

**INTRADISTRICT PERMIT APPLICATION
(FOR TRANSFERS BETWEEN AUSD SCHOOLS –
FOR DISTRICT RESIDENT STUDENTS)**



ALHAMBRA
UNIFIED SCHOOL DISTRICT

STEP 1: To be completed by parent/guardian (Please print)

New Request

Renewal

School Year: <input type="checkbox"/> Current year <input type="checkbox"/> Future year 20_____ - 20_____		Grade Requested	Date of Request
Student Name (Last, First)		Birth Date	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Current or Last School of Attendance		# of years attended	
School of Residence			
School Requested			
Parent/Guardian Name		Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Email Address		Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Address		City/Zip	
Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What special services has the student received? (Check all that apply and attach proof of enrollment in the special program.) <input type="checkbox"/> Gifted (GATE) <input type="checkbox"/> Section 504 <input type="checkbox"/> Special Education <input type="checkbox"/> English Language Learner			
If the student is receiving Special Education services, what is their current placement? (Please attach IEP.) <input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> Non-Public School (NPS) <input type="checkbox"/> Pending Assessment			
What is/are the reason(s) for the request? (Check all that apply. See section on "Documentation Required" for a listing of AUSD Board Policy/Administrative Reg. 5116.1 and, proof/evidence required to support each reason checked.) <input type="checkbox"/> Child Care <input type="checkbox"/> Parent Employment <input type="checkbox"/> Sibling <input type="checkbox"/> Health or Safety (attach explanation) <input type="checkbox"/> Specialized Program <input type="checkbox"/> Continuing Enrollment <input type="checkbox"/> Complete Final Year at Current School <input type="checkbox"/> Proposed Change in Residence <input type="checkbox"/> Mental or Physical Well Being <input type="checkbox"/> SARB Recommendation <input type="checkbox"/> Complete Final Year after Mid Year Move <input type="checkbox"/> Other (Please specify in a letter)			

I have read the terms and conditions and understand the regulations and policies governing intradistrict attendance permits and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation **DOES NOT** guarantee that the request will be approved.

Parent/Guardian Signature _____ Relationship to Student _____

== FOR OFFICE USE ONLY ==

STEP 2: School of Residence

Decision: Approved Denied

Comments: _____

Authorizing Signature: _____

Title: _____

Date: _____

STEP 3: Proposed School of Attendance

Decision: Approved Denied

Comments: _____

Authorizing Signature: _____

Title: _____

Date: _____

Below is a chart of documentation that must be attached to the application at the time of submission. Please note that incomplete applications will not be processed. Requests will be considered based on local board policies and on individual merit.

Reason for Request	Documentation Required
Child Care Grades K-5	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> - Copy of a recent pay stub - Letter on the employer's stationery verifying schedule (hours and days) and location of employment - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from the adult, center or organization providing child care including contact information <ul style="list-style-type: none"> - Child care license number and fees, if applicable - Hours of operation for the center or organization, or hours that the student is under care - Length of time student has been under care by the adult, center or organization ▪ Letter from parent/guardian explaining the circumstances that an intradistrict permit is necessary under child care reasons ▪ Local or school site child care options investigated
Parent Employment * Parent must work in the attendance area for the school requested.	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> - Copy of a recent pay stub - Letter on the employer's stationery verifying schedule (hours and days) and location of employment - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from parent/guardian explaining the circumstances that an intradistrict permit is necessary under parent employment reasons
Sibling	<ul style="list-style-type: none"> ▪ Name, grade and school where the sibling attends (sibling must already attend the proposed school of attendance) ▪ Copy of the sibling's last report card
Health & Safety (Specialized mental or physical health needs)	<ul style="list-style-type: none"> ▪ Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issues (if applicable) ▪ Police or school report supporting safety-related issues (if applicable) related directly to the student ▪ Letter from parent/guardian explaining the circumstance that an intradistrict permit is necessary under health and safety reasons
Specialized Program	<ul style="list-style-type: none"> ▪ Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested, with documentation of acceptance ▪ Letter from parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the school of residence
Recommendation	<ul style="list-style-type: none"> ▪ SARB Letter
Continuing Enrollment	<ul style="list-style-type: none"> ▪ Copy of the student's last report card
Final Year	<ul style="list-style-type: none"> ▪ Copy of the student's last report card
Change in Residence	<ul style="list-style-type: none"> ▪ Copy of escrow documents/lease agreement
Other	<ul style="list-style-type: none"> ▪ Documentation required

TERMS AND CONDITIONS

- A permit may be revoked at any time by the school of enrollment for the following reasons:
 - Student is excessively tardy or absent from school, or student is brought to school excessively early or left excessively late.
 - Student fails to uphold appropriate behavior standards.
 - Student fails to make appropriate academic efforts.
 - False or misleading information was provided.
 - Other conditions that occur that would render continuance inadvisable, such as failure on the part of the parent or guardian to cooperate with school or district officials.
- Students entering grades 11 and 12 shall not have their permits rescinded.
- Approval is subject to space availability in the school.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parent/guardian should check the CIF rules before submitting this application.
- The parent/guardian is responsible for providing transportation to and from school.