

New

Renewal

APPLICATION FOR INTERDISTRICT ATTENDANCE PERMIT

(One Application per Child)

A. Pupil's Name _____ Birth Date _____
Last First Middle

School District of Residence _____ School _____

School District of Desired Attendance _____ School _____

School Now Attending or Last Attended _____ School _____

Parent's Name _____

Residential Address _____

City/State/Zip _____

Phone (home) _____

Phone (work) _____

Explanation of reason(s) for request: (requests based upon convenience or personal preference will not be considered.) _____

Comments: _____

Reason(s) for request (see explanation on reverse side): (circle one)

- a. Senior Student
- b. Continuing Student
- c. Social Adjustment/Academic Adjustment
- d. Specialized Courses or Training (Specify) _____
- e. Change of Residence/or Planned Change of Address
- f. Employment related
- g. Child Care
- h. Victim of a violent crime (attach background information, i.e., police report, etc.)
- i. Sibling currently enrolled in district

Provide name, address & phone number of child care provider or employer, if you circled the letters (f) or (g): (Please complete additional required district documentation)

Has this pupil received special education services? (on an IEP) Yes No If Yes, are they presently receiving services? Yes No

Has the pupil received Section 504 accommodations? Yes No If Yes, are they presently receiving accommodations? Yes No

Other instructional support services within the previous 12 months? Yes No If Yes, please describe the program/services received: _____

Is this student currently under an "Expulsion Order"? Yes No Has this student been recommended for expulsion? Yes No

California Interscholastic Federation grades 9-12 athletic eligibility (Article 2, Rule 223) may be negatively affected by this transfer. Eligibility is determined by the rules of the San Diego Section of the CIF and its member conferences and leagues.

NOTE: This permit is valid only for the school year granted, while conditions stated are maintained, and as long as the student's attendance, citizenship and scholarship are satisfactory to the district of attendance. A permit may be revoked for cause at any time. False or misleading information may be cause for denial or revocation. Individual district policies pertain to each permit.

_____ Parent initials

"I have read and understand the regulations and policies governing interdistrict attendance permits (on reverse side) and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand that this form will be provided to the district of residence, the district of desired attendance, and the San Diego County Office of Education and information provided is subject to verification."

Signed _____ Date _____

FOR SCHOOL DISTRICT OFFICE USE ONLY

B. As the authorized administrator for the district of residence, I recommend the following action (check one):
 concurrence with receiving district disapproval

_____ Authorized Signature _____ Title _____ Date _____

C. As the authorized administrator of the district of desired attendance, I recommend the following action (check one):
 approval disapproval Employment/Child Care verified on _____ Date _____

_____ Authorized Signature _____ Title _____ Date _____

D. Reason for denial:
 No interdistrict attendance agreement in force between the school districts affected. Reason for request not within district policies
 Insufficient room in district, school, or program of desired attendance. Interdistrict permit revoked
 Employment or Child Care not within the bounds of the school district.

Comments: _____

If you choose to appeal this decision you have **30 days** in which to do so. Failure to appeal within the required time is good cause for denial of an appeal. (See #9 on the back of this application). **Approval of permit does not guarantee enrollment at specific school.**

REGULATIONS AND POLICIES GOVERNING INTERDISTRICT ATTENDANCE PERMITS

1. In accordance with Sections 46600 to 46608 inclusive and 48204, of the Education Code of the State of California, the school districts of San Diego County establish interdistrict agreements annually which provide for an exchange of pupils.
2. The enrollment of pupils from districts other than that of residence *is not mandatory*. If there is sufficient room in the district, school, and program of desired attendance, requests will be considered, provided the reasons are justifiable and in accordance with district governing board policy. Interdistrict Attendance Permits may be granted for the following reasons:
 - a. **Senior Student** - The district may permit those pupils who are in the highest grade of elementary, junior, or senior high school permission to graduate from the school which they have attended just prior to their move to another district .
 - b. **Continuing Student** - If the student had an interdistrict transfer and was attending the school the prior year.
 - c. **Social Adjustment/Academic Adjustment** - These are to be *on a trial basis* for social or academic adjustment only. These cases must have verification by the school authorities of the district of residence and the school authorities of the district of desired attendance.
 - d. **Specialized Courses of Training** - Availability of specialized courses or training in district of desired attendance were not available in district of residence. If the district of residence has a similar program or course of training, the student does not qualify under this category.
 - e. **Planned Change of Residence** - Specific and written evidence must be given that a residence in the district of desired attendance is being obtained. Such permit should not be issued for longer than *three months* except to permit pupil to finish out the school year.
 - f. **Employment-Related** - Districts may approve or deny requests for enrollment of elementary school pupils based upon the location of the parent's/guardian's place of employment, namely, within the school boundaries of the district of desired attendance.
 - g. **Child Care** - These are to be initially granted only to elementary school age students, when it is impossible to arrange adequate childcare or supervision in the district of residence. Requests for child care enrollment can only be considered if there is sufficient room in school district of desired attendance.
 - h. **Victim of a Violent Crime** - A victim of a violent crime that occurred while on school grounds. The student is only eligible if there are no other schools within the district of residence where the student may be transferred.
 - i. **Siblings** - If a sibling is currently enrolled in district.
3. Requests based upon convenience or personal preference **WILL NOT BE CONSIDERED**.
4. Procedure for making application for interdistrict attendance:
 - a. Complete all sections of part A of Parent's Request for Interdistrict Attendance Permit (Form 341) and fill in reasons for request in space provided. Be sure to sign the application.
 - b. Obtain approval of the authorized school administrator of the district of residence.
 - c. Take request form to administrator of school district of desired attendance.
 - d. Parent/guardian will be notified by mail of the final decision on the request.

If you have any questions pertaining to the procedure outlined above, the office from which you obtained this form in the school district of residence will assist you.

5. A Interdistrict Attendance Permit for interdistrict attendance is valid *only during the school year for which it is issued*. It is furthermore valid *only while the conditions stated in the request are maintained*; and will be continued in force only as long as the pupil's *attendance, citizenship, and scholarship are satisfactory to the school of special attendance*..
6. Falsification of any information stated on this request is cause for immediate revocation of a Special Attendance Permit and no further application will be considered.
7. California Interscholastic Federation grades 9-12 athletic eligibility (Article 2, Rule 223) may be negatively affected by this transfer. Eligibility is determined by the rules of the San Diego Section of the CIF and its member conferences and leagues. The CIF-SDS phone number is 619-292-8165.
8. WHILE DECISION IS PENDING, THE PUPIL MUST ATTEND SCHOOL IN THE SCHOOL DISTRICT OF RESIDENCE.

APPEAL PROCESS – MUST APPEAL TO DISTRICT FIRST

9. **The First Level of Appeal must be made at the District that DENIED the Permit.** After exhausting this process you may appeal to the San Diego County Office of Education within 30 calendar days from the date of the district's final decision. Failure to appeal within the required time is good cause for denial of an appeal. Appeals are to be directed to the department of Pupil Services at the San Diego County Office of Education, (858) 292-3786. Decisions by the San Diego Board of Education will be final.