



Saugus Union School District

INTER-DISTRICT TRANSFER APPLICATION

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

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

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

Parent/Guardian Signature _____ Relationship to Student _____

STEP 2: District of Residence

Decision: Approved Denied

Comments: _____

Authorizing Signature: _____

Title: _____

District: _____

STEP 3: Proposed District of Attendance

Decision: Approved Denied

Comments: _____

Authorizing Signature: _____

Title: _____

District: _____

IMPORTANT: If the interdistrict transfer request is approved by the district of residence (Step 2), the parent/guardian is responsible for submitting a copy of the approved application AND the actual release permit along with all documentation submitted in Step 2 to the proposed district of attendance (Step 3).

Office Use Only: Parent contact initiated on: ____ / ____ / ____ by: _____

School Administrator's Signature

Result of Parent Contact: _____

All applications must include a copy of the most current transcript/report card and the documentation requested to support each reason provided. Below is a chart of documentation that must be attached to the application at the time of submission. Please note that incomplete applications will not be processed. Requests will be considered based on local board policies and on individual merit.

Reason for Request	Documentation Required
Child Care	<ul style="list-style-type: none"> • Proof of employment of all parents/guardians who are involved in the student’s life on a day-to-day basis. <ul style="list-style-type: none"> - Copy of recent pay stub - Letter on the employer’s stationery verifying schedule (hours and days) and location of employment. - If self-employed, letter stating schedule (hours and days) and location of employment. • Letter from the adult, center or organization providing child care <ul style="list-style-type: none"> - Name, address and contact information of the adult, center or organization - Child care license number and fees, if applicable - Hours of operation for the center or organization, or hours that the student is under care - Length of time student has been under care by the adult, center or organization • Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under child care reasons
Parent Employment	<ul style="list-style-type: none"> • Proof of employment of all parents/guardians who are involved in the student’s life on a day-to-day basis. <ul style="list-style-type: none"> - Copy of a recent pay stub - Letter on the employer’s stationery verifying schedule (hours and days) and location of employment - If self-employed, letter stating schedule (hours and days) and location of employment • Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under parent employment reasons
Sibling	<ul style="list-style-type: none"> • Name, grade and school where the sibling attends (sibling must already attend the proposed district of attendance) • Copy of the sibling’s last report card • Copy of the new sibling’s release permit from the district of residence
Health & Safety	<ul style="list-style-type: none"> • Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issued (if applicable) • Police or school report supporting safety-related issues (if applicable) • Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary under health and safety reasons.
Specialized Program	<ul style="list-style-type: none"> • Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested. • Letter from parent/guardian expressing the extent of the student’s interest in the specialized program, and how the program is either unavailable or not comparable at the district of residence.
Continuing Enrollment	<ul style="list-style-type: none"> • Copy of the student’s last report card • Letter from parent/guardian stating the enrollment history (grade and school/district) of the student since kindergarten
Final Year	<ul style="list-style-type: none"> • Copy of the student’s last report card
Change in Residence	<ul style="list-style-type: none"> • Copy of escrow documents

TERMS AND CONDITIONS

- An interdistrict permit is granted or denied per the terms and conditions stipulated in board policy. (BP 5116)
- No student currently residing within a school’s attendance area shall be displaced by another student transferring from outside the attendance area. (CA Ed. Code 35160.5)
- Once an interdistrict permit has been granted, a student is not required to reapply unless an agreement between the governing boards of the district of residence and the district of enrollment states otherwise.
- A permit may be revoked at any time by the district of enrollment for the following reasons:
 - Student is excessively tardy or absent from school, or student is brought to school excessively early or left excessively late.
 - Student fails to uphold appropriate behavior standards.
 - Student fails to make appropriate academic efforts.
 - False or misleading information was provided.
 - Other conditions that occur that would render continuance inadvisable.
- Approval is subject to space availability in the district and may not be at the site requested.
- Students who are eligible for Special Education Services may be asked to obtain an Inter/Intra-SELPA Agreement for Individuals with Exceptional Needs, in addition to the Interdistrict Permit.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- The parent/guardian is responsible for providing transportation to and from school.
- Parents/guardians have the right to appeal to the County Office of Education within 30 days of the final denial letter. More information on Interdistrict Permit appeals can be found on the LACOE website at www.lacoe.edu/appeals.