



TITLE: Intra-District (School to School) Permits and Student Transfers in Elementary and Secondary Schools

NUMBER: BUL-5347.2

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POLICY: Parents or educational rights holder of Transitional Kindergarten-12th grade students, who live within the boundaries of one school in LAUSD, may request an intra-district permit to allow them to attend another school within LAUSD (subject to school capacity). For more information on school capacity, see [REF-5501.1](#), *Procedures for Capping School Enrollment*.

School administrators may not delay or deny authorization of an application that meets the criteria for an intra-district permit outlined in this bulletin unless that program or opportunity is already offered at the school of residence.

MAJOR CHANGES: This Bulletin replaces BUL-5347.1, Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools, dated June 10, 2013, and has been updated with the following changes:

- Defined parent for the purposes of this bulletin.
- Attachment order and renaming to:
 - Initial Intra-District Permit Packet (Updated).
 - Intra-District Permit Renewal Packet (Updated).
 - Notification to Enroll at School of Residence (New).
 - Notification of Permit Cancellation Packet (New).
 - Notification of Permit Denial Packet (New).
 - Permit Application Log (New).
 - Intra-District Permit Process (New).
- Schools should exercise due diligence efforts throughout the permit process and during the duration of the permit.
- Schools should document all due diligence efforts in MiSiS Student Contact Log or the Permit Application Log.
- For span schools, an Intra-District Renewal Permit Packet should be provided for all grade levels offered at the school.
- Safety and Protection intra-district permit type has been

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updated to align to current laws.

GUIDELINES: The following guidelines apply.

The Intra-District Permit Timeframe (Attachment G) may be utilized to support the procedures and timeframe outlined in this bulletin below.

I. INTRA-DISTRICT PERMITS OVERVIEW

A. LAUSD Students

Intra-District permits may be granted for students who reside within LAUSD, to attend an LAUSD school not considered their school of residence.

All parents requesting an intra-district permit will be provided with the opportunity to apply, regardless of the reason.

B. Processing Permits

1. The paper application process is handled by the two schools involved on a first-come, first-served basis.
 - a. The application information and required supporting documents should be readily available at school sites upon request.
 - b. Intra-district permits should never be processed by the Office of Permits and Student Transfers (OPST).
2. Only School Administrators or Region Administrators of Operations may grant, deny, or cancel intra-district permits.
 - a. Each permit application will be reviewed on its own individual merit.
 - b. School Administrators should not implement a lottery system at any point during the intra-district permit process.
3. A student on an Intra-district permit who moves within the attendance boundaries of another LAUSD school during the current school year may continue to attend the school requested. An initial intra-district permit is not required from the new school of residence.
4. Initial Intra-District Permit Applications (Attachment A-3) for each upcoming school year are to be accepted on the second Monday of March of the current school year. Initial intra-district permits may be issued at any time for the current school year.
5. For students currently on an intra-district permit not



matriculating, the requested school should begin issuing the Intra-District Permit Renewal Packet (Attachment B) for the upcoming school year between February 1st and April 15th.

- a. If the parent fails to return the *Intra-District Permit Renewal Application* (Attachment B-2), the requested school should issue the *Notification to Enroll at School of Residence* (Attachment C) between May 1st but no later than May 30th.
- b. If schools fail to send out renewal letters within the time frame, students may remain enrolled for the following school year using a Continuing Enrollment permit.

II. INTRA-DISTRICT PERMITS TERMS AND GUIDELINES

A. Intra-District Permit Terms

1. Initial Permit Application

An initial permit application is defined as a new permit request.

- a. An initial permit application can be required if an approved permit was not utilized for the school year it was granted.

2. Renewal Permit Application

A renewal permit application is defined as an application for a student to remain enrolled at the requested school for the upcoming school year.

- a. The permit becomes void if the student withdraws from the requested school.
- b. The requested school must complete the renewal permit application annually (Attachment B-2). Release from the school of residence is not required annually.

3. Cancellation of Permit

A permit cancellation is defined as the termination of a permit at the end of the Fall semester after the school has exercised appropriate due diligence efforts (e.g., documented interventions, parent conferences, SSPT, SART). However, a permit should not be cancelled mid-semester.



- a. Refer to section [IV. Denial and Cancellation of Permits](#) for more information.
 4. Denial of Permit
A permit denial is defined as a situation in which the school administrator does not grant an initial permit application or the renewal of a permit.
 5. School of Residence
A school of residence is defined as a school located within the boundaries where the parent resides.
 6. Requested School
A requested school is defined as a school other than the school of residence, where the parent intends to enroll the student.
 7. Parent
A parent is defined as the natural or adoptive parent or legal guardian, the person having legal custody, or the educational rights holder.
 - a. A legal guardian must be court-appointed to have the educational rights for the student to make a permit application request. Guardianship is only recognized through an official court order for either temporary or permanent guardianship.
- B. Initial Intra-District Permit Guidelines (Attachment A-1)
1. Permit Issuance
 - a. Permits may be issued at any time during the current school year.
 - b. Applications for the upcoming school year should be accepted on the second Monday of March of the current school year.
 - c. A separate permit application for each child must be completed and submitted. Required supporting documents can be duplicated for siblings.
 - d. **For the intra-district permit to be granted, the application and documentation must be approved by the school of residence and the requested school.**
 - e. The school of residence and the requested school shall each have two (2) school days to:



- i. Review the application.
 - ii. Review the required supporting documents.
 - iii. Ensure the administrator completes the recommendation section by indicating either yes or no, and signs the application.
 - iv. Return the application to the parent.
 - f. Applications that are incomplete or without required supporting documents will not be processed.
 - g. Schools should contact the parent to inform them of the incomplete or missing documents and document all due diligence efforts in the MiSiS Student Contact Log.
 - h. Intra-district permits do not carry transportation privileges. As a result, parents are responsible for transporting the student(s) to and from school unless federal or state law requires this service.
 2. Special Circumstances
 - a. Eligibility

All students who reside in LAUSD, including students who are part of the student populations noted below, have the right to request an intra-district permit.
 - b. Zones of Choice Schools

When a student is requesting an intra-district permit in or out of the zone of choice, the assigned school or zone office is authorized to sign the permit application as the resident or requested school, as applicable.
 - i. For further information, contact the Zones of Choice office at (213) 241-0466 or at <https://www.lausd.org/zoc>.
 - c. Special Education

All students may request an intra-district permit, including students who have IEPs. However, students receiving special education services may only be transferred as determined by an IEP team. If a parent requests an intra-district permit, the school of residence should hold an IEP team meeting to discuss the placement. The school of



residence should consult with their Region Special Education administrator or LRE Specialist for assistance with this process.

- i. For additional information, refer to [REF-059713.0](#), *Special Education Electronic Policies and Procedures Manual (e-PPM)* or visit <https://www.lausd.org/Page/17239>.
- d. **Students with Disabilities**
Students with an active Section 504 plan may be required to be re-evaluated prior to any change in placement.
 - i. For further information, refer to [BUL-4692.9](#), *Section 504 of the Rehabilitation Act of 1973*, and [REF-059713.0](#), *Special Education Electronic Policies and Procedures Manual (e-PPM)* or visit <https://www.lausd.org/Page/17239>.
- e. **Students Experiencing Homelessness**
Students designated as experiencing homelessness do not require a permit to remain at their school of origin. However, if a parent is requesting a school other than the school of origin, an intra-district permit is required. All intra-district permit guidelines and procedures will apply.
 - i. For further information, including school of origin, refer to [BUL-6718.0](#), *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*.
- f. **Youth in Foster Care**
Youth in foster care do not require a permit to remain at their school of origin. However, if a parent or educational rights holder is requesting a school other than the school of origin, an intra-district permit is required. All intra-district permit guidelines and procedures will apply.
 - i. For further information, including school of origin, refer to [BUL-6718.0](#), *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*.



- g. Conversion or Public School Choice (PSC) Charter School Opt-Out
If the student's school of residence is a conversion charter school the parent may opt out. If the parent opts out, the student may utilize the same enrollment options as other resident students including, but not limited to, intra-district permits, Magnet and Open Enrollment.
 - i. For additional information, contact School Management Services at (213) 241-8044.
- h. Athletic Eligibility
All permits carry interscholastic athletic 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 for athletic purposes.
 - i. All questions regarding student interscholastic athletic eligibility should be referred to the Director of the Interscholastic Athletics Department at (213) 241-5847 or visit <https://www.lausd.org/athletics>.
 - ii. For additional information, refer to [BUL-6429.4](#), *Athletic Rules and Regulations*.
- i. Discipline and/or Expulsion
The permit process should halt if the student is undergoing expulsion proceedings from LAUSD or any other school district. Students are to remain at the current school of attendance, or the pre-expulsion interim placement provided by the Student Discipline and Expulsion Support Office or the Region Administrator of Operations or Designee. Schools must follow procedures consistent with the following district policies: [BUL-133307.0](#), *Discipline Foundation Policy: Multi-Tiered Systems of Support for Behavior and Social-Emotional Well-Being using Positive Behavior Interventions and Support/Restorative Practices (PBIS/RP)*; [BUL-5655.3](#), *Guidelines for Student Suspension*; and [BUL-6050.2](#), *Expulsion of Students-Policy and Procedures*.



- i. For additional information contact the Office of Student Discipline and Expulsion Support (SDES) at (213) 202-7555 or visit www.lausd.org/Page/629.
- j. Span Schools
Initial intra-district permits may be issued to the student requesting a span school. A renewal permit application should be provided for all grade levels available at the span school.
 - i. For additional information, refer to [Section B. Procedures for Renewal of Permit](#).

3. Intra-District Permit Criteria (Attachment A-2)

All permit applications must be filed in the student's cumulative record.

Any evidence collected from the parent that is sensitive (e.g., evidence regarding safety and protection, medical information) should be kept in a highly secured, confidential location and not maintained in the cumulative folder.

Non-sensitive supportive documents should be filed in the cumulative folder with the rest of the application documents.

a. Parent Employment

When at least one parent physically works within another LAUSD school's attendance area, a permit to attend that LAUSD school may be issued.

The following proof is required:

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

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

The following proof is required:

- i. Program information (brochure, factsheet, etc.)

c. Sibling Permits

Sibling permits may be issued for the sibling of a student who will be attending the requested school during the same academic school year on a valid permit (school may verify sibling relationship in MiSiS).

d. Childcare Permits

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:

- ii. Complete the *Intra-District Permit Childcare Affidavit* (Attachment A-4).
- iii. 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.

e. Safety and Protection

Safety and Protection permits may be 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. These permits are not granted based solely on parent or student preference.

- i. For further information, refer to [BUL-6362.0](#), *Opportunity Transfer (O.T.) – Policy and Procedures*.

Any of the following circumstances may warrant a Safety and Protection Permit:

- i. The school of residence is classified by the District as "persistently dangerous," as defined in the law.
- ii. 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 is required to provide specific details regarding the circumstance that may make the student's current school assignment unsafe (e.g., discipline records, police reports, known gang affiliations, or any other information) and provides grounds for the transfer request.
- iii. For the protection or personal welfare of the student. The following proof is required: 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).
 - a. Evidence collected from parent that is sensitive (e.g., evidence regarding safety and protection, medical information) should be kept in a highly secured, confidential location and not maintained in the cumulative folder.
- iv. Victim of an Act of Bullying under 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:

- i. 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
 - ii. The bullying was committed by any student in the school of residence.
 - a. Evidence collected from parent that is sensitive (e.g., evidence regarding safety and protection, medical information) should be kept in a highly secured, confidential location and not maintained in the cumulative folder.
- f. Continuing Enrollment
- i. Continuing Enrollment permits may be issued to allow students to continue attending their current school of attendance. Continuing Enrollment permits may be issued at any time and are renewable by the school of attendance.
 - ii. Continuing Enrollment Intra-District Permits do not apply to students who move out of LAUSD boundaries. For inter-district permit applications, refer parents to the Office of Permits and Student Transfers website at <https://www.lausd.org/Page/17295>.
- g. Exceptions
- 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



considered on a case-by-case basis and are only granted in situations of extreme hardship with supporting documentation.

The following proof is required:

- i. Parents should provide any relevant supporting documentation with the permit application.
 - a. Examples of extenuating circumstances include medical issues, transportation-related hardship, parent post-secondary enrollment, and non-school based extracurricular activities near the requested school.
 - b. Evidence collected from parents that is sensitive (e.g., evidence regarding safety and protection, medical information) should be kept in a highly secured, confidential location and not maintained in the cumulative folder.
 - c. Non-sensitive supportive documents should be filed in the cumulative folder with the rest of the application documents.

III. APPLICATION PROCESS

To facilitate the intra-district enrollment of students, parents must apply for an Initial Intra-District Permit and obtain the approval of the school administrators at both the school of residence and the requested school.

Permit approval from either school is not guaranteed, however, the school of residence may not deny a permit based solely on the reduction of the student population. If either school denies the Initial Intra-District Permit, the parent has the right to appeal.

Intra-district permits must be renewed annually. The requested school must consider available space and staffing prior to granting a renewal permit. The school administrator is responsible for following the annual intra-district renewal timeframe for all



applications, regardless of whether the permit will be renewed. If the renewal is denied, the parent has the right to appeal.

A. Procedures for the *Initial Intra-District Permit Packet* (Attachment A)

1. All parents requesting an intra-district permit will be allowed to apply, regardless of the reason they are requesting a permit. The *Initial Intra-District Permit Packet* includes the following:
 - a. *Intra-District Permit Guidelines* (Attachment A-1)
 - b. *Intra-District Permit Criteria* (Attachment A-2)
 - c. *Initial Intra-District Permit Application* (Attachment A-3)
 - d. *Intra-District Permit Childcare Affidavit* (Attachment A-4)
2. Parent must submit the *Initial Intra-District Permit Application* (Attachment A-3) and required supporting documents to the school of residence. The required supporting documents will vary by permit type.
3. The school of residence administrator has 2 business days to:
 - a. Review the application.
 - b. Review required supporting documents.
 - c. Ensure the administrator completes the recommendation section by indicating either yes or no, and signs the application.
 - d. Return the application to the parent.
4. If approved by the school of residence, the parent submits the application and the required supporting documents to the requested school. The required supporting documents will vary by permit type.
5. The requested school administrator has 2 business days to:
 - a. Review the application.
 - b. Review required supporting documents.
 - c. Ensure the administrator completes the recommendation section by indicating either yes or no, and signs the application.
6. If the application is incomplete, parents shall be notified by the school. If all required documents are not submitted within 30 calendar days of the notification,



- the application will be considered abandoned.
7. The requested school must ensure that the school of residence administrator has recommended the Intra-District Permit prior to enrolling (new LAUSD student) or auto withdrawing (current LAUSD student) and should notify the parent. For additional information, refer to [Student Enrollment MiSiS Job Aid](#).
 8. Once the requested school approves the Intra-District Permit, the school should take the next steps in MiSiS:
 - a. Enroll or auto-withdraw the student.
 - b. Select the appropriate intra-district permit type in the Enrollment>Student Information>Attendance Permit Details>Permit Type.
 - c. Enter the issue date: the issue date shall reflect the first day of enrollment the permit was granted for the school year requested.
 - d. Enter the end date: the end date shall reflect the last academic day of the school year requested.
 9. School administrator shall review the *Intra-District Permit Guidelines* (Attachment A-1) with the parent and student and document this conference in [MiSiS Student Contact Log](#).
 10. When permit is granted, the requested school is agreeing to have the student enrolled for the full academic school year and the student is to be treated in every respect as a resident student during any resolution or mediation process.
 11. The *Initial Intra-District Permit Application* (Attachment A-3) should be filed in the student's cumulative record.
 12. If the administrator does not recommend the permit, the parent will be informed of the appeal process by the school that denied the request. Both administrators must complete the recommendation section to initiate the appeal process. Please refer to section [IV. Denial and Cancellation of Permits](#).
- B. Procedures for Renewal of Permit
Intra-District Permit Renewal Applications (Attachment B-2) must be renewed annually, however, there is no guarantee they will be renewed. Requested schools must consider



available space and staffing prior to granting a renewal permit.

The school administrator is responsible for following the annual intra-district renewal timeframe for all applications, regardless of whether the permit will be renewed. If the renewal is denied, the parent has the right to appeal. If the school administrator does not follow the renewal process within the timeframe, the student must remain enrolled for the following school year using a Continuing Enrollment Permit at the current school.

For more information, refer to the *Intra-District Permit Timeframe* (Attachment G).

1. Between February 1st through April 15th, the requested school should issue the *Intra-District Permit Renewal Packet* (Attachment B) for the upcoming school year to students currently enrolled on an Intra-District Permit, by generating the *Student Permit List* report in MiSiS. The *Intra-District Permit Renewal Packet* includes the following:
 - a. *Intra-District Permit Renewal Letter* (Attachment B-1)
 - b. *Intra-District Permit Renewal Application* (Attachment B-2)
2. Parent must submit the *Intra-District Permit Renewal Application* (Attachment B-2) to the requested school by May 1st.
3. The requested school administrator has 2 business days to:
 - a. Review the application.
 - b. Complete the administrator recommendation section by indicating either yes or no, and sign the application.
4. Incomplete application:
 - a. School staff shall notify the parent to submit a complete application by May 15th.
 - b. If the Intra-District Permit Renewal Application (Attachment B-2) is considered incomplete, this may result in the student enrolling in the school of



- residence. The school may issue the *Notification to Enroll at School of Residence Letter* (Attachment C).
- c. School should document all due diligence efforts to notify parents in the MiSiS Student Contact Logs.
5. Application not received:
 - a. School staff shall notify the parent to submit the Intra-District Permit Renewal Application (Attachment B-2) by May 1st.
 - b. If the Intra-District Permit Renewal Application (Attachment B-2) is not received by May 1st, the school may issue the *Notification to Enroll at School of Residence Letter* (Attachment C) between May 1st but no later than May 30th to inform the parent that the student will need to enroll at the school of residence for the following school year.
 - c. School should document all due diligence efforts to notify parents in the MiSiS Student Contact Logs.
 6. If the requested school administrator approves the intra-district permit renewal, the administrator shall review the terms and conditions included in the *Intra-District Permit Renewal Application* (Attachment B-2) with the parent and student and document all due diligence efforts in MiSiS Student Contact Logs.
 7. If the requested school administrator approves the intra-district permit renewal, the school shall take the following steps in MiSiS:
 - a. Select the intra-district permit: continuing enrollment in the Enrollment> Student Information> Attendance Permit Details> Permit Type
 - b. Enter the issue date: the issue date shall reflect the first day of enrollment the permit was granted for the school year requested.
 - c. Enter the end date: the end date shall reflect the last academic day of the school year requested.
 8. *Intra-District Permit Renewal Application* (Attachment B-2) must be filed in the student's cumulative record.
 9. When permits are granted, the school is agreeing to



- have the student enrolled for the full academic school year and the student is to be treated in every respect as a resident student during any resolution or mediation process.
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). More information can be accessed through:
 - a. The Office of Permits website at <http://studentpermits.lausd.net>.
 - b. The [Frequently Asked Questions](#) for INCOMING inter-district permits,
 - c. [BUL-5341.3](#), Inter-District Permits (District to District) and Student Transfers in Elementary and Secondary School.
 11. If a permit request is denied, the parent will be informed of the appeal procedures by the school that denied the request. Please refer to section [IV. Denial and Cancellation of Permits](#).

IV. DENIAL AND CANCELLATION OF PERMITS

The school administrator is responsible for all cancellations and denial of permits. If a permit is denied or cancelled, it is the school administrator's responsibility to inform the parent of appeal procedures (See [V. Appeals Procedures for all Intra-District Permits](#)). If the school administrator does not follow the cancellation process outlined below, the student should remain enrolled at the current school on a continuing enrollment permit until the last day of instruction of the academic school year requested. Permits cannot be cancelled if the school fails to provide parents with cancellation letters within the time frame noted below in Section C. Permit Cancellation (End of Fall Semester Only).

A. Initial Permit Denial

1. Reasons that merit an initial permit denial are as follows:
 - a. School is at capacity (contact Zones of Choice at zoc@lausd.net or Master Planning and Demographics at mpd@lausd.net).



- b. Falsified information or falsified documentation.
2. It is the school administrator's responsibility to review all initial permit applications.
 - a. If the permit cannot be granted and the school administrator has access to the student's MiSiS Contact Logs, the school shall document all due diligence efforts to notify the parent of the denial.
 - b. If the permit cannot be granted and the school administrator does not have access to the student's MiSiS Contact Logs, the school administrator may utilize the *Permit Application Log* (Attachment F) to document all due diligence efforts to notify the parent of the denial.

For all denials, the school administrator should provide the parent with the following:

- a. *Intra-District Permit Application* (Attachment A-3) with the recommendation section completed, including the reason for the denial. The administrator shall sign the application.
- b. *Notification of Permit Denial Letter* (Attachment D-1) detailing the reason for the denial.
- c. *Intra-District Permit Appeals Guidelines* (Attachment D-2).
- d. *Application to Appeal an Intra-District Permit Denial or Cancellation* (Attachment D-3).
- e. Intra-District Permit Appeal Decision Region Administrator of Operations (Attachment D-4).

B. Permit Renewal Denial

1. Reasons that merit a renewal permit denial are as follows:
 - a. School is at capacity, (contact Zones of Choice at zoc@lausd.net or Master Planning and Demographics at mpd@lausd.net).
 - b. Issued in error.
 - c. Falsified information or documentation.
 - d. Failure to comply with attendance policies (e.g., truancy, excessive unexcused absences, excessive tardy and/or leave earlies).
 - 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. It is the school administrator's responsibility to review all *Intra-District Permit Renewal Applications* (Attachment B-2). If the school administrator deems that the permit cannot be granted, the following should be documented in MiSiS as evidence of due diligence:
 - a. Parent correspondence.
 - b. Parent/student conference.
 - c. Student Support Progress Team (SSPT).
 - d. School Attendance Review Team (SART).
 - e. Any other supporting documents/interventions.For all denials, the school administrator should provide the parent with the following:
 - a. *Intra-District Permit Renewal Application* (Attachment B-2) with the recommendation section completed, including the reason for the denial.
 - b. *Notification of Permit Denial Letter* (Attachment D-1) detailing the reason for the denial.
 - c. *Intra-District Permit Appeals Guidelines* (Attachment D-2).
 - d. *Application to Appeal an Intra-District Permit Denial or Cancellation* (Attachment D-3).
 3. If the parent does not appeal within five (5) school days from the date of the initial denial, the requested school shall inform the school of residence of the permit renewal denial. The parent may contact the school of residence for assistance with registration and enrollment. The school of residence shall auto-withdraw the student in MiSiS.
 4. If the student is withdrawing from LAUSD, the parent should provide validating documentation (e.g., Parent Assurance Letter (PAL), class schedule/official transcripts, copy of CA Private School Affidavit) prior to the withdrawal.

C. Permit Cancellation (End of Fall Semester Only)

1. Reasons that merit permit cancellation are as follows:



- a. Falsified information or documentation
 - b. Failure to comply with attendance policies (e.g., truancy, excessive unexcused absences, excessive tardies and/or leave earlies)
 - c. Infractions of school rules and regulations.
 - d. Failure to make satisfactory academic progress.
 - e. The student is dropped off or picked up beyond regular school hours, including before and after school programs.
2. Before cancelling a permit at the end of the Fall semester, schools should make appropriate efforts, including interventions to address identified issues. The following should be documented in MiSiS as evidence of due diligence:
 - a. Parent correspondence.
 - b. Parent/student conference.
 - c. Student Support Progress Team (SSPT).
 - d. School Attendance Review Team (SART).
 - e. Any other supporting documents/interventions
 3. If the school administrator determines that the permit should be cancelled, the school administrator shall provide the following to the parent three weeks prior to the end of the Fall semester and document it in the MiSiS Student Contact Log:
 - a. *Notification of Permit Cancellation Letter* (Attachment E-1) detailing the reason for the cancellation.
 - b. *Intra-District Permit Appeals Guidelines* (Attachment E-2).
 - c. *Application to Appeal an Intra-District Permit Denial or Cancellation* (Attachment E-3).
 4. If the parent does not appeal within five (5) school days from the date the administrator provided the *Notification of Permit Cancellation Packet* (Attachment E), the requested school shall inform the school of residence of the cancellation. The parent may contact the school of residence for assistance with registration and enrollment. The school of residence shall auto-withdraw the student in MiSiS.
 5. If the student is withdrawing from LAUSD, the parent must complete the [Parent Assurance Letter](#) (PAL) prior to the withdrawal.



D. LAUSD Discipline Policy

Permits should not be cancelled based on one incident. LAUSD discipline policies must be followed before returning students to their school of residence.

For school responsibilities regarding discipline policies, refer to [BUL-133307.0](#), *Discipline Foundation Policy: Multi-Tiered Systems of Support for Behavior and Social-Emotional Well-Being using Positive Behavior Interventions and Support/Restorative Practices (PBIS/RP)*, dated November 21, 2022.

V. **APPEALS PROCEDURES FOR ALL INTRA-DISTRICT PERMITS**

If an intra-district permit application has been denied or cancelled, the parents have the right to appeal if they believe that an exception to district policy is warranted or their circumstances fall within district guidelines. During the appeals process, the student remains at their current school placement pending the final decision.

A. Appeals Procedures

1. The *Application to Appeal an Intra-District Permit Denial or Cancellation* (Attachment D-3) must be completed, and any supporting documentation must be provided by the parent to the Region Office of Operations within **five (5) school days** from the date of the initial denial or cancellation letter.
2. If the appeal is received within the timeframe, it will be reviewed by the Region Administrator of Operations. Additional information may be requested from the parent at that time.
3. If parents do not submit the appeal within the required timeframe, the student will be expected to attend the school of residence.
4. The Region Administrator of Operations will issue a decision on the appeal request within **five (5) business days**.
5. If the appeal is granted, an intra-district permit will be issued by the requested school.



- a. Permit application including appeal must be filed in the student’s cumulative record.
 - b. Evidence collected from parents that is sensitive (e.g., evidence regarding safety and protection, medical information) should be kept in a highly secured, confidential location and not maintained in the cumulative folder.
 - c. Non-sensitive supportive documents should be filed in the cumulative folder with the rest of the application documents.
6. If the appeal is denied, the Region Operations Administrator shall inform:
- a. The requested school and/or the school of residence of their decision
 - b. The parent of their decision and shall assist with enrollment.
7. The decision of the Region Operations Administrator is the final action on the request. Intra-district permit decisions cannot be appealed to the Office of Permit and Student Transfers or the Los Angeles County Office of Education.

VI. RESPONSIBILITY FOR COMMUNICATION

LAUSD shall provide information regarding enrollment options. The school or the Administrator of Operations (or Designee) at each Region Office shall address any questions regarding attendance alternatives. Parents and district personnel may contact the Region Office for additional information.

REGION OPERATIONS CONTACT INFORMATION

| Region East | Region North | Region South | Region West |
|--|--|---|--|
| 2151 North Soto St. Los Angeles, CA 90032 (323) 224-3100 | 6621 Balboa Blvd. Lake Balboa, CA 91406 (818) 654-3600 | 1208 Magnolia Ave. Gardena, CA 90247 (310) 354-3400 | 11380 W. Graham Pl. Los Angeles, CA 90064 (310) 914-2100 |

AUTHORITY: This is the policy of the Los Angeles Unified School District.
E.C. section 35160.5 (b)

ATTACHMENTS: Attachment A-1:A-4 (English) Initial Intra-District Permit Packet



Attachment A-5:A-8 (Spanish) Intra-District Permit Renewal Packet
Attachment B-1:B-2 (English) Intra-District Permit Renewal Packet
Attachment B-3:B-4 (Spanish) Intra-District Permit Renewal Packet
Attachment C-(English) Notification to Enroll at School of Residence
Attachment C-(Spanish) Notification to Enroll at School of Residence
Attachment D-1:D-4 (English) Notification of Permit Denial Packet
Attachment D-5:D8 (Spanish) Notification of Permit Denial Packet
Attachment E-1:E-4 (English) Notification of Permit Cancellation Packet
Attachment E-5:E-8 (Spanish) Notification of Permit Cancellation Packet
Attachment F-Permit Application Log
Attachment G-Intra-District Permit Timeframe

**RELATED
RESOURCES:**

To access related resources, refer to the [LAUSD e-Library](#):

[BUL-4926.3](#), *Enrollment, Attendance and Withdrawal Policies and Procedures*, dated July 31, 2023.

[BUL-6718.0](#), *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*, dated August 8, 2016.

[BUL- 6362.0](#), *Opportunity Transfer (O.T.) – Policy and Procedures*, dated August 14, 2014.

[BUL-2508.2](#), *Transfer of Elementary and Secondary Students to Schools for Advanced Studies*, dated April 13, 2009.

[REF-5501.1](#), *Procedures for Capping Enrollment*, dated April 28, 2017.

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

[BUL-133307.0](#), *Discipline Foundation Policy: Multi-Tiered Systems of Support for Behavior and Social-Emotional Intervention and Support/Restorative Practices (PDBIS/RP)* dated November 21, 2022.

[BUL-5655.3](#), *Guidelines for Student Suspension*, dated October 10, 2016.



[BUL-6050.2](#), *Expulsion of Students – Policy and Procedures*, dated October 10, 2016.

[BUL-5341.3](#), *Inter-District Permits (District to District) and Student Transfers in Elementary and Secondary School*, dated February 4, 2021.

[REF-059713.0](#), *Special Education Electronic Policies and Procedures Manual (e-PMM)*, dated October 2018.

[BUL-6429.4](#), *Athletic Rules and Regulations*, dated September 11, 2023.

[BUL-4692.9](#), *Section 504 of the Rehabilitation Act of 1973*, dated November 7, 2022

ASSISTANCE:

For assistance or further information, please contact your Region Operations Department Administration and Region Pupil Services and Attendance Administration.

REGION OPERATIONS CONTACT INFORMATION

| Region East | Region North | Region South | Region West |
|--|--|---|--|
| 2151 North Soto St. Los Angeles, CA 90032 | 6621 Balboa Blvd. Lake Balboa, CA 91406 | 1208 Magnolia Ave. Gardena, CA 90247 | 11380 W. Graham Pl. Los Angeles, CA 90064 |
| (323) 224-3100 | (818) 654-3600 | (310) 354-3400 | (310) 914-2100 |

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 earlyies)
- 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

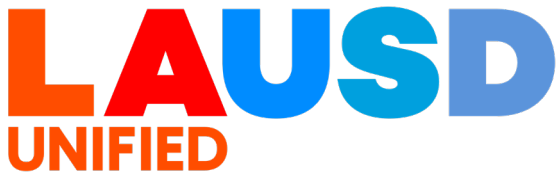
Exception permits may be granted at the discretion of both schools for extenuating circumstances. Both schools will consider permit requests that do not meet the criteria for one of the above-mentioned permit types under the category of "exception." Exception requests are given consideration on a case-by-case 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 | Apt. | Home Address | Apt. |
| City | Zip Code | City | Zip Code |
| Home Phone () () | Work/Cell Phone () () | Home Phone () () | Work/Cell Phone () () |
| Email (optional) | | Email (optional) | |
| PERMIT REQUESTED (Additional required documents must be attached) | | | |
| <input type="checkbox"/> Childcare | | <input type="checkbox"/> Continuing Enrollment | |
| <input type="checkbox"/> Parent/Guardian Employment | | <input type="checkbox"/> Sibling | |
| <input type="checkbox"/> Exception, Reason for Request: _____ | | <input type="checkbox"/> Specialized Program | |
| | | <input type="checkbox"/> Safety and Protection | |
| SCHOOL RECOMMENDATION (Both schools must complete) | | | |
| School of Residence _____ | | Requested School _____ | |
| Recommended by School of Residence <input type="checkbox"/> Yes <input type="checkbox"/> No | | Recommended by Requested School <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If no, reason: _____ | | If no, reason: _____ | |
| Administrator Signature | Date | Administrator Signature | Date |
| Administrator Printed Name | | Administrator Printed Name | |
| 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

PAUTAS DE PERMISOS INTRA-DISTRITALES

El Distrito Unificado de Los Ángeles (LAUSD) ofrece amplia gama de opciones para satisfacer las necesidades educativas de los estudiantes y familias. Se pueden otorgar permisos intra-districtales (escuela LAUSD a escuela LAUSD) para que los estudiantes asistan a una escuela que no sea la escuela de residencia.

- Todos los padres que soliciten un permiso intra-districtales tendrán la oportunidad de aplicar, independientemente del motivo de la solicitud.
- LAUSD debe considerar espacio y el personal disponible antes de otorgar un permiso.
- Los permisos se procesarán en el orden en que se recibió la aplicación completa.
- Los permisos intra-districtales no conllevan privilegios de transporte; por lo tanto, los padres son responsables de transportar al estudiante hacia y desde la escuela.
- **El estudiante debe inscribirse en su escuela de residencia o permanecer inscrito en la escuela de asistencia actual hasta que se tome una decisión final.**

Margen de Tiempo

- Los permisos intra-districtales se pueden emitir en cualquier momento para el año escolar actual.
- Las aplicaciones para el próximo año escolar se aceptarán a partir del **segundo lunes de marzo**.
- Una vez que ambas escuelas aprueben el permiso inicial, de allí en adelante solamente la escuela solicitada debe renovar el permiso anualmente.

Instrucciones de Aplicación

1. Se debe entregar el *Paquete de permisos intra-districtal* para cada estudiante individualmente.
 2. Revise y complete el *Paquete de permisos intra-districtal* (ATTACHMENT A-5 a A-8)
 - a. Revise las *Pautas de permisos intra-districtales* (ATTACHMENT A-5)
 - b. Revise los *Criterios para permisos intra-districtales* (ATTACHMENT A-6)
 - c. Complete la *Aplicación inicial de permiso intra-districtal* (ATTACHMENT A-7)
 - d. Si es aplicable, complete la *Declaración jurada de permiso de cuidado infantil intra-districtal* (ATTACHMENT A-8)
- Atención:** Si no se proporcionó alguno de los adjuntos anteriores, solicítelo al personal de la escuela
3. El *Paquete de permiso intra-districtal* y los documentos de respaldo se deben entregar y aprobar por ambas escuelas del LAUSD antes de inscribir al estudiante.
 - **Escuela de residencia:** Entregue la *Aplicación inicial de permiso intra-districtal* (ATTACHMENT A-7) y todos los documentos de respaldo requeridos a la escuela de residencia.
 - **Escuela solicitada:** Entregue la *Aplicación inicial de permiso intra-districtal* (ATTACHMENT A-7) y todos los documentos de respaldo requeridos a la escuela solicitada. El administrador de la escuela solicitada revisará la aplicación y los documentos de respaldo. Si el administrador de la escuela de residencia y la escuela solicitada aprueban la *Aplicación inicial de permiso intra-districtal*, se inscribirá al

estudiante y la escuela solicitada notificará a los padres.

Denegación del permiso inicial

La aprobación del permiso de cualquiera de las dos escuelas no es garantizada. Si la aplicación del permiso es denegada por cualquier de las dos escuelas, la escuela que denegó la aplicación debe informar al padre del proceso de apelación.

Las razones que ameritan una denegación inicial del permiso son las siguientes:

- La escuela está al límite de su capacidad
- Información o documentación falsificada

Cancelación de permisos o denegación de renovación de permisos

Si el permiso se cancela al final del semestre de otoño o se deniega la renovación del permiso, el padre será informado del proceso de apelación.

Las razones que ameritan la cancelación o denegación de la renovación del permiso son las siguientes:

- Información o documentación falsificada
- Incumplimiento de las pólizas de asistencia (p. ej., ausencias injustificadas excesivas, tardanzas excesivas y/o salidas anticipadas)
- Infracciones de normas y regulaciones de la escuela
- Falta de progreso satisfactorio académico
- El estudiante es dejado o recogido más allá del horario escolar regular, incluyendo los programas antes y después de la escuela
- La escuela está al límite de su capacidad (solamente para denegación de renovación de permisos)
- Emitido por error (solamente para denegación de renovación de permisos)

Proceso de apelación para la denegación inicial, cancelación de permiso o denegación de renovación de permisos

Las solicitudes de apelación se deben presentar a la oficina regional. Para más información, refiera al *Paquete de notificación de denegación de permiso* (ATTACHMENT D) o al *Paquete de notificación de cancelación de permiso* (ATTACHMENT E).

CRITERIOS PARA PERMISOS INTRA-DISTRITALES

EMPLEO DEL PADRE

Permisos de empleo del padre pueden ser otorgados cuando al menos uno de los padres trabaja físicamente dentro del área de asistencia de otra escuela del LAUSD.

Los siguientes documentos de respaldo se requieren:

- Una copia de talón de pago reciente y una carta en el membrete del empleador verificando el horario (horas y días) y dirección física del empleo; o
- Si es un trabajador autónomo, una copia actual de la licencia de negocio y una carta en el membrete comercial que verifique el horario (horas y días) y la dirección física del empleo.

PROGRAMA ESPECIALIZADO

Permisos de programa especializado puede ser otorgados para permitir al estudiante acceso a un programa especial u oportunidad que no está disponible en su escuela de residencia. Esto no incluye programas de educación especial y Programas Choices (Magnet, Permisos con transporte, Programas multilingües y multiculturales, Escuelas de estudios avanzados, Escuelas con requisitos adicionales para la selección, Escuelas charter afiliadas).

El siguiente documento de respaldo se requiere:

- Información del programa (p. ej., folleto, hoja informativa, enlace al sitio web, etc.)

HERMANOS

Permisos de hermanos pueden ser otorgados para permitir hermanos de un estudiante que asiste la escuela solicitada con un permiso válido para el mismo año académico.

CUIDADO INFANTIL

Permisos de cuidado infantil pueden ser otorgados cuando un estudiante recibe cuidado dentro del área de asistencia de otra escuela del LAUSD. El estudiante debe ser recogido a tiempo si el estudiante no está participando en un programa después de la escuela en las instalaciones de la escuela. El estudiante debe permanecer en el programa de cuidado infantil para seguir teniendo derecho a calificar para este permiso.

Los siguientes documentos de respaldo se requieren:

- *Declaración jurada de permiso de cuidado infantil intra-distrital (ATTACHMENT A-8)*
- Una copia de la factura actual de servicios públicos y la identificación/licencia de conducir del proveedor de cuidado infantil en el hogar o una copia de la licencia comercial de la guardería.

SEGURIDAD Y PROTECCIÓN

Permisos de seguridad y protección pueden ser otorgados para la protección o el bienestar personal de un estudiante. Cualquiera de las siguientes circunstancias puede justificar un permiso de seguridad y protección:

Persistentemente peligroso

La escuela de residencia está clasificada por el Distrito como "persistentemente peligrosa", según lo define la ley.

Víctima de un delito criminal violento

Si el estudiante es víctima de un delito criminal violento que ocurrió en o en las instalaciones de la escuela a la que asiste, los siguientes documentos de respaldo se requieren:

- Los padres deberán proporcionar detalles específicos sobre las circunstancias que hacen que la asignación escolar actual del estudiante sea insegura (p. ej., registros de disciplina, informes policiales, afiliación conocida a pandillas o cualquier otra información que proporcione una base para esta solicitud de transferencia)

Protección o bienestar personal

Para la protección o el bienestar personal del estudiante, los siguientes documentos de respaldo se requieren:

- El padre deberá proporcionar detalles específicos sobre las circunstancias que hacen que la asignación escolar actual del estudiante sea insegura (p. ej., registros disciplinarios, informes

policiales, afiliación conocida a pandillas o cualquier otra información que proporcione una base para esta solicitud de transferencia)

Víctima de un acto de intimidación (Sección 46600 del Código de Educación)

Una víctima de un acto de intimidación puede solicitar y recibir prioridad para un permiso intra-distrital. Los siguientes documentos de respaldo se requieren:

- Una copia de la denuncia por escrito en la que se determinó que hubo intimidación después de una investigación realizada por el Distrito conforme a los Procedimientos Uniformes de Denuncia o el padre presentó una denuncia por escrito ante la agencia de la ley local; y
- La intimidación se cometió por un estudiante en la escuela de residencia.

INSCRIPCIÓN CONTINUO

Permisos de inscripción continuo pueden ser otorgados para permitir que los estudiantes continúen asistiendo a la escuela de asistencia actual. Los permisos de inscripción continuo se pueden emitir en cualquier momento y son renovables por la escuela de asistencia. Los permisos de inscripción continuo no se aplican a los estudiantes que se mudan fuera de los límites del LAUSD. Para más información, se puede referir al sitio web de la Oficina de Permisos y Transferencias de Estudiantes en <https://www.lausd.org/Page/17295>.

EXCEPCIÓN

Permisos de excepción pueden ser otorgados a la discreción de ambas escuelas por circunstancias atenuante. Ambas escuelas deben considerar las solicitudes de permisos que no cumplan con los criterios para uno de los tipos de permisos mencionados anteriormente bajo la categoría de "excepción". Las solicitudes de excepción se consideran individualmente con documentos de respaldo y solo se otorgan en situaciones de extrema dificultad. Los siguientes documentos de respaldo se requieren:

- Padres deben proporcionar cualquier documentación importante con la solicitud de permiso (p. ej., problemas médicos, dificultades relacionadas con el transporte, inscripción postsecundaria de los padres, actividades extracurriculares fuera de la escuela cerca de la escuela solicitada)

CIRCUNSTANCIAS ESPECIALES

- Cuando un estudiante solicita un permiso intra-distrital para entrar o salir de la Zona de Opción, la escuela asignada o la oficina de la zona de opción está autorizada a firmar la aplicación de permiso como residente o escuela solicitada, según corresponda. No se permiten permisos intra-distritales entre escuelas dentro de la misma zona de opción.
- Los estudiantes que reciben servicios de Educación Especial solo pueden ser transferidos según lo determine el Programa de Educación Individualizado (IEP).
- Una reevaluación puede ser requerida para estudiantes con un Plan de la Sección 504 activo, antes de cualquier cambio de asignación.
- Los estudiantes designados con falta de vivienda no requieren un permiso para permanecer en la escuela de origen.
- Estudiantes en cuidado adoptivo temporal no requieren permiso para permanecer en la escuela de origen
- Si la escuela de residencia del estudiante es una escuela chárter de conversión o de elección de escuela pública (PSC), los padres pueden optar a no participar. Si el padre opta por no participar, el estudiante puede utilizar las mismas opciones de inscripción que cualquier otro estudiante residente, incluyendo, pero no limitado a, permisos intra-distritales, magnet e inscripción abierta.
- La elegibilidad atlética conlleva privilegios inter-escolares, sujeto a limitaciones en las reglas y regulaciones que rigen el atletismo inter-escolar, incluidas, pero no limitadas a, las reglas CIF que prohíben las transferencias escolares basadas únicamente en el atletismo o las transferencias escolares que resultan de fines de reclutamiento.
- Las escuelas deben seguir las pólizas de disciplina y/o expulsión del LAUSD y los estudiantes deben permanecer en la escuela a la que asisten durante la resolución de los problemas disciplinarios a menos que una asignación alternativa ha sido establecida por la División de operaciones escolares o la Oficina de Disciplina Estudiantil y Apoyo de Expulsión.

APLICACIÓN INICIAL DE PERMISO INTRA-DISTRITAL

INFORMACIÓN DEL ESTUDIANTE

| | | | | | |
|---|--|------------------|--|-------|---------------------|
| Apellido | | Nombre | | MI | Fecha de nacimiento |
| Domicilio | | | Ciudad | Apto. | Código postal |
| Año escolar solicitado 20_____ a 20_____ | | Grado solicitado | Nombre de la escuela más reciente a la que ha asistido | | |
| ¿Recibe actualmente el estudiante servicios de educación especial o tiene un Programa de Educación Individualizada (IEP)? <input type="checkbox"/> Sí <input type="checkbox"/> No | | | | | |
| ¿Está este estudiante actualmente bajo expulsión del Distrito Unificado de Los Ángeles o cualquier otro distrito? <input type="checkbox"/> Sí <input type="checkbox"/> No | | | | | |

INFORMACIÓN DE LOS PADRES

| | | | |
|-------------------------------|--|-------------------------------|--|
| Nombre del padre/tutor | | Nombre del padre/tutor | |
| Domicilio | Apto. | Domicilio | Apto. |
| Ciudad | Código postal | Ciudad | Código postal |
| Teléfono de casa () () | Teléfono de trabajo/celular () () | Teléfono de casa () () | Teléfono de trabajo/celular () () |
| Correo electrónico (opcional) | | Correo electrónico (opcional) | |

PERMISO SOLICITADO (Deben adjuntar la documentación adicional requerida)

Cuidado infantil Inscripción continuo Programa especializado
 Empleo del padre/tutor Hermanos Seguridad y protección
 Excepción, razón por la solicitud: _____

RECOMENDACIÓN DE LAS ESCUELAS (Ambas escuelas deben completar)

| | |
|--|--|
| Escuela de residencia _____ Recomendado por escuela de residencia <input type="checkbox"/> Sí <input type="checkbox"/> No Si marco no, indique la razón: _____ _____ Firma del administrador Fecha _____ Nombre del Administrador en letra de molde | Escuela solicitada _____ Recomendado por escuela solicitada <input type="checkbox"/> Sí <input type="checkbox"/> No Si marco no, indique la razón: _____ _____ Firma del administrador Fecha _____ Nombre del Administrador en letra de molde |
|--|--|

RECONOCIMIENTO DE LOS PADRES

He leído y comprendo los términos y condiciones que rigen los permisos intra-distritales. Entiendo que el hecho de completar esta aplicación y proporcionar la documentación requerida **NO** garantiza que la aplicación será aprobada. Acepto notificar a la escuela solicitada cualquier cambio de residencia, información de contacto o criterios relacionados con el tipo de permiso emitido. El personal de LAUSD puede verificar parte o toda la información proporcionada. **El estudiante debe inscribirse en su escuela de residencia o permanecer inscrito en la escuela de asistencia actual hasta que se tome una decisión final.**

Certifico bajo pena de perjurio que la información que proporcioné es verdadera y correcta y que la falsificación de información es motivo para la denegación o cancelación inmediata de un permiso.

_____ Firma del padre/tutor legal _____ Fecha
 Nombre del padre/tutor legal

DECLARACIÓN JURADA DE CUIDADO INFANTIL PARA PERMISO INTRA-DISTRITAL

Este formulario debe usarse sólo cuando el estudiante recibe cuidado infantil dentro del área de asistencia de otra escuela del LAUSD que no sea la escuela de residencia.

Este formulario debe ser completado y firmado por un individuo/guardería responsable y el padre/tutor legal.

Los siguientes documentos de respaldo se requieren:

- Declaración jurada de permiso de cuidado infantil intra-distrital (ATTACHMENT A-8)
- Si el cuidado infantil es proveído por una guardería
 - Una copia de la licencia comercial de la guardería
- Si el cuidado infantil es proveído por un individuo
 - Una copia de la factura actual de servicios públicos y la identificación/licencia de conducir del proveedor de cuidado infantil en el hogar

Información del estudiante

| | | |
|---------------------|------|------------------|
| Nombre | M.I. | Apellido |
| Fecha de nacimiento | | Grado solicitado |

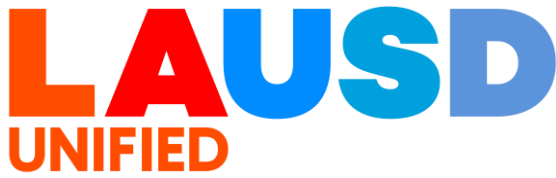
Información del proveedor de cuidado infantil

| | |
|--|--------------------|
| Nombre del proveedor de cuidado infantil/guardería | Número de teléfono |
| Domicilio del cuidado infantil/guardería | Ciudad |
| | Código postal |

Reconocimiento

Certifico bajo pena de perjurio que la información que proporcioné es verdadera y correcta y que la falsificación de información es motivo para la denegación o cancelación inmediata de un permiso. El personal de LAUSD puede verificar parte o toda la información proporcionada.

| | | |
|--|-------------------------------|-------|
| Nombre del proveedor de cuidado infantil/guardería | Firma del proveedor/guardería | Fecha |
| Nombre del padre/tutor legal | Firma del padre/tutor legal | Fecha |



INTRA-DISTRICT PERMIT RENEWAL LETTER

«SchoolShortName»

«SCHOOLADDRESSLINE1»
«SCHOOLCITY», CA «SCHOOLZIP»

«MONTH DD, YYYY»

«SchoolShortName» («LocationCode»)
To the PARENT(S)/GUARDIAN(S) of:
«Student's FIRST LASTNAME»
«PARENTADDRESS1»
«PARENTADDRESSCITY», CA «PARENTADDRESSZIP»

RE: «Student's FIRST LASTNAME»
Student ID#: «District ID»

Dear Parent/Legal Guardian:

According to our records, your child is attending our school on an Intra-District Permit. District policy requires that Intra-District Permits be renewed annually.

Please submit a completed *Intra-District Permit Renewal Application* by **May 1st**. Each permit application will be reviewed on its own individual merit and any information provided may be verified by LAUSD personnel. The *Intra-District Permit Renewal Application* must be approved by the school site administrator to continue enrollment. **PERMIT APPROVAL IS NOT GUARANTEED.**

If we do not receive a completed *Intra-District Permit Renewal Application* and/or required documents by the above date, your child may be withdrawn to their school of residence at the end of this academic school year.

Thank you for your cooperation.

Sincerely,

Principal

INTRA-DISTRICT PERMIT RENEWAL LETTER (SPANISH)

«SchoolShortName»
«SCHOOLADDRESSLINE1»
«SCHOOLCITY», CA «SCHOOLZIP»

«MONTH DD, YYYY»

«SchoolShortName» («LocationCode»)
To the PARENT(S)/GUARDIAN(S) of:

«Student's FIRST LASTNAME»
«PARENTADDRESS1»
«PARENTADDRESSCITY», CA «PARENTADDRESSZIP»

RE: «Student's FIRST LASTNAME»
Student ID#: «District ID»

Estimado padre/tutor legal:

De acuerdo con nuestros registros, su estudiante asiste nuestra escuela con un permiso intra-districtal. La póliza del distrito requiere que los permisos intra-districtales sean renovados anualmente.

Por favor entregue la *Aplicación de renovación de permiso intra-districtal* antes del **1º de mayo**. Cada aplicación de permiso será revisada por su propio mérito individual y la información proporcionada puede ser verificada por el personal de LAUSD. La *Aplicación de renovación permiso intra-districtal* debe ser aprobada por el administrador escolar para continuar con la inscripción. **LA APROBACIÓN DEL PERMISO NO ES GARANTIZADA.**

Si no recibimos una *Aplicación de renovación de permiso intra-districtal* completa y/o los documentos de respaldo antes de la fecha mencionada anteriormente, su estudiante puede ser dado de baja y tendrá que inscribirse a su escuela de residencia al final de este año escolar.

Gracias por su cooperación.

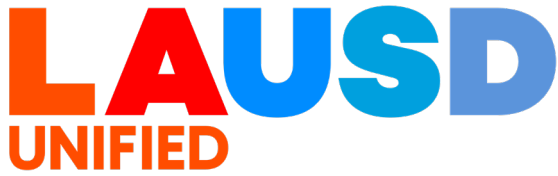
Atentamente,

Director

APLICACIÓN DE RENOVACIÓN DE PERMISO INTRA-DISTRITAL

*Este formulario debe utilizarse únicamente cuando el estudiante solicita renovar el permiso intra-distrital en la escuela solicitada. **La aprobación del permiso no está garantizada.***

| INFORMACIÓN DEL ESTUDIANTE | | | |
|---|---|--|---------------------|
| Apellido | Nombre | | Fecha de nacimiento |
| Domicilio de casa | Apto. | Ciudad | Código postal |
| Número de teléfono | Año escolar solicitado 20_____ a 20_____ | | Grado solicitado |
| PAUTAS PARA EL PERMISO DE RENOVACIÓN | | | |
| <p>El administrador escolar puede negar un permiso por las siguientes razones:</p> <ul style="list-style-type: none"> • La escuela está al máximo de su capacidad • Emitido en error • Información o documentación falsificada • Cualquier cambio a el criterio requerido para el permiso emitido • Incumplimiento de las pólizas de asistencia (p. ej., ausentismo escolar, ausencias injustificadas excesivas, tardanzas y/o salidas anticipadas excesivas) • Infracciones de las normas y regulaciones de la escuela • Falta de progreso académico satisfactorio • Se deja o recoge al estudiante fuera del horario escolar habitual, incluido el programa antes y después de las clases | | | |
| RECONOCIMIENTO DE LOS PADRES | | | |
| <p>He leído y comprendo los términos y condiciones que rigen los permisos intra-distritales. Acepto notificar a la escuela de cualquier cambio de residencia, información de contacto o criterios relacionados con el tipo de permiso emitido. Certifico bajo pena de perjurio que la información que he proporcionado es verdadera y correcta y que la falsificación de información es motivo de denegación o revocación inmediata del permiso. El personal de LAUSD puede verificar cualquier o toda la información proporcionada.</p> | | | |
| <p>_____ Nombre del padre/guardián legal</p> | | <p>_____ Firma del padre/guardián legal</p> | |
| | | <p>_____ Fecha</p> | |
| RECOMENDACIÓN DEL ADMINISTRADOR DE LA ESCUELA | | | |
| <input type="checkbox"/> RECOMENDADO | | <input type="checkbox"/> NO RECOMENDADO Especifique la razón: _____ | |
| <p>_____ Nombre del Administrador</p> | | <p>_____ Nombre del Administrador</p> | |
| <p>_____ Firma del administrador</p> | | <p>_____ Firma del administrador</p> | |
| <p>_____ Fecha</p> | | <p>_____ Fecha</p> | |
| OFFICE USE ONLY | | | |
| <input type="checkbox"/> The following MiSiS updates have been made: <ul style="list-style-type: none"> • Updated Permit Type to Continuing Enrollment • Issue date and end date updated to reflect the requested school year <input type="checkbox"/> Informed parent of renewal <input type="checkbox"/> Filed application in the cumulative record | | <input type="checkbox"/> Verified documents attached <ul style="list-style-type: none"> <input type="checkbox"/> Provided parent with the Permit Denial Packet (Denial Letter and Appeal Process) <input type="checkbox"/> Informed school of residence to support with enrollment <input type="checkbox"/> Logged interventions in the MiSiS Student Contact Log | |



NOTIFICATION TO ENROLL AT SCHOOL OF RESIDENCE LETTER

«SCHOOLSHORTNAME»

«SCHOOLADDRESSLINE1»

«SCHOOLCITY», CA «SCHOOLZIP»

«MONTH DD, YYYY»

«SCHOOLSHORTNAME» («LOCATIONCODE»)

RE: «Student's FIRST LASTNAME»
Student ID#: «District ID»

To the PARENT(S)/GUARDIAN(S) of:

«Student's FIRST LASTNAME»
«PARENTADDRESS1»
«PARENTADDRESSCITY», CA
«PARENTADDRESSZIP»

Dear Parent/Legal Guardian:

Los Angeles Unified School District policy requires that Intra-District Permits be renewed annually. According to our records, an Intra-District Permit Renewal Application was not received by the **May 1st** deadline.

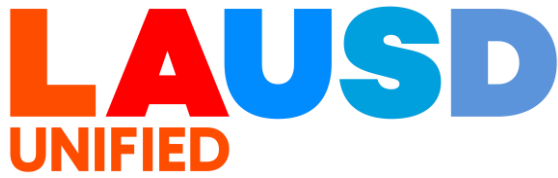
As a result, your child will need to enroll at the identified school of residence listed below for the next academic school year.

| SCHOOL OF RESIDENCE | SCHOOL ADDRESS | SCHOOL TELEPHONE |
|----------------------------|-------------------------------|-------------------------|
| SCHOOL NAME | ADDRESS CITY, CA, ZIP CODE | TELEPHONE |

If you have any questions or need support enrolling your child, call ADMINISTRATOR/DESIGNEE (CURRENT SCHOOL) at PHONE NUMBER.

Sincerely,

Principal



NOTIFICATION TO ENROLL AT SCHOOL OF RESIDENCE LETTER (SPANISH)

SCHOOLSHORTNAME»

«SCHOOLADDRESSLINE1»
«SCHOOLCITY», CA «SCHOOLZIP»

«MONTH DD, YYYY»

«SCHOOLSHORTNAME» («LOCATIONCODE»)

RE: «Student's FIRST LASTNAME»
Student ID#: «District ID»

To the PARENT(S)/GUARDIAN(S) of:

«Student's FIRST LASTNAME»
«PARENTADDRESS1»
«PARENTADDRESSCITY», CA
«PARENTADDRESSZIP»

Estimado padre/tutor legal:

La póliza del Distrito Escolar Unificado de Los Ángeles requiere que los permisos intra-distritales sean renovados anualmente. De acuerdo con nuestros registros, no se recibió una aplicación de renovación de permiso intra-distrital antes de la fecha límite del **1º de mayo**.

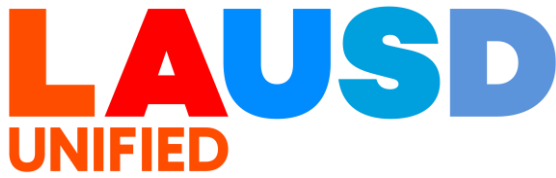
Como resultado, su estudiante deberá ser inscrito en la escuela de residencia indicada a continuación para el próximo año escolar.

| ESCUELA DE RESIDENCIA | DIRECCIÓN DE ESCUELA | TELÉFONO DE LA ESCUELA |
|------------------------------|--|-------------------------------|
| NOMBRE DE ESCUELA | DIRECCIÓN CIUDAD, CA, CÓDIGO POSTAL | TELÉFONO |

Si tiene alguna pregunta o necesita ayuda para inscribir a su estudiante, llame al ADMINISTRADOR/DESIGNADO (ESCUELA ACTUAL) al NÚMERO DE TELÉFONO .

Atentamente,

Director



NOTIFICATION OF PERMIT DENIAL LETTER

«SchoolShortName»
«SCHOOLADDRESSLINE1»
«SCHOOLCITY», CA «SCHOOLZIP»

«MONTH DD, YYYY»

«SchoolShortName» («LocationCode») **To the PARENT(S)/GUARDIAN(S) of:**
«Student's FIRST LASTNAME»
«PARENTADDRESS1»
«PARENTADDRESSCITY», CA «PARENTADDRESSZIP»

RE: «Student's FIRST LASTNAME»
Student ID#: «District ID»

Dear Parents/Legal 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 and your application has been denied due to:

| INITIAL PERMIT DENIAL | RENEWAL PERMIT DENIAL |
|---|--|
| <input type="checkbox"/> School is at capacity <input type="checkbox"/> Falsified information or documentation | <input type="checkbox"/> School is at capacity <input type="checkbox"/> Issued in error <input type="checkbox"/> Falsified information or documentation <input type="checkbox"/> Failure to comply with attendance policies (e.g., truancy, excessive unexcused absences, excessive tardies and or early leaves) <input type="checkbox"/> Infractions of school rules and regulations <input type="checkbox"/> Failure to make satisfactory academic progress <input type="checkbox"/> The student is dropped off or picked up beyond regular school hours, including before and after school programs |

The appeal procedures and required forms are attached to this letter. 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 the *Intra-District Permit Criteria*. The completed application to appeal, along with a copy of this letter must be received by the Region Office within **5 school days** from the date of the initial denial. The decision of the Region Administrator of Operations is the final action on the appeal request.

If you do not appeal within the required time, your child will be expected to enroll and attend the identified school of residence listed below for the next academic school year.

| SCHOOL OF RESIDENCE | SCHOOL ADDRESS | SCHOOL TELEPHONE |
|---------------------|-------------------------------|------------------|
| SCHOOL NAME | ADDRESS CITY, CA, ZIP CODE | TELEPHONE |

If you have any questions or need support enrolling your child, call ADMINISTRATOR/DESIGNEE (CURRENT SCHOOL) at PHONE NUMBER.

Sincerely,

Principal

INTRA-DISTRICT PERMIT APPEALS GUIDELINES

General Information

If an intra-district permit application has been denied/cancelled, the parent/legal guardian has the right to appeal if they believe that an exception to district policy is warranted or that circumstances fall within district guidelines.

The appeal must be submitted to the Region Office Operations Administrator for the school that denied/cancelled the permit. During the appeals process, the student has the right to remain at their current school of attendance pending the final decision.

LAUSD Appeal Process

1. If the Intra-District Permit is denied or cancelled, the school administrator will provide the parent/legal guardian with the following:
 - Completed Initial Intra-District Permit Application including the administrator recommendation and signature, or Notification of Denial or Cancellation Letter
 - Intra-District Permit Appeals Packet
2. If the parent/legal guardian decides to appeal the denial or cancellation of the Intra-District Permit, the parent/legal guardian must submit the following to the Region Administrator of Operations within **5 school days** of the date on the Notification of Denial or Cancellation Letter:
 - Completed Initial Intra-District Permit Application including the administrator recommendation and signature, or Notification of Denial or Cancellation Letter
 - Any supporting documents submitted with the application
 - Application to Appeal an Intra-District Permit Denial or Cancellation
3. If the appeal is received within **5 school days**, the Region Administrator of Operations will review the appeal and issue a written response to the request within **5 business days**. Additional information may be requested at that time.
4. If the appeal is not submitted within **5 school days**, the student will be expected to enroll at and attend the school of residence immediately. Contact the school of residence for assistance with registration and enrollment.
5. If the appeal is granted, the Region Administrator of Operations shall inform the requested school of their decision and shall contact the parent/legal guardian, and an intra-district permit will be issued by the requested school.
6. If the appeal is denied, the Region Administrator of Operations shall inform the school of residence of their decision and shall contact the parent/legal guardian to assist with enrollment.
7. The decision of the Region Administrator of Operations is the final action on the appeal request. Intra-district permit decisions cannot be appealed to the Office of Permits and Student Transfers (OPST) or to the Los Angeles County Office of Education (LACOE).

| REGION OPERATIONS CONTACT INFORMATION | | | |
|---|---|---|--|
| Region East | Region North | Region South | Region West |
| 2151 North Soto St. Los Angeles, CA 90032 (323) 224-3100 | 6621 Balboa Blvd. Lake Balboa, CA 91406 (818) 654-3600 | 1208 Magnolia Ave. Gardena, CA 90247 (310) 354-3400 | 11380 West Graham Pl. Los Angeles, CA 90064 (310) 914-2100 |



APPLICATION TO APPEAL AN INTRA-DISTRICT PERMIT DENIAL OR CANCELLATION

STUDENT INFORMATION

| | | | | |
|---------------------|------------------------------|------------------|---------------|----------|
| Last Name | First Name | M.I. | Date of Birth | Grade |
| Home Address | | City | Apt. | Zip Code |
| School of Residence | Current School of Enrollment | Requested School | | |

PARENT INFORMATION

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

PERMIT REQUESTED

| | |
|--|---|
| <input type="checkbox"/> Safety and Protection | <input type="checkbox"/> Sibling |
| <input type="checkbox"/> Continuing Enrollment | <input type="checkbox"/> Specialized Program |
| <input type="checkbox"/> Childcare (attach Childcare Affidavit) | <input type="checkbox"/> Exception, Reason for Request: _____ |
| <input type="checkbox"/> Parent/Guardian Employment Employer: _____ Title: _____ Physical Work Address: _____ Work Phone: _____ Workdays (Circle): M T W Th F Hours: _____:_____ to _____:_____ | |

ADDITIONAL INFORMATION

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

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

What other LAUSD school would you consider?

If this appeal is not granted, what is the educational plan for this student?

PARENT ACKNOWLEDGEMENT

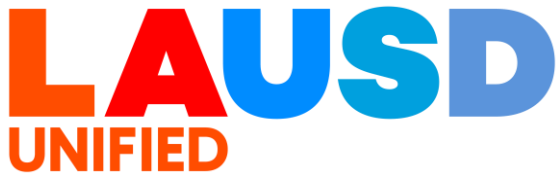
I have been provided with the following documents:

- Initial Intra-District Permit Application, or Notification of Denial/Cancellation Letter
- Intra-District Permit Appeals Packet

Print Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date



INTRA-DISTRICT PERMIT APPEAL DECISION
REGION ADMINISTRATOR OF OPERATIONS
(Office Use Only)

STUDENT INFORMATION

Table with 4 columns: Last Name, First Name, M.I., Student ID

DATE RECEIVED

Date: MONTH DAY, YEAR

REVIEWED BY

Three rows of signature lines with labels: Print Name, Signature, Title

REGION ADMINISTRATOR OF OPERATIONS DECISION

Decision options: [] Granted, [] Denied, Date of meeting:
Reason:

STUDENT ENROLLMENT

Per Region Administrator of Operation decision, student is expected to enroll and attend the identified school listed below:
[] School of Residence [] Requested School [] Other:

Table with 3 columns: SCHOOL (SCHOOL NAME), SCHOOL ADDRESS (ADDRESS, CITY, CA, ZIP CODE), SCHOOL TELEPHONE (TELEPHONE)



NOTIFICATION OF PERMIT DENIAL LETTER (SPANISH)

xz«SchoolShortName»
«SCHOOLADDRESSLINE1»
«SCHOOLCITY», CA «SCHOOLZIP»

«MONTH DD, YYYY»

«SchoolShortName» («LocationCode»)
AI PADRE(S)/TUTOR(ES) de:
«Student's FIRST LASTNAME »
«PARENTADDRESS1»
«PARENTADDRESSCITY», CA «PARENTADDRESSZIP»

RE: «Student's FIRST LASTNAME»
Student ID#: «District ID»

Estimados padres/tutores legales,

Se ha recibido la aplicación de permiso para su estudiante y se le ha dado una cuidadosa consideración. Desafortunadamente, no podemos atender su solicitud y su aplicación ha sido denegada debido a:

DENEGACIÓN DEL PERMISO INICIAL

- La escuela está al máximo de su capacidad
- Información o documentación falsificada

DENEGACIÓN DEL PERMISO DE RENOVACIÓN

- La escuela está al máximo de su capacidad
- Emitido en error
- Información o documentación falsificada
- Incumplimiento de las políticas de asistencia (p. ej., ausencias injustificadas excesivas, tardanzas y/o salidas anticipadas excesivas)
- Infracciones de las reglas y regulaciones de la escuela
- Falta de progreso académico satisfactorio
- Se deja o recoge al estudiante fuera del horario escolar habitual, incluido el programa antes y después de las clases.

Los procedimientos de apelación y los formularios requeridos están incluidos con esta carta. Usted tiene derecho a apelar esta denegación si cree que se justifica una excepción a la póliza del Distrito o que sus circunstancias se encuentran dentro de los *Criterios de permiso intra-districtal*. La aplicación de apelación completa, junto con una copia de esta carta, debe ser recibida por la oficina regional dentro de los **5 días escolares** a partir de la fecha de la denegación inicial. La decisión del Administrador de operaciones de la oficina regional es la acción final sobre la solicitud de apelación.

Si no apela dentro del plazo requerido, su estudiante deberá matricularse y asistir a la escuela de residencia identificada a continuación para el próximo año escolar.

| ESCUELA DE RESIDENCIA | DIRECCIÓN DE ESCUELA | TELÉFONO DE LA ESCUELA |
|-----------------------|---|------------------------|
| NOMBRE DE ESCUELA | DIRECCIÓN CIUDAD, CA, CÓDIGO POSTAL | TELÉFONO |

Si tiene alguna pregunta o necesita ayuda para inscribir a su estudiante, llame al ADMINISTRADOR/DESIGNADO (ESCUELA ACTUAL) al NÚMERO DE TELÉFONO.

Atentamente,

Director

PAUTAS PARA LA APELACIÓN DE PERMISOS INTRA-DISTRITALES

Información general

Si se ha denegado/cancelado una aplicación de permiso intra-distrital, el padre/tutor legal tiene derecho a apelar si cree que se justifica una excepción a la política del distrito o que las circunstancias se encuentran dentro de las pautas del distrito.

La apelación debe presentarse al Administrador de Operaciones de la Oficina Regional correspondiente a la escuela que denegó/canceló el permiso. Durante el proceso de apelación, el estudiante tiene derecho a permanecer en la escuela de asistencia actual en espera de la decisión final.

Proceso de apelación del LAUSD

1. Si el permiso intra-distrital es denegado o cancelado, el administrador de la escuela proporcionará al padre/tutor legal con lo siguiente:
 - *Aplicación inicial de permiso intra-distrital* completa, incluida la recomendación y firma del administrador, o *Carta de notificación de denegación o cancelación*
 - *Paquete de apelación de permiso intra-distrital*
2. Si el padre/tutor legal decide apelar la denegación o cancelación del permiso intra-distrital, el padre/tutor legal debe presentar lo siguiente al Administrador de Operaciones de la Oficina Regional, dentro de los **5 días escolares** a partir de la fecha de la *Carta de notificación de denegación o cancelación*:
 - *Aplicación inicial de permiso intra-distrital* completa incluida la recomendación y firma del administrador, o carta de notificación de denegación o cancelación
 - Todos los documentos de respaldo presentados con la aplicación
 - *Aplicación de apelación de una denegación o cancelación de permiso intra-distrital*
3. Si la apelación se recibe dentro **5 días escolares**, el Administrador de Operaciones de la Oficina Regional revisará la apelación y emitirá una respuesta por escrito a la aplicación dentro de **los 5 días laborales**. Información adicional puede solicitarse en ese momento.
4. Si la apelación no se presenta en el plazo de **los 5 días escolares**, el estudiante deberá matricularse y asistir inmediatamente a la escuela de residencia. Póngase en contacto con la escuela de residencia para obtener ayuda con el registro y la inscripción.
5. Si se concede la apelación, el Administrador de Operaciones de la Oficina Regional informará a la escuela solicitada de su decisión y se comunicará con el padre/legal guardián, y la escuela solicitada emitirá un permiso intra-distrital.
6. Si la apelación es denegada, el Administrador de Operaciones de la Oficina Regional informará a la escuela de residencia de su decisión y se comunicará con el padre/legal guardián para ayudar con la inscripción.
7. La decisión del Administrador de Operación de la Oficina Regional es la acción final sobre la solicitud de apelación. Las decisiones sobre permisos intra-distritales no pueden apelarse ante la Oficina de Permisos y Traslados de Estudiantes (OPST) ni ante la Oficina de Educación del Condado de Los Ángeles (LACOE).

| INFORMACIÓN DE OFICINAS REGIONALES DE OPERACIONES | | | |
|---|---|---|---|
| Región Este | Región Norte | Región Sur | Región Oeste |
| 2151 N. Soto Street Los Ángeles, CA 90032 | 6621 Balboa Blvd. Lago Balboa, CA 91406 | 1208 Magnolia Ave. Gardena, CA 90247 | 11380 W. Graham pl. Los Ángeles, CA 90064 |
| (323) 224-3100 | (818) 654-3600 | (310) 354-3400 | (310) 914-2100 |

**APLICACION DE APELACION DE UNA DENEGACIÓN O
CANCELACIÓN DE PERMISO INTRA-DISTRITAL**

INFORMACIÓN DEL ESTUDIANTE

| | | | | |
|-----------------------|-------------------------------|--------------------|---------------------|---------------|
| Apellido | Nombre | MI | Fecha de nacimiento | Grado |
| Domicilio | | Ciudad | Apto. | Código postal |
| Escuela de Residencia | Escuela actual de inscripción | Escuela solicitada | | |

INFORMACIÓN DE LOS PADRES

| | | | |
|-------------------------------|------------------------------------|-------------------------------|------------------------------------|
| Nombre del padre/tutor legal | | Nombre del padre/tutor legal | |
| Domicilio | Apto. | Domicilio | Apto. |
| Código postal | | Código postal | |
| Teléfono de casa () | Teléfono de trabajo/celular () | Teléfono de casa () | Teléfono de trabajo/celular () |
| Correo electrónico (opcional) | | Correo electrónico (opcional) | |

PERMISO SOLICITADO

| | |
|--|---|
| <input type="checkbox"/> Seguridad y protección | <input type="checkbox"/> Hermano |
| <input type="checkbox"/> Inscripción continua | <input type="checkbox"/> Programa especializado |
| <input type="checkbox"/> Cuidado infantil (adjuntar Declaración jurada de cuidado infantil) | <input type="checkbox"/> Excepción, motivo de la solicitud: _____ |
| <input type="checkbox"/> Empleo del padre/tutor legal Empleador: _____ Título: _____ Dirección física del trabajo: _____ Teléfono del trabajo: _____ Días laborales (círculo): lunes martes miércoles jueves viernes Horas: _____:_____ a _____:_____ | |

INFORMACIÓN ADICIONAL

En el espacio a continuación, explique los motivos por los que se debe conceder a su estudiante permiso para dejar su escuela de residencia. Adjunte documentación adicional o documentos de respaldo según sea necesario.

En el espacio a continuación, por favor indique su comprensión de por qué este permiso fue denegado/cancelado.

¿Qué otra escuela del LAUSD consideraría?

Si no se concede esta apelación, ¿cuál es el plan educativo para este estudiante?

RECONOCIMIENTO DE LOS PADRES

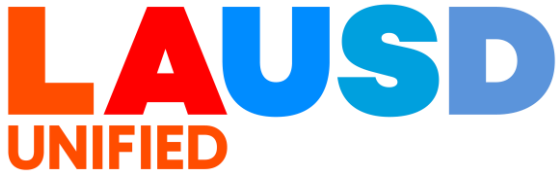
Me han proporcionado los siguientes documentos:

- Aplicación inicial de permiso intra-distrital o Carta de notificación de denegación/cancelación
- Paquete de apelaciones de permisos intra-distritales

Nombre del padre/tutor legal en letra de imprenta

Firma del padre/tutor legal

Fecha



**INTRA-DISTRICT PERMIT APPEAL DECISION
REGION ADMINISTRATOR OF OPERATIONS
(Office Use Only)**

STUDENT INFORMATION

| | | | |
|-----------|------------|------|------------|
| Last Name | First Name | M.I. | Student ID |
|-----------|------------|------|------------|

DATE RECEIVED

Date: MONTH DAY, YEAR

REVIEWED BY

| | | |
|------------|-----------|-------|
| _____ | _____ | _____ |
| Print Name | Signature | Title |
| _____ | _____ | _____ |
| Print Name | Signature | Title |
| _____ | _____ | _____ |
| Print Name | Signature | Title |

REGION ADMINISTRATOR OF OPERATIONS DECISION

Granted Denied Date of meeting: _____

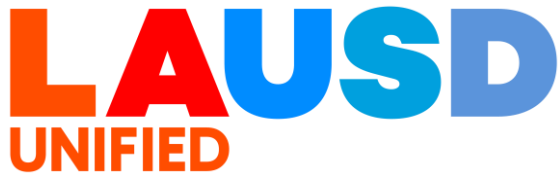
Reason:

STUDENT ENROLLMENT

Per Region Administrator of Operation decision, student is expected to enroll and attend the identified school listed below:

School of Residence Requested School Other: _____

| SCHOOL | SCHOOL ADDRESS | SCHOOL TELEPHONE |
|-------------|-------------------------------|------------------|
| SCHOOL NAME | ADDRESS CITY, CA, ZIP CODE | TELEPHONE |



NOTIFICATION OF PERMIT CANCELLATION LETTER

«SchoolShortName»
«SCHOOLADDRESSLINE1»
«SCHOOLCITY», CA «SCHOOLZIP»

«MONTH DD, YYYY»

«SchoolShortName» («LocationCode») **To the PARENT(S)/GUARDIAN(S) of:**
«Student's FIRST LASTNAME»
«PARENTADDRESS1»
«PARENTADDRESSCITY», CA «PARENTADDRESSZIP»

RE: «Student's FIRST LASTNAME»
Student ID#: «District ID»

Dear Parents/Legal Guardians,

This letter is in follow-up to our communication regarding your student not meeting the conditions of their Intra-District Permit.

After careful consideration, the Intra-District Permit has been cancelled for the following reason(s):

- Falsified information or documentation
- Failure to comply with attendance policies (e.g., truancy, excessive unexcused absences, excessive tardies and or early leaves)
- 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

The appeal procedures and required forms are attached to this letter. 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 completed application to appeal with a copy of this letter must be received by the Region Office within **5 school days** from the date of the cancellation. The decision of the Region Administrator of Operations is the final action on the appeal request.

If you do not appeal within the required time, your child will be expected to enroll immediately at the identified school of residence listed below for the upcoming semester.

| SCHOOL OF RESIDENCE | SCHOOL ADDRESS | SCHOOL TELEPHONE |
|---------------------|-------------------------------|------------------|
| SCHOOL NAME | ADDRESS CITY, CA, ZIP CODE | TELEPHONE |

If you have any questions or need support enrolling your child, call ADMINISTRATOR/DESIGNEE (CURRENT SCHOOL) at PHONE NUMBER.

Sincerely,

Principal

INTRA-DISTRICT PERMIT APPEALS GUIDELINES

General Information

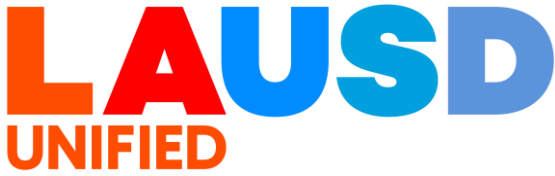
If an intra-district permit application has been denied/cancelled, the parent/legal guardian has the right to appeal if they believe that an exception to district policy is warranted or that circumstances fall within district guidelines.

The appeal must be submitted to the Region Office Operations Administrator for the school that denied/cancelled the permit. During the appeals process, the student has the right to remain at their current school of attendance pending the final decision.

LAUSD Appeal Process

1. If the intra-district Permit is denied or cancelled, the school administrator will provide the parent/legal guardian with the following:
 - Completed Initial Intra-District Permit Application including the administrator recommendation and signature, or Notification of Denial or Cancellation Letter
 - Intra-district Permit Appeals Packet
2. If the parent/legal guardian decides to appeal the denial or cancellation of the Intra-District Permit, the parent/legal guardian must submit the following to the Region Administrator of Operations within **5 school days** of the date on the Notification of Denial or Cancellation Letter:
 - Completed Initial Intra-District Permit Application including the administrator recommendation and signature, or Notification of Denial or Cancellation Letter
 - Supporting documents submitted with the application
 - Application to Appeal an Intra-District Permit Denial or Cancellation
3. If the appeal is received within **5 school days**, the Region Administrator of Operations will review the appeal and issue a written response to the request within **5 business days**. Additional information may be requested at that time.
4. If the appeal is not submitted within **5 school days**, the student will be expected to enroll at and attend the school of residence immediately. Contact the school of residence for assistance with registration and enrollment.
5. If the appeal is granted, the Region Administrator of Operations shall inform the requested school of their decision and shall contact the parent/legal guardian, and an intra-district permit will be issued by the requested school.
6. If the appeal is denied, the Region Administrator of Operations shall inform the school of residence of their decision and shall contact the parent/legal guardian to assist with enrollment.
7. The decision of the Region Administrator of Operations is the final action on the appeal request. Intra-district permit decisions cannot be appealed to the Office of Permits and Student Transfers (OPST) or to the Los Angeles County Office of Education (LACOE).

| REGION OPERATIONS CONTACT INFORMATION | | | |
|---|--|---|--|
| Region East | Region North | Region South | Region West |
| 2151 North Soto St. Los Angeles, CA 90032 (323) 224-3100 | 6621 Balboa Blvd. Lake Balboa, CA 91406 (818) 654-3600 | 1208 Magnolia Ave. Gardena, CA 90247 (310) 354-3400 | 11380 West Graham Pl. Los Angeles, CA 90064 (310) 914-2100 |



APPLICATION TO APPEAL AN INTRA-DISTRICT PERMIT DENIAL OR CANCELLATION

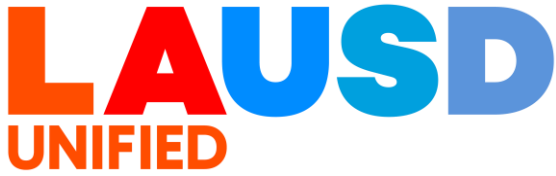
| STUDENT INFORMATION | | | | |
|---------------------|------------------------------|------------------|---------------|----------|
| Last Name | First Name | M.I. | Date of Birth | Grade |
| Home Address | | City | Apt. | Zip Code |
| School of Residence | Current School of Enrollment | Requested School | | |

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

| PERMIT REQUESTED | |
|---|---|
| <input type="checkbox"/> Safety and Protection | <input type="checkbox"/> Sibling |
| <input type="checkbox"/> Continuing Enrollment | <input type="checkbox"/> Specialized Program |
| <input type="checkbox"/> Childcare (attach Childcare Affidavit) | <input type="checkbox"/> Exception, Reason for Request: _____ |
| <input type="checkbox"/> Parent/Guardian Employment Employer: _____ Title: _____ Physical Work Address: _____ Work Phone: _____ Workdays (Circle): M T W Th F Hours: _____:_____ to _____:_____ | |

| ADDITIONAL INFORMATION |
|--|
| <p>In the space below, please explain why your child should be granted an Intra-District Permit. Attach additional documentation or supporting documents as necessary.</p> <p>In the space below, please state your understanding of why this permit was denied/cancelled.</p> <p>What other LAUSD school would you consider?</p> <p>If this appeal is not granted, what is the educational plan for this student?</p> |

| PARENT ACKNOWLEDGEMENT |
|--|
| <p>I have been provided with the following documents:</p> <p><input type="checkbox"/> Initial Intra-District Permit Application, or Notification of Denial/Cancellation Letter</p> <p><input type="checkbox"/> Intra-District Permit Appeals Packet</p> <p>_____ Parent/Legal Guardian Name</p> <p>_____ Parent/Legal Guardian Signature</p> <p>_____ Date</p> |



**INTRA-DISTRICT PERMIT APPEAL DECISION
REGION ADMINISTRATOR OF OPERATIONS
(Office Use Only)**

STUDENT INFORMATION

| | | | |
|-----------|------------|------|------------|
| Last Name | First Name | M.I. | Student ID |
|-----------|------------|------|------------|

DATE RECEIVED

MONTH, DAY, YEAR:

REVIEWED BY

| | | |
|------------|-----------|-------|
| _____ | _____ | _____ |
| Print Name | Signature | Title |
| _____ | _____ | _____ |
| Print Name | Signature | Title |
| _____ | _____ | _____ |
| Print Name | Signature | Title |

REGION ADMINISTRATOR OF OPERATIONS DECISION

Granted Denied Date of meeting: _____

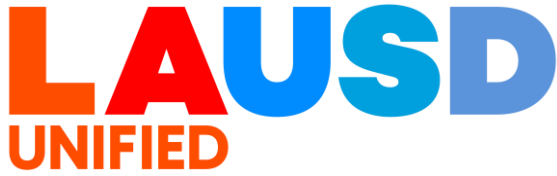
Reason:

STUDENT ENROLLMENT

Per Region Administrator of Operation decision, student will attend:

School of Residence Requested School Other: _____

| | | |
|---------------|-------------------------------|-------------------------|
| SCHOOL | SCHOOL ADDRESS | SCHOOL TELEPHONE |
| SCHOOL NAME | ADDRESS CITY, CA, ZIP CODE | TELEPHONE |



NOTIFICATION OF PERMIT CANCELLATION LETTER

«SchoolShortName»

«SCHOOLADDRESSLINE1»
«SCHOOLCITY», CA «SCHOOLZIP»

«MONTH DD, YYYY»

«SchoolShortName» («LocationCode»)

AI PADRE(S)/TUTOR(ES) de:

«Student's FIRST LASTNAME»

«PARENTADDRESS1»

«PARENTADDRESSCITY», CA «PARENTADDRESSZIP»

RE: «Student's FIRST LASTNAME»

Student ID#: «District ID»

Estimados padres/tutores legales,

Esta carta es un seguimiento de nuestra comunicación con respecto a que su estudiante no cumple con las condiciones de su permiso intra-distrital.

Después de una cuidadosa consideración, el permiso intra-distrital ha sido cancelado por las siguiente(s) razón(es):

- Información o documentación falsificada
- Incumplimiento de las políticas de asistencia (p. ej., ausencias injustificadas excesivas, tardanzas y/o salidas anticipadas excesivas)
- Infracciones de las reglas y regulaciones de la escuela
- Falta de progreso académico satisfactorio
- Se deja o recoge al estudiante fuera del horario escolar habitual, incluido el programa antes y después de las clases

Los procedimientos de apelación y los formularios requeridos están incluidos con esta carta. Usted tiene derecho a apelar esta denegación si cree que se justifica una excepción a la póliza del Distrito o que sus circunstancias se encuentran dentro de las pautas del Distrito. La aplicación de apelación completa con una copia de esta carta debe ser recibida por la oficina regional dentro de los **5 días escolares** a partir de la fecha de la cancelación. La decisión del Administrador de operaciones de la oficina regional es la acción final sobre la solicitud de apelación.

Si no apela dentro del plazo requerido, su estudiante deberá matricularse de inmediato en la escuela de residencia identificada que se detalla a continuación para el próximo semestre.

| ESCUELA DE RESIDENCIA | DIRECCIÓN DE ESCUELA | TELÉFONO DE LA ESCUELA |
|------------------------------|--|-------------------------------|
| NOMBRE DE ESCUELA | DIRECCIÓN CIUDAD, CA, CÓDIGO POSTAL | TELÉFONO |

Si tiene alguna pregunta o necesita ayuda para inscribir a su estudiante, llame al ADMINISTRADOR/DESIGNADO (ESCUELA ACTUAL) al NÚMERO DE TELÉFONO.

Atentamente,

Director

PAUTAS PARA LA APELACIÓN DE PERMISOS INTRA-DISTRITALES

Información general

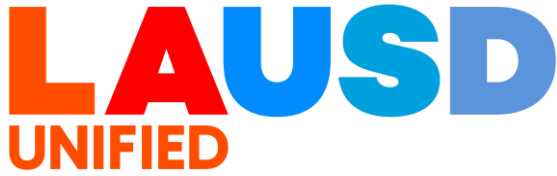
Si se ha denegado/cancelado una aplicación de permiso intra-distrital, el padre/tutor legal tiene derecho a apelar si cree que se justifica una excepción a la póliza del distrito o que las circunstancias se encuentran dentro de las pautas del distrito.

La apelación debe presentarse al Administrador de operaciones de la oficina regional correspondiente a la escuela que denegó/canceló el permiso. Durante el proceso de apelación, el estudiante tiene derecho a permanecer en la escuela de asistencia actual en espera de la decisión final.

Proceso de apelación del LAUSD

1. Si el permiso intra-distrital es denegado o cancelado, el administrador de la escuela proporcionará al padre/tutor legal con lo siguiente:
 - *Aplicación inicial de permiso intra-distrital* completa, incluida la recomendación y firma del administrador, o *Carta de notificación de denegación o cancelación*
 - *Paquete de apelación de permiso intra-distrital*
2. Si el padre/tutor legal decide apelar la denegación o cancelación del permiso intra-distrital, el padre/tutor legal debe presentar lo siguiente al Administrador de operaciones de la oficina regional dentro de los **5 días escolares** a partir de la fecha de la *Carta de notificación de denegación o cancelación*:
 - *Aplicación inicial de permiso intra-distrital* completa, incluida la recomendación y firma del administrador, o *Carta de notificación de denegación o cancelación*
 - Documentos de respaldo que se entregaron con la aplicación
 - *Aplicación de apelación de una denegación o cancelación*
3. Si la apelación se recibe dentro los **5 días escolares**, el Administrador de operaciones de la oficina regional revisará la apelación y emitirá una respuesta por escrito a la aplicación dentro de **5 días laborales**. Información adicional puede solicitarse en ese momento.
4. Si la apelación no se presenta en el plazo de **los 5 días escolares**, el estudiante deberá matricularse y asistir inmediatamente a la escuela de residencia. Comuníquese con la escuela de residencia para obtener ayuda con el registro y la inscripción.
5. Si se otorga la apelación, el Administrador de operaciones de la oficina regional informará a la escuela solicitada de su decisión y se comunicará con el padre/tutor legal, y la escuela solicitada otorgará un permiso intra-distrital.
6. Si la apelación es denegada, el Administrador de operaciones de la oficina regional informará a la escuela de residencia de su decisión y se comunicará con el padre/tutor legal para ayudar con la inscripción.
7. La decisión del Administrador de operación de la oficina regional es la acción final sobre la solicitud de apelación. Las decisiones sobre permisos intra-distritales no pueden apelarse ante la Oficina de Permisos y Traslados de Estudiantes (OPST) ni ante la Oficina de Educación del Condado de Los Ángeles (LACOE).

| OFICINAS REGIONALES | | | |
|--|--|---|--|
| Región Este | Región Norte | Región Sur | Región Oeste |
| 2151 N. Soto Street Los Ángeles, CA 90032 (323) 224-3100 | 6621 Balboa Blvd. Lago Balboa, CA 91406 (818) 654-3600 | 1208 Magnolia Ave. Gardena, CA 90247 (310) 354-3400 | 11380 W. Graham Pl. Los Ángeles, CA 90064 (310) 914-2100 |



**INTRA-DISTRICT PERMIT APPEAL DECISION
REGION ADMINISTRATOR OF OPERATIONS
(Office Use Only)**

STUDENT INFORMATION

| | | | |
|-----------|------------|------|------------|
| Last Name | First Name | M.I. | Student ID |
|-----------|------------|------|------------|

DATE RECEIVED

MONTH, DAY, YEAR:

REVIEWED BY

| | | |
|------------|-----------|-------|
| _____ | _____ | _____ |
| Print Name | Signature | Title |
| _____ | _____ | _____ |
| Print Name | Signature | Title |
| _____ | _____ | _____ |
| Print Name | Signature | Title |

REGION ADMINISTRATOR OF OPERATIONS DECISION

Granted Denied Date of meeting: _____

Reason:

STUDENT ENROLLMENT

Per Region Administrator of Operation decision, student will attend:

School of Residence Requested School Other: _____

| SCHOOL | SCHOOL ADDRESS | SCHOOL TELEPHONE |
|-------------|-------------------------------|------------------|
| SCHOOL NAME | ADDRESS CITY, CA, ZIP CODE | TELEPHONE |

INTRA-DISTRICT PERMIT TIMEFRAME

| INITIAL INTRA-DISTRICT PERMIT | | | |
|--|---|---|--|
| Procedures | | Timeframe | |
| <i>Initial Intra-District Permit Packet (Current School Year)</i> | | Ongoing | |
| <i>Initial Intra-District Permit Packet (Upcoming School Year)</i> | | Second Monday of March | |
| School of Residence: review, indicate recommendation, and sign <ul style="list-style-type: none"> • If Recommended: Return to the parent/legal guardian. • If Not Recommended: Provide <i>Notification of Intra-District Denial Packet</i> (Refer to Attachment D). | | 2 business days | |
| Requested School: review, indicate recommendation, and sign <ul style="list-style-type: none"> • If Recommended: Enroll or auto withdraw the student. • If Not Recommended: Provide <i>Notification of Intra-District Denial Packet</i> (Refer to Attachment D). | | 2 business days | |
| If the application is incomplete, the parent/legal guardian shall be notified by the school. If all required documents are not submitted within 30 calendar days of the notification, the application will be considered abandoned. | | | |
| INTRA-DISTRICT PERMIT RENEWAL | | | |
| Procedures | | Timeframe | |
| Issue the <i>Intra-District Permit Renewal Packet</i> . | | February 1 st - April 15 th | |
| Requested School: review, indicate recommendation, and sign. | | 2 business days | |
| If Recommended: Enter the permit type, issue and end date for the upcoming school year in MiSiS. | | February 1 st – May 1 st | |
| If Not Recommended: Provide <i>Notification of Intra-District Denial Packet</i> (Refer to Attachment D). | | 2 business days | |
| If the parent/legal guardian fails to return the renewal packet, issue the <i>Notification to Enroll at School of Residence Letter</i> (Refer to Attachment C). | | May 1 st - May 30 th | |
| CANCELLATION OF INTRA-DISTRICT PERMIT | | | |
| Procedures | | Timeframe | |
| Issue the <i>Notification of Permit Cancellation Packet</i> (Refer to Attachment E). | | 3 weeks prior to the end of the Fall semester | |
| APPEALS | | | |
| If an appeal is initiated for an Initial, Renewal, or Cancellation Intra-District Permit, students must remain enrolled until the appeal is resolved. Schools will be notified of the appeal decision by the Region Administrator of Operations. The decision of the Region Administrator of Operations is the final action on the appeal request. | | | |
| Intra-district permit decisions cannot be appealed to the Office of Permits and Student Transfers (OPST) or to the Los Angeles County Office of Education (LACOE). | | | |
| REGION OPERATIONS CONTACT INFORMATION | | | |
| Region East | Region North | Region South | Region West |
| 2151 North Soto St. Los Angeles, CA 90032 (323) 224-3100 | 6621 Balboa Blvd. Lake Balboa, CA 91406 (818) 654-3600 | 1208 Magnolia Ave. Gardena, CA 90247 (310) 354-3400 | 11380 West Graham Pl. Los Angeles, CA 90064 (310) 914-2100 |