment A-3).
    - d. If applicable, complete the *Intra-District Permit Childcare Affidavit* (Attachment A-4).
- Note:** If any of the above attachments were not provided, request it from school staff.
3. Intra-district permit applications and required documents must be submitted and approved by both LAUSD schools prior to enrollment.
    - **Resident School:** Submit the *Initial Intra-District Permit Application* (Attachment A-3) and all required supporting documents to the school of residence. Once approved, move on to the requested school.
    - **Requested School:** Submit the completed *Initial Intra-District Permit Application* (Attachment A-3) and all required supporting documents to the requested school. The administrator at the requested school will review the application and supporting documents. If the *Initial Intra-District Permit Application* (Attachment A-3) is approved by the administration at the school of residence and the requested school, the student become enrolled, and the requested school will notify the parent.

**Initial Permit Denial**

Permit approval from either school is not guaranteed. If a permit request is denied by either school, the parent shall be informed of the appeal process by the denying school.

Reasons that merit an initial permit denial are as follows:

- School is at capacity.
- Falsified information or documentation.

**Permit Cancellation or Renewal Permit Denial**

If a permit is cancelled at the end of Fall semester or the renewal permit is denied, the parent shall be informed of the appeal process.

Reasons that merit permit cancellation or renewal permit denial are as follows:

- Falsified information or documentation
- Failure to comply with attendance policies (e.g., truancy, excessive unexcused absences and tardies and/or leave earlys)
- 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
- School is at capacity
- Issued in error (renewal permit denial only)

**Appeal Process for the Initial Denial, Cancellation of Permit, or Renewal Permit Denial**

Appeal applications shall be submitted to the Region Office. For more information, refer to the *Notification of Permit Denial Packet (Attachment D)* or *Notification of Permit Cancellation Packet (Attachment E)*.

**INTRA-DISTRICT PERMIT CRITERIA**

**PARENT EMPLOYMENT**

Parent Employment Permits may be issued when at least one parent physically works within another LAUSD school's attendance area.

The following proof is required:

- A copy of a recent pay stub and a letter on the employer's letterhead verifying schedule (hours and days) and physical address of employment; or
- If self-employed, a copy of a current business license and a letter on the business letterhead verifying schedule (hours and days) and physical address of employment.

**SPECIALIZED PROGRAM**

Specialized Program 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 and Choices Programs (Magnet, Permits with Transportation, Multilingual Multicultural Programs, Schools for Advanced Studies, Admission Criteria and Affiliated Charter Schools).

The following proof is required:

- Program information (e.g., brochure, factsheet, website link, etc.).

**SIBLING**

Sibling permits may be issued for siblings of a student who will be attending the requested school during the same academic school year on a valid permit.

**CHILDCARE**

Childcare permits may be issued when the student receives childcare within the attendance area of another LAUSD school, other than the school of residence. The student must be picked up at dismissal if the student is not utilizing an after-school program on the school grounds. The student must remain in the childcare program to continue to qualify for this permit.

The following proof is required:

- *Intra-District Permit Childcare Affidavit* (Attachment A-4).
- A copy of the current utility bill and driver's license/identification for the in-home childcare provider or a copy of the business license for the childcare facility.

**SAFETY AND PROTECTION**

Safety and Protection Permits are issued for the purpose of protection or personal welfare of a student. Any one of the following circumstances may warrant a Safety and Protection Permit:

Persistently Dangerous

The school of residence is classified by the District as "persistently dangerous," as defined in the law.

Victim of a violent criminal offence

The student is the victim of a violent criminal offense that occurred in or on the grounds of the school of attendance, the following proof is required:

- Parent shall provide specific details regarding the circumstances, which make the student's current school assignment unsafe (e.g., discipline records, police reports, known gang affiliation, or any other information, which provide a basis for this transfer request)

Protection or personal welfare

For the protection or personal welfare of the student, the following proof is required:

- Parent shall provide specific details regarding the circumstances, which make the student's current school assignment unsafe (e.g., discipline records, police reports, known gang affiliation, or any other information, which provide a basis for this transfer request)

Victim of an act of bullying (Education Code Section 46600)

A victim of an act of bullying may request and receive priority for an intra-district permit.

The following proof is required:

- A copy of the written complaint in which there was a determination of bullying after an investigation by the District under the Uniform Complaint Procedures or the parent filed a written complaint with the local law enforcement agency; and
- The bullying was committed by any student in the school of residence.

**CONTINUING ENROLLMENT**

Continuing Enrollment permits may be issued to allow students to continue attending their current school of attendance. Continuing Enrollment permits can be issued at any time and are renewable by the school of attendance. Continuing Enrollment permits do not apply to students that move out of LAUSD boundaries. Refer to the Office of Permits and Student Transfers website at <https://www.lausd.org/Page/17295>.

**EXCEPTION**

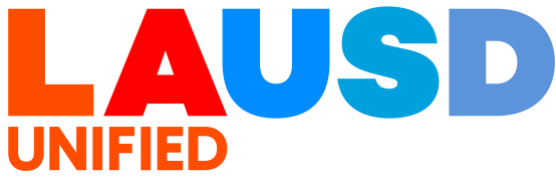
Exception permits may be granted at the discretion of both schools for extenuating circumstances. Both schools will consider permit requests that do not meet the criteria for one of the above-mentioned permit types under the category of “exception.” Exception requests are given consideration on a case-by-case basis and are only granted in situations of extreme hardship with supporting documentation.

The following proof is required:

- Parents should provide any relevant supporting documentation with the permit application (e.g., medical issues, transportation-related hardship, parent post-secondary enrollment, non-school based extracurricular activities near the requested school)

**SPECIAL CIRCUMSTANCES**

- When a student is requesting an intra-district permit in or out of the Zone of Choice Schools, the assigned school or Zone of Choice office is authorized to sign the permit application as the resident or requested school, as applicable. Intra-district permits are not allowed between schools within the same zone.
- Students receiving Special Education services may only be transferred as determined by the Individualized Education Program (IEP).
- Students with an active Section 504 Plan may be required to be re-evaluated prior to any change in placement.
- Students designated as experiencing homelessness do not require a permit to remain at the school of origin.
- Youth in foster care do not require a permit to remain at the school of origin.
- If the student’s school of residence is a Conversion or Public School Choice (PSC) Charter School, the parent may opt out. If the parent opts out, the student may utilize the same enrollment options as any other resident student including, but not limited to, intra-district permits, magnet, and open enrollment.
- Athletic eligibility carries interscholastic privileges, subject to limitations in rules and regulations governing interscholastic athletics, including but not limited to CIF rules prohibiting school transfers based solely on athletics, or school transfers resulting from recruitment purposes.
- Schools must follow LAUSD discipline and/or expulsion 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 the Division of School Operations or the Office of Student Discipline and Expulsion Support.



**INITIAL INTRA-DISTRICT PERMIT APPLICATION**

**STUDENT INFORMATION**

Last Name		First Name		M.I.	Date of Birth
Home Address			City	Apt.	Zip Code
School Year Requested 20_____ to 20_____		Grade Requested	Name of Most Recent School Attended		
Does the student currently receive special education services or have an Individualized Education Program (IEP)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Is this student currently under expulsion from the Los Angeles Unified School District or any other district? <input type="checkbox"/> Yes <input type="checkbox"/> No					

**PARENT INFORMATION**

Name of Parent/Legal Guardian		Name of Parent/Legal Guardian	
Home Address		Home Address	
Apt.		Apt.	
City		City	
Zip Code		Zip Code	
Home Phone ( ) ( )	Work/Cell Phone ( ) ( )	Home Phone ( ) ( )	Work/Cell Phone ( ) ( )
Email (optional)		Email (optional)	

**PERMIT REQUESTED (Additional required documents must be attached)**

Childcare                       Continuing Enrollment                       Specialized Program  
 Parent/Guardian Employment                       Sibling                       Safety and Protection  
 Exception, Reason for Request: \_\_\_\_\_

**SCHOOL RECOMMENDATION (Both schools must complete)**

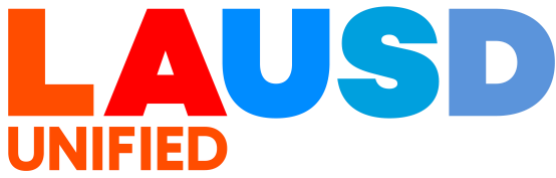
<b>School of Residence</b> _____ Recommended by School of Residence <input type="checkbox"/> Yes <input type="checkbox"/> No If no, reason: _____ _____ Administrator Signature _____ Date _____ Administrator Printed Name _____	<b>Requested School</b> _____ Recommended by Requested School <input type="checkbox"/> Yes <input type="checkbox"/> No If no, reason: _____ _____ Administrator Signature _____ Date _____ Administrator Printed Name _____
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**PARENT ACKNOWLEDGEMENT**

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 agree to notify the requested school of any change of residence, contact information or criteria related to the type of permit issued. LAUSD personnel may verify any or all information provided. **Student is to enroll at their school of residence or remain enrolled at the current school of attendance until a final decision is made.**

I certify under penalty of perjury that the information I provided is true and correct and that falsification of information is grounds for immediate denial or cancellation of a permit.

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_



**Intra-District Permit Childcare Affidavit**

*Childcare permits may be issued when the student receives childcare within the attendance area of another LAUSD school other than the school of residence.*

This form must be completed and signed by the responsible childcare individual/facility and the parent/legal guardian.

The following proof is required:

- *Intra-District Permit Childcare Affidavit* (Attachment A-4).
- If childcare is provided by a Childcare Facility:
  - A copy of the business license for the childcare facility.
- If childcare is provided by an individual:
  - A copy of the current utility bill and driver's license/identification for the in-home childcare provider.

**Student Information**

First	Middle	Last
Date of Birth	Grade Requested	

**Childcare Provider Information**

Name of Childcare Provider/Facility	Telephone Number	
Childcare Address	City	Zip Code

**Acknowledgement**

I certify under penalty of perjury that the information I provided is true and correct and that falsification of information is grounds for immediate denial or cancellation of a permit. LAUSD personnel may verify any or all information provided.

Print Name of Childcare Provider/Facility	Signature of Childcare Provider/Facility	Date
Parent/Legal Guardian Name	Signature of Parent/Legal Guardian	Date