

# Request for Interdistrict Attendance Permit

If one or both parents or legal guardians are employed within the boundaries of the district you are requesting and that district accepts "employment related" transfers, do not complete this form. Request the "employment related" interdistrict attendance form. Use a separate form for each child. Please type or print. See reverse for parent rights.

**Part A: Parent/Guardian completes this section and returns all copies to school district of residence.**

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
School District of Residence: \_\_\_\_\_ County: \_\_\_\_\_  
School of Attendance or Last Attended: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
School District of Desired Attendance: \_\_\_\_\_ County: \_\_\_\_\_  
School Requested: \_\_\_\_\_ (District retains the right to assign student to any school.)

**Important:** Each school district in Lake County has a local policy and criteria for accepting or denying requests for interdistrict attendance permits which may or may not include the reasons listed below. After reviewing the policies of your district of residence and the district of desired attendance, check the reason for requesting the interdistrict attendance permit. Attach a written explanation or documentation where requested.

Reason for request:

- Child care (name, address, and phone of provider) \_\_\_\_\_
- Specialized or unique educational program (describe) \_\_\_\_\_
- Change in social environment (attach explanation)
- Mental or physical health and/or safety needs (attach statement from physician, psychologist, juvenile authority or appropriate school staff)
- Recommended by SARB and/county agency for home or community problems (provide written documentation)
- Complete current school year or remain with a graduating class
- Moving into district in the immediate future (provide written evidence)
- Sibling attending (name, grade and school) \_\_\_\_\_
- Other: \_\_\_\_\_

For information purposes only and for the sole purpose of determining capacity and space issues which would require the creation of a new program or service, has this student or does this student currently receive special education or other special services?    Yes    No

(Describe) \_\_\_\_\_

Is this student currently under an expulsion order?    Yes    No    If yes, attach copy

Name of parent/guardian: \_\_\_\_\_ Home phone: \_\_\_\_\_

Complete address: \_\_\_\_\_ Work phone: \_\_\_\_\_

*I declare, under penalty of perjury under the laws of California, that the information provided above is true and accurate. I understand that this information may be verified and that inaccurate or false information may subject my request to denial or revocation. I understand that I am responsible for the transportation of my student. I further understand that, to maintain this permit, my student must comply with the terms and conditions of the districts' attendance agreement, if any, which includes but is not limited to those terms and conditions set forth below and the academic, behavior, and attendance policy requirements of the district of desired attendance. I understand that the interdistrict attendance permit must be renewed annually, if the above listed districts have an attendance agreement which provides for such. I further understand that neither district may rescind an existing permit for a student entering grades 11 or 12 in the subsequent school year.*

\_\_\_\_\_  
(Signature of parent/guardian)

\_\_\_\_\_  
(Date)

**Part B: School district of residence completes and forwards all copies to school district of desired attendance.**

Action of **District of Residence:**    Current Attendance Agreement with District of Attendance    Date received: \_\_\_\_\_

Approved – terms and conditions: \_\_\_\_\_

Denied - reason: \_\_\_\_\_

\_\_\_\_\_  
(Signature and title of authorized representative)

Date: \_\_\_\_\_

**Part C: School district of desired attendance completes and distributes copies as indicated below.**

Action of **District of Desired Attendance:**    Date received: \_\_\_\_\_

Approved – terms and conditions: \_\_\_\_\_

Denied - reason: \_\_\_\_\_

\_\_\_\_\_  
(Signature and title of authorized representative)

Date: \_\_\_\_\_

**PARENT RIGHTS, TERMS AND CONDITIONS  
OF ATTENDANCE**

PARENT/LEGAL GUARDIANS HAVE THE RIGHT TO:

- Request an interdistrict attendance agreement from your district of residence.
- Receive a written copy of local school board policy relating to interdistrict attendance agreement requests from both the district of residence and the district you desire to attend.
- Receive a written copy of the Districts' Attendance Agreement, if any, which stipulates the terms and conditions under which the interdistrict attendance shall be permitted or denied.
- Discuss your situation with your local district superintendent or appointed designee.
- Appeal an adverse decision to the school board denying the permit request, pursuant to that school board's policies, and receive written notice of local board action within a period of time specified by the board policy.
- Receive notification from the district denying the request or the district of residence, within 30 days of a request for an interdistrict transfer, regarding the process for appeal to the Lake County Board of Education.

The interdistrict transfer permit is valid only until the end of the school year, at which time a student/parent may reapply for the new school year.

Transportation shall not be provided for pupils attending on an interdistrict attendance permit.

You are encouraged to review the governing board policy for further information and any additional rights.

TERMS AND CONDITIONS:

Interdistrict permits may be revoked for any of the following reasons

1. A student does not benefit from instruction and/or disrupts the learning environment. This may include excessive absences, tardiness, poor grades (i.e., *all* grades of "C" or better) or disciplinary incidents.
2. Violation of school or district rules and/or procedures.
3. The conditions of eligibility under which the permit was originally granted do not remain in effect.
4. A parent/guardian has made false statements or misrepresentations in applying for or maintaining the permit.

I have read and understand these conditions. I agree as evidenced by my signature to abide by these conditions and understand that violation of these conditions may terminate my interdistrict transfer permit.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Review: \_\_\_\_\_ Date: \_\_\_\_\_