



STUDENT SUPPORT AND ATTENDANCE SERVICES

PUPIL SERVICES AND ATTENDANCE

Office of Permits and Student Transfers



PARENT GUIDE: INCOMING INTER-DISTRICT PERMITS

ENTERING THE LAUSD FROM ANOTHER SCHOOL DISTRICT

FOR MORE INFORMATION :



(213) 202-7547



lausd.permits@lausd.net



<http://studentpermits.lausd.net>



333 S. Beaudry Avenue, 29th Floor, Los Angeles, CA 90017

REV. 2.10.2026

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Introduction

Purpose

California Education Code Section 46600 allows for the transfer of students from their district of residence to another school district for any grade from transitional kindergarten (TK) through grade 12 under conditions specified by the policy of the LAUSD Board of Education. At the request of the parent/legal guardian, an inter-district permit may be granted for a student to transfer out of the school district of residence or into a school district of proposed enrollment.

Overview of Incoming Inter-district Permits

Students may be granted a permit to attend a school in the LAUSD, instead of their district of residence. These types of permits are processed by the Office of Permits and Student Transfers and require release from the District of Residence and acceptance by the desired LAUSD school.

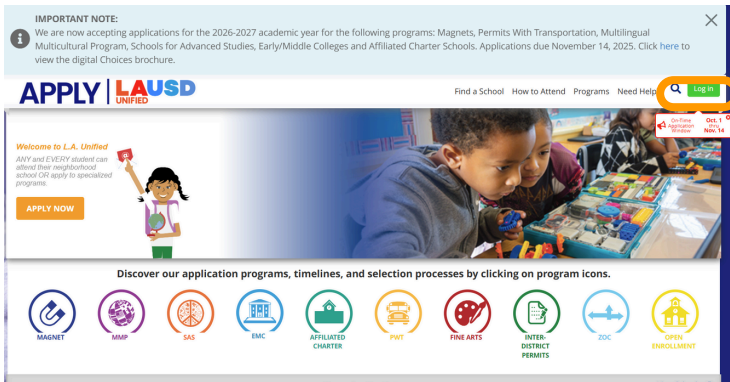
The incoming inter-district permit application is open all year, starting on February 1st for the following school year. Applications must be submitted online. Paper applications will not be accepted.

Families requesting an incoming inter-district permit should not check out of their current school/district of residence until final approval has been granted. LAUSD schools, at their discretion, may provisionally enroll incoming students if space is available. Enrollment is prioritized for resident LAUSD students.

For the purpose of an inter-district permit, “parent” is defined as the natural or adoptive parent or guardian, the person having legal custody, or other educational rights holder. A guardian must be court appointed to have educational rights for the student in order to submit a permit application.

Account Log In

Creating a Parent Account



The Apply website <http://apply.lausd.net> requires a new user to create an account. **If you already have a parent portal account, proceed to the Account Log in section.**

To create an account:

STEP ONE:

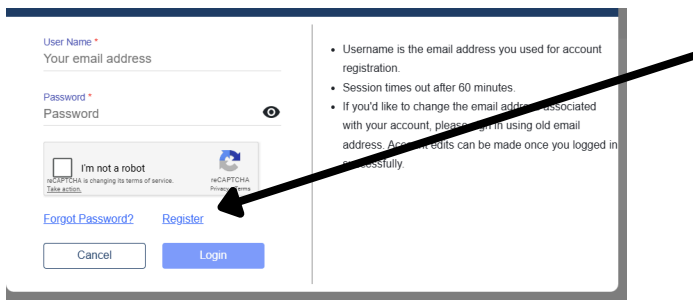
- Click **Log in** to create a new parent account.

SELECT YOUR ROLE BELOW TO LOGIN



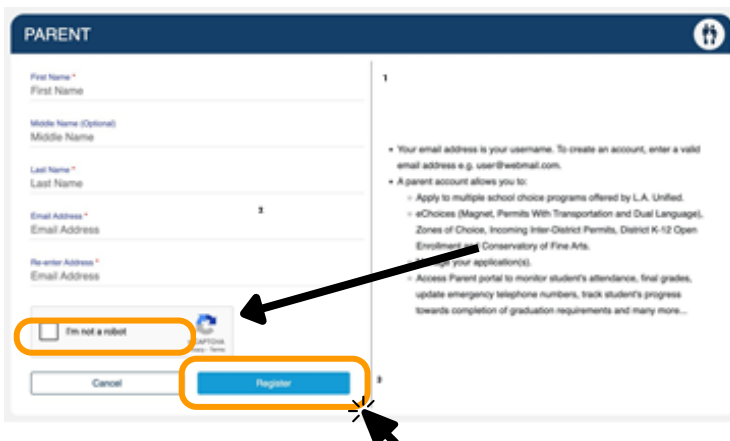
STEP TWO:

- Select your role to log in.



STEP THREE:

- Click **Register**.



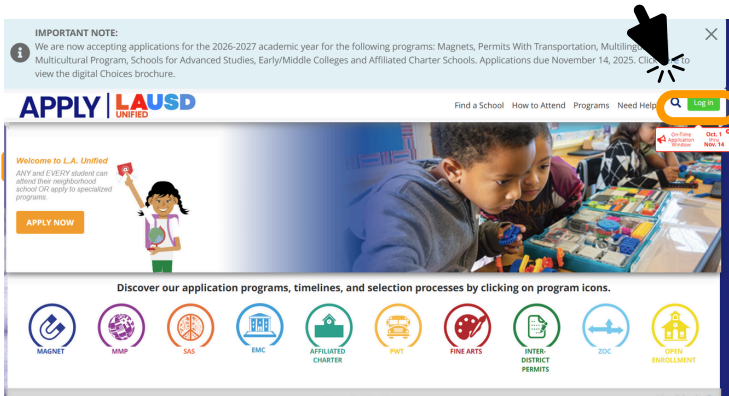
STEP FOUR:

- Please complete **all** required information fields with an asterisk (*).
- Click on the **I'm not a robot** box.
- Click on **Register**.

Registration must be completed by clicking the activation link sent to the registered email address.

Account Log In

Logging in as a Parent



STEP ONE:

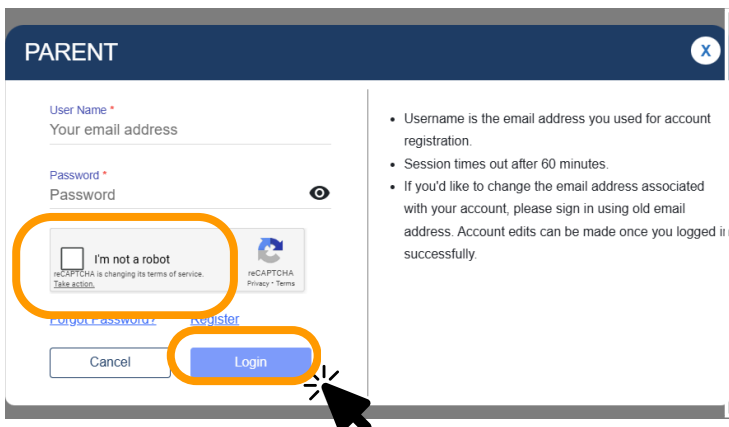
- Go to <http://apply.lausd.net> to start the incoming inter-district permit application.
- Click **Log in**.

SELECT YOUR ROLE BELOW TO LOGIN



STEP TWO:

- Select your role to log in.

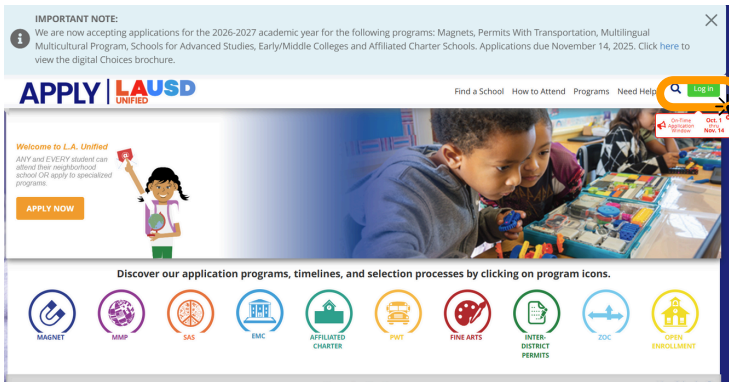


STEP THREE:

- Enter your **Email Address**.
- Enter your **Password**.
- Click on the **I'm not a robot** box.
- Click on **Login**.

Account Log In

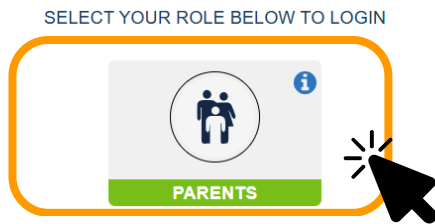
Resetting Your Password in Your Parent Account



To reset the password, follow the steps below.

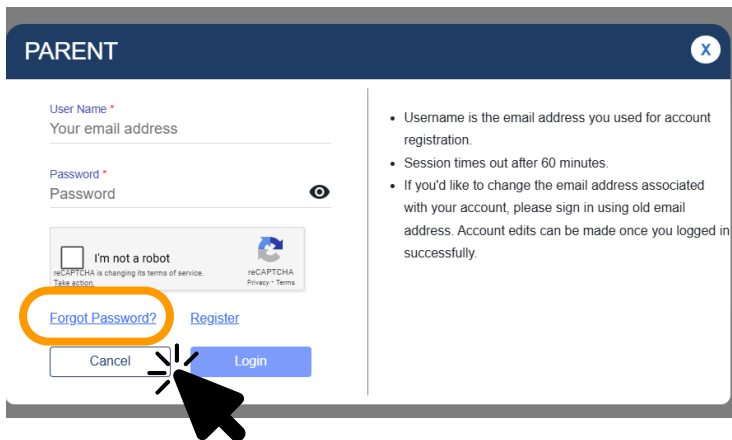
STEP ONE:

- Click **Log in**.



STEP TWO:

- Select your role to log in.



STEP THREE:

- Click on **Forgot Password?**



STEP FOUR:

- Enter your **Email Address**.
- Click on **Submit**.

An email will be sent with instructions on how to reset the password.

INCOMING INTER-DISTRICT PERMITS APPLICATION

Incoming Inter-district Permits (Entering the LAUSD from Another School District)

Students may be granted a permit to attend a school in the LAUSD, instead of their District of Residence. These types of permits are processed by the Office of Permits and Student Transfers and require release from the District of Residence and acceptance by the desired LAUSD school.

The incoming inter-district permit application is open all year, starting on February 1st for the following school year.

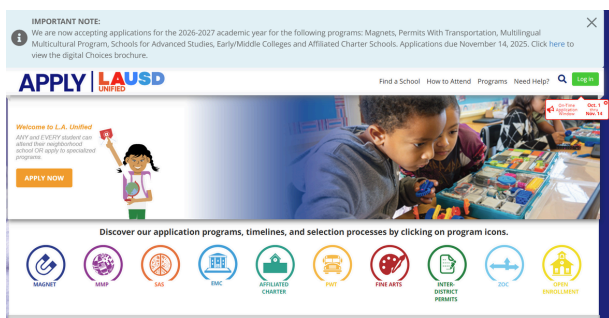
- Applications must be submitted online.
- Only one application may be submitted per student per school year.
- Parents may only request one school district per school year.
- Applications are processed in the order received.

Families requesting an incoming inter-district permit, should not check out of their current school/district of residence until final approval has been granted. LAUSD schools, at their discretion, may provisionally enroll incoming students if space is available. Enrollment is prioritized for resident LAUSD students.

For the purpose of inter-district permits, “parent” is defined as the natural or adoptive parent or guardian, the person having legal custody, or other educational rights holder. A guardian must be court appointed to have educational rights for the student in order to submit an inter-district permit application.

Step 1: Creating a Student Profile

An individual student profile must be created at <http://apply.lausd.net> prior to initiating the incoming inter-district permit application.



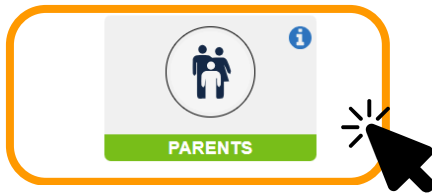
STEP ONE:

- Go to <http://apply.lausd.net> to create the student profile.
- Click **Log in**.

INCOMING INTER-DISTRICT PERMITS APPLICATION

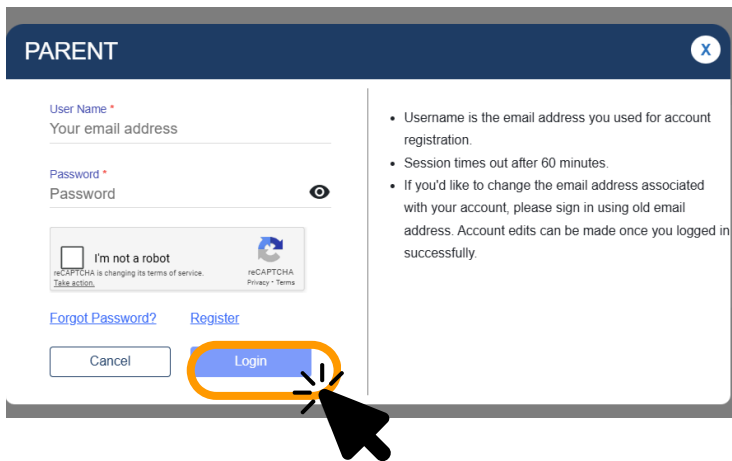
Step 1: Creating a Student Profile (Continued)

SELECT YOUR ROLE BELOW TO LOGIN



STEP TWO:

- Select your role to login.



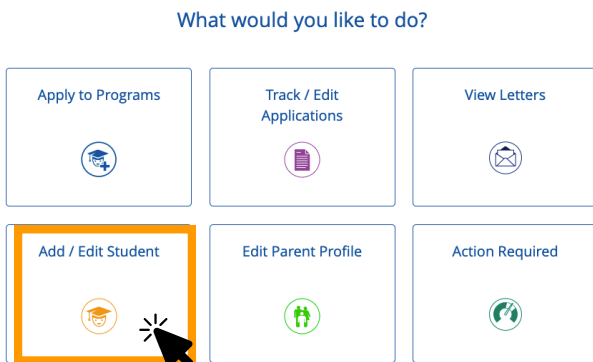
STEP THREE:

- Enter your **Email Address**.
- Enter your **Password**.
- Click on the **I'm not a robot** box.
- Click on **Login**.



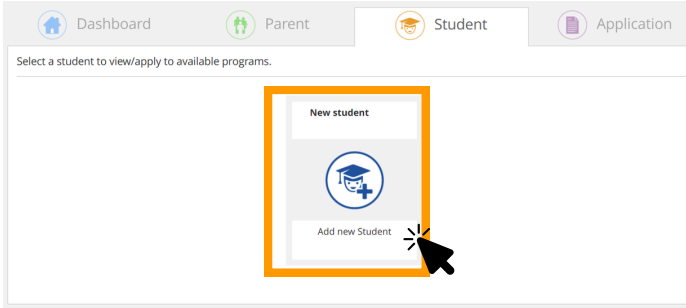
STEP FOUR:

- Go to the **DASHBOARD** tab.
- Click on **Add/Edit Student**.
- If you have more than one student, please repeat Steps 4 to 8 before starting the incoming inter-district permit application.



INCOMING INTER-DISTRICT PERMIT

Step 1: Creating a Student Profile (Continued)



STEP FIVE:

- The **STUDENT** tab will appear.
- Click on **Add New Student**.

Note: If you previously had an account, your child(ren) will appear on this screen. If your child(ren) appear here, go to step Step 2: Applying for an Incoming Inter-District Permit.

A screenshot of a web application interface showing a form for adding a new student. The 'Student' tab is selected. The form contains several fields: 'First Name *', 'Middle Initial', 'Last Name *', 'Date of Birth *' (with sub-fields for Month, Day, and Year), 'Ethnicity *' (with a 'Multi-racial/Multi-ethnic' checkbox), 'Gender *' (with radio buttons for Male, Female, and Non-binary), 'Relationship to the student *', and 'Student's Preferred Name'. A 'Next' button is located at the bottom right of the form. An orange box highlights the entire form area.

STEP SIX:

- Enter student's **First Name**
- Enter student's **Last Name**
- Enter student's **Date of Birth**
- Enter student's **Ethnicity**
- Enter student's **Gender**
- Enter Your **Relationship to the Student**
- Click on **Next**

(*) Required information field

A screenshot of a web application interface showing a form for entering address information. The 'Student' tab is selected. The form contains four fields: 'Address *', 'Apt. No', 'City *', and 'Zip Code *'. An orange box highlights the entire form area.

STEP SEVEN:

- Enter student's **Address**
- Enter student's **City**
- Enter student's **Zip Code**
- Click on **Next**.

(*) Required information field

INCOMING INTER-DISTRICT PERMITS APPLICATION

Step 1: Creating a Student Profile (Continued)

1 2 3

School Information

Current Grade *
Select a Grade

Transitional Kindergarten (TK) is available to all children who will have their 4th birthday on/by September 1 of the school year. Please email us at applyforschools@lausd.net if you have any questions.

Has Student Ever Been Enrolled in LAUSD? *

Yes

No

Current School *

LAUSD

Independent Charter

Private/Non LAUSD/Homeschool

Preschool/Primary Center (non-LAUSD)

Other

Previous

Next

STEP EIGHT:

- Enter student's **Current Grade**
- **Answer the question:** Has the Student Ever Been Enrolled in LAUSD?
- **Select a response for Current School.**
 - If prompted, please select or input name of school
- Click on **Next**.

(* Required information field)

Dashboard Parent Student Application

Adding new student [cancel](#)

Sibling Information

To receive sibling priority, parent/guardian MUST add each currently enrolled sibling to their parent account, make sure their address is the same and check all siblings below you would like linked with **Alex**. Please review sibling priority guidelines for each program.

Select	Sibling First Name	Sibling Middle Initial	Sibling Last Name
<input checked="" type="checkbox"/>	Alex		Smith

Important Note:
It is the parent/guardian's responsibility to verify that the siblings have the same address on file in the District's computer system at the current L.A. Unified school of attendance by the application deadline.

Are all the siblings associated with this student listed on the screen? If not, please click the link below to add siblings: [Edit Student](#)

Next: Confirm and Apply

STEP NINE:

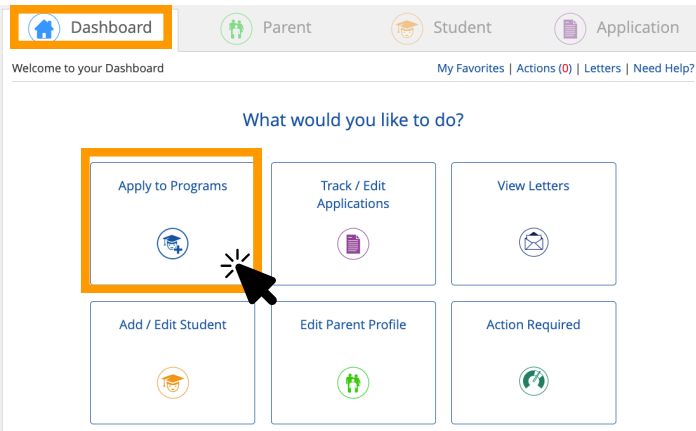
- Select siblings, if applicable.
- Click on **Next: Confirm and Apply**.

The information under the STUDENT tab can be updated at any time by clicking the link next to the student's name.

A separate application is needed for each sibling that is applying for an inter-district permit.

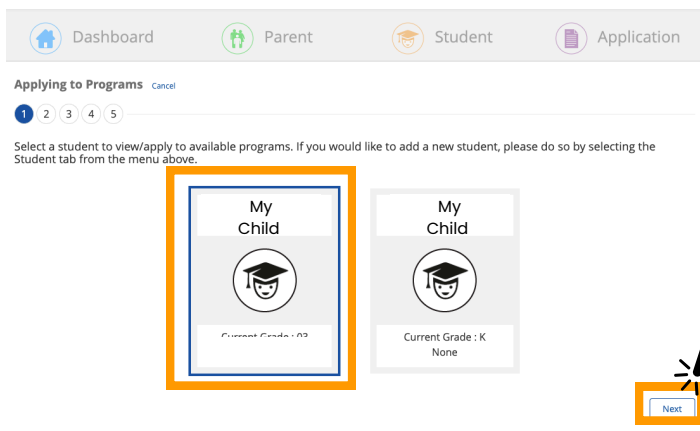
INCOMING INTER-DISTRICT PERMITS APPLICATION

Step 2: Applying for an Incoming Inter-district Permit



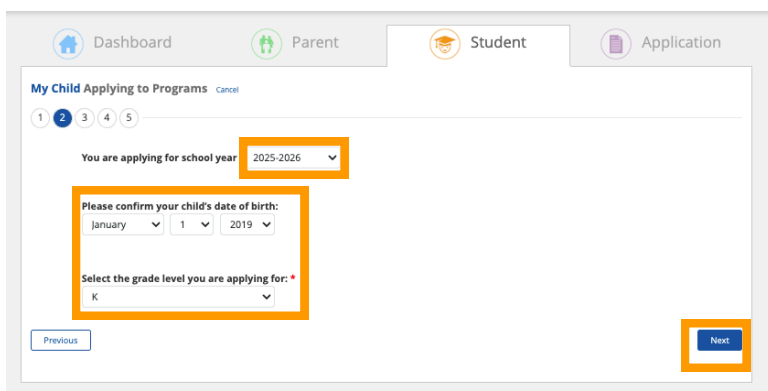
STEP ONE:

- Go to the **Dashboard** tab.
- Click on **Apply to Programs**.



STEP TWO:

- Click on student for whom an application will be submitted.
- Click on **Next**.



STEP THREE:

- Select the **School Year**.
- Confirm the student's **Date of Birth**.
- Select the **Grade Level** that you are applying for.
- Click on **Next**.

INCOMING INTER-DISTRICT PERMITS APPLICATION

Step 2: Applying for an Incoming Inter-district Permit (Continued)

Dashboard Parent Student Application

My Child Applying to Programs [Cancel](#)

1 2 3 4 5

Verifying Student Information [edit](#)

First Name: My	Middle Initial:
Last Name: Child	Date of Birth (mm/dd/yyyy):
Gender: ?	Ethnicity:
Address:	Apt. No:
City: l	Zip Code:
Grade Applying for (2025-2026): K	Current School:
Student's Preferred Name:	

[Previous](#) [Next](#)

STEP FOUR:

- Verify that the student information is correct.
- If changes to the student's information are needed, click **edit** next to **"Verifying Student Information."**
- Then save and continue with the application.
- If no changes are needed, click on **Next**.

NOTE:

- For students currently enrolled in the LAUSD, please make any changes to the student profile at the student's school.
- Student must reside outside of the LAUSD boundaries to apply for an incoming inter-district permit.

Dashboard Parent Student Application

My Child Applying to Programs [Cancel](#)

1 2 3 4 5

Verifying Parent Information [edit](#)

First Name: PARENT	Middle Initial:
Last Name: PARENT	
Primary Phone: (000) 000-0000	Secondary Phone:
	Ext:
Address: 333 S. Beaudry Ave	Apt. No:
City: Los Angeles	Zip Code: 90026

[Previous](#) [Next](#)

STEP FIVE:

- Verify that the parent information is correct.
- If changes to the parent's information are needed, click **edit** next to **"Verifying Parent Information."**
- Then save and continue with the application.
- If no changes are needed, click on **Next**.

INCOMING INTER-DISTRICT PERMITS APPLICATION

Step 2: Applying for an Incoming Inter-district Permit (Continued)

NOTE:

If the "Inter-District Permit" box does not appear, check the student's home address under the "Student Tab". The address must be outside of LAUSD boundaries to apply for an incoming inter-district permit.

STEP SIX:

- Click on **Inter-District Permits Incoming For (School Year)**
- Then, click **Next**

For students currently enrolled in the LAUSD:

- Contact the last/current LAUSD school of attendance and request the address change in MiSiS.
- Once the change has been made in MiSiS, the parent will be able to update the student's home address under the "Student Tab".

STEP SEVEN:

Complete all required **student information** fields:

- Select the **Permit Type** on the drop down menu.
- Select **Name of Most Recent School District Attended**.
- Enter **Name of Most Recent School Attended**.
- **Answer the Question:** Does student have a current Individualized Education Program (IEP)?
- **Answer the Question:** Is this student currently under expulsion?
- Select **Name of District of Residence**.
- Enter **School of Residence**.
- Click on **Next**.

(*) Required information field

INCOMING INTER-DISTRICT PERMITS APPLICATION

Step 2: Applying for an Incoming Inter-district Permit (Continued)

My Child Application for Incoming Inter-District Permit [Cancel](#)

1 2 3

INTER-DISTRICT PERMITS - Incoming for 2025-2026

Permit Requested

To (School District Requested):

To (School Requested):*

Region:

Board District:

Most Recent School Type*

School Requested Type:*

Important Note:

- Incomplete applications will not be processed. Required documentation must be uploaded by parent.
- If you live within the boundaries of LAUSD and would like a permit to another LAUSD school, you should NOT apply online. [Click here](#) to download INTRA permit information.

[Previous](#) [Applying to 1 Program\(s\)](#) [Next](#)

STEP EIGHT:

Complete all required **student information** fields:

- Select LAUSD **School Requested**.
- Select **Most Recent School Type**.
- Select **School Requested Type**.
- Click on **Next**.

(*) Required information field

My Child Application for Incoming Inter-District Permit [Cancel](#)

1 2 3

Terms and Conditions

Please read the following terms and conditions carefully prior to submitting a permit application:

Inter-District Permits - Incoming

Policy:

- Permits do not carry transportation privileges.
- Parents are expected to ensure the student is on time and attends school daily for the full school day.
- All permits carry athletic privileges, subject to interscholastic limitations.

Guidelines:

1. Applications are processed in the order they are received.
2. Parents may only request one school district per school year.
3. Only one application may be submitted per student per school year.
4. No changes will be made to the existing permit for the same school year.
5. The application is officially submitted when a confirmation number is generated by the system.
6. The required documentation is determined by the type of permit requested.
7. Incomplete applications will be considered abandoned after 30 calendar days if requested information is not provided.

Please contact the LAUSD Office of Permits and Student Transfers at 213-202-7547 for additional assistance.

8. Parent/legal guardian must upload all required documentation online within 30 calendar days, or the application will be considered abandoned without the opportunity to appeal.
9. Permit requests for students receiving special education services must first meet permit criteria. The application will then be referred to the Office of Special Education for further review and approval.
10. Notification of the District's final decision on current year requests will be provided within 30 calendar days of receipt of the request. All required supporting documents must be uploaded to the application prior to the final decision.
11. Notification of the District's final decision on future year requests will be provided no later than 14 calendar days.

I have read and agree to the above terms and conditions

[Previous](#) [Applying to 1 Program\(s\)](#) [Submit](#)

STEP NINE:

- Read the Terms and Conditions.
- Use the sidebar and scroll to the bottom.
- Check the **"I have read and agree to the above conditions."**
- Click on **Submit**.

INCOMING INTER-DISTRICT PERMITS APPLICATION

Step 2: Applying for an Incoming Inter-district Permit (Continued)

Confirmation

Thank you for completing the permit application!

Your Confirmation number is: **1253891**

Resend Email Confirmation

What would you like to do next?

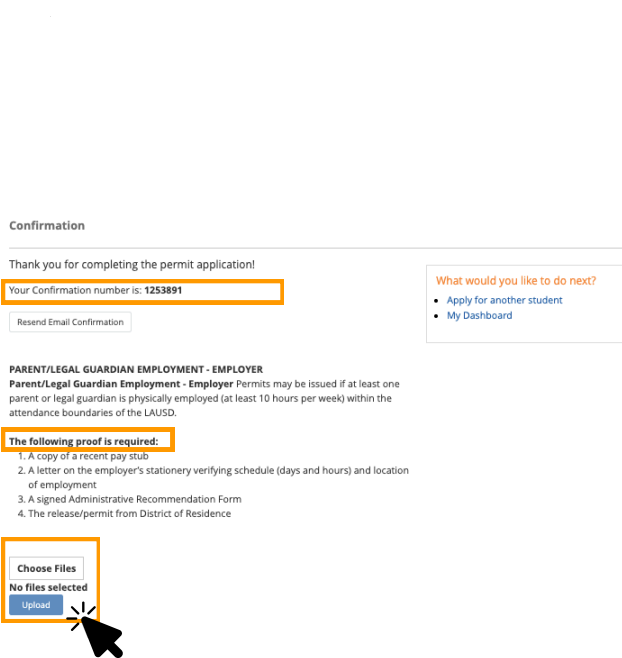
- Apply for another student
- My Dashboard

PARENT/LEGAL GUARDIAN EMPLOYMENT - EMPLOYER
Parent/Legal Guardian Employment - Employer Permits may be issued if at least one parent or legal guardian is physically employed (at least 10 hours per week) within the attendance boundaries of the LAUSD.

The following proof is required:

- A copy of a recent pay stub
- A letter on the employer's stationery verifying schedule (days and hours) and location of employment
- A signed Administrative Recommendation Form
- The release/permit from District of Residence

Choose Files
No files selected
Upload



STEP TEN:

A confirmation notice will be received after the application is submitted.

- Write down the **Confirmation Number** for future reference.
- Review the documentation that is required for upload.
- To upload documents, select **Choose Files** and browse the computer for the documents.
- Then, select **Upload**.
- If the documents are not available, they may be submitted at a later time through the Apply website at <http://apply.lausd.net>. Refer to section **Uploading Additional Documents**.
- You will receive an email when the status of your student's application has been updated.
- Log into the Apply website at <http://apply.lausd.net> for status updates and letters. Please check your junk and spam folders in addition to your inbox.

Applications are processed in the order they are received.

- **Current Year:** Notification of the District's final decision on current year requests will be provided within 30 calendar days from receipt of the request. All required supporting documents must be uploaded to the application prior to the final decision.
- **Future Year:** Notification of the District's final decision on future year requests will be provided no later than 14 calendar days after the commencement of instruction in the school year for which the permit is sought. All required supporting documents must be uploaded to the application prior to the final decision.

Note:

- Required documentation for the incoming application depends on the type of permit requested. The parent/legal guardian must upload all required documentation online at: <http://apply.lausd.net> within 30 calendar days, or the application will be considered abandoned without the opportunity to appeal.
- Parents are responsible for adhering to all application timelines and may check the status of a submitted permit request at: <http://apply.lausd.net>.
- Applications are processed in the order received.

INCOMING INTER-DISTRICT PERMITS APPLICATION

Uploading Additional Documents

Applications are processed in the order they are received.

- **Current Year:** Notification of the District's final decision on current year requests will be provided within 30 calendar days from receipt of the request. All required supporting documents must be uploaded to the application prior to the final decision.
- **Future Year:** Notification of the District's final decision on future year requests will be provided no later than 14 calendar days after the commencement of instruction in the school year for which the permit is sought. All required supporting documents must be uploaded to the application prior to the final decision.

Note:

- Required documentation for the application depends on the type of permit requested. The parent/legal guardian must upload all required documentation online at: <http://apply.lausd.net> within 30 calendar days, or the application will be considered abandoned without the opportunity to appeal.
- Parents are responsible for adhering to all application timelines and may check the status of a submitted permit request at: <http://apply.lausd.net>.
- Applications are processed in the order received.

STEP ONE:

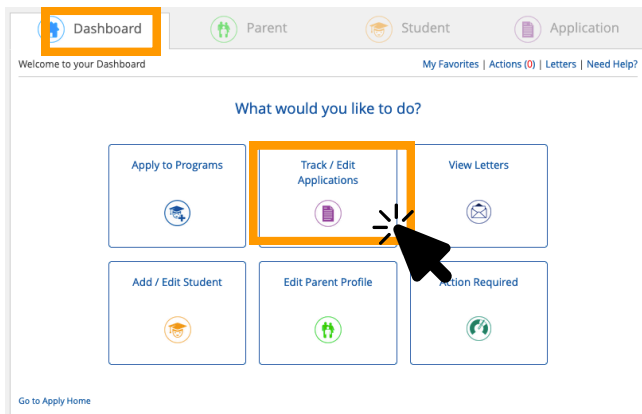
- **Log in** to the Apply website at <http://apply.lausd.net>.

STEP TWO:

- Enter your **email address** and **password**.

INCOMING INTER-DISTRICT PERMITS APPLICATION

Uploading Additional Documents (Continued)



STEP THREE:

- Go to **Dashboard**.
- Click on **Track/Edit Applications**.

The screenshot shows a table with the following columns: School Year, Application History, Date Submitted, Status, and Letters. The first row contains the following data: School Year: 25-26; Application History: Permit - Application ID: 1253873; Date Submitted: 7/22/2025 12:00:00 AM; Status: Application approved. Permit emailed or mailed to parent.; Letters: A 'Choose Files' button is present, which is highlighted with an orange box. Below the button, the files 'Winter Break.png' and 'Winter Break (Spanish).png' are listed. A black mouse cursor is pointing at the 'Choose Files' button.

School Year	Application History	Date Submitted	Status	Letters
25-26	Permit - Application ID: 1253873	7/22/2025 12:00:00 AM	Application approved. Permit emailed or mailed to parent.	<div style="border: 1px solid #ccc; padding: 5px;">Choose Files <input type="button" value="Upload"/> Winter Break.png Winter Break (Spanish).png</div>

STEP FOUR:

- The **Application** Tab will appear.
- Scroll down to the student's name.
- Select the designated school year and application.

NOTE: Your current and past applications will appear.

- Go to the **Letters** column.
- Click on **Choose Files** and browse your computer for documents.
- Then, select **Upload**.

STATUS UPDATES AND VIEW LETTERS

Checking the Status of an Application

Applications are processed in the order they are received.

- **Current Year:** Notification of the District's final decision on current year requests will be provided within 30 calendar days from receipt of the request. All required supporting documents must be uploaded to the application prior to the final decision.
- **Future Year:** Notification of the District's final decision on future year requests will be provided no later than 14 calendar days after the commencement of instruction in the school year for which the permit is sought. All required supporting documents must be uploaded to the application prior to the final decision.

Note:

- Required documentation for the application depends on the type of permit requested. The parent/legal guardian must upload all required documentation online at: <http://apply.lausd.net> within 30 calendar days, or the application will be considered abandoned without the opportunity to appeal.
- Parents are responsible for adhering to all application timelines and may check the status of a submitted permit request at: <http://apply.lausd.net>.
- Applications will remain incomplete until required documents are submitted.
- Applications are processed in the order received.

STEP ONE:

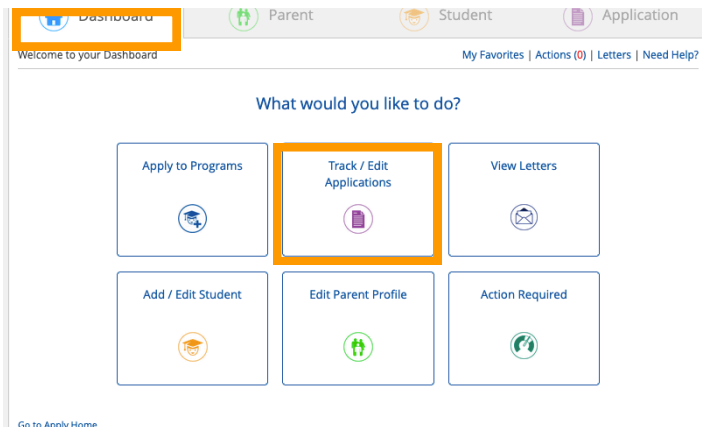
- **Log in** to the Apply website at <http://apply.lausd.net>.

STEP TWO:

- Enter your **email address** and **password**.

STATUS UPDATES AND VIEW LETTERS

Checking the Status of an Application (Continued)



STEP THREE:

- Go to **Dashboard**.
- Click on **Track/Edit Applications**.

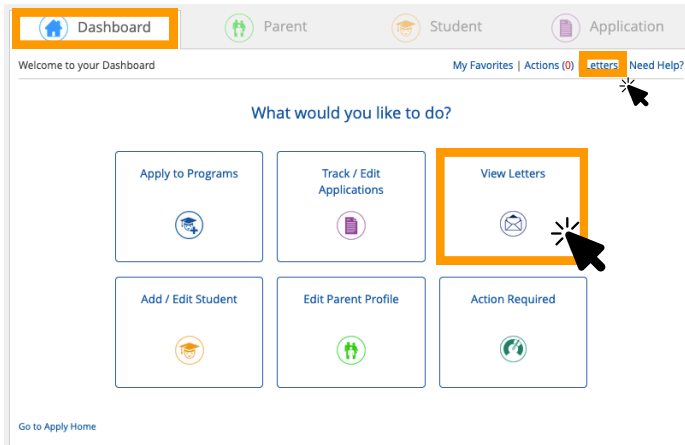
School Year	Application History	Date Submitted	Status	Letters
25-26	Permit - Application ID: 1253873	7/22/2025 12:00:00 AM	Application approved. Permit emailed or mailed to parent.	<input type="button" value="Choose Files"/> No files selected <input type="button" value="Upload"/> Winter Break.png Winter Break (Spanish).png

STEP FOUR:

- The **Application** tab will appear.
- Scroll down to the student's name.
- Select the designated school year and application.
NOTE: Your current and past applications will appear.
- Go to the **Status** column.
- Review the message.
- If there is a status update, continue to view letter section.

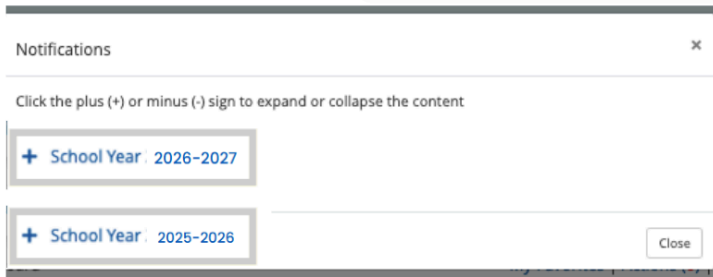
STATUS UPDATES AND VIEW LETTERS

View Letters



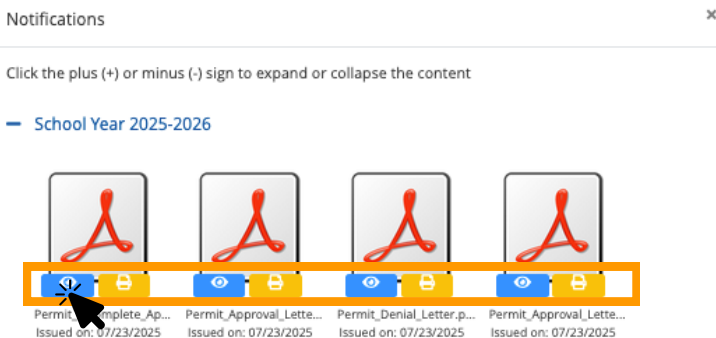
STEP ONE:

- Go to **Dashboard**.
- Click on **View Letters**.



STEP TWO:

- The **Notifications** box will appear.
- Select the (+) School Year to expand and view issued letters. Multiple school years may appear.



STEP THREE:

- Select the Viewing Icon to open issued letters.

LAUSD Appeal Information



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

LAUSD APPEAL GUIDELINES AND APPEAL REQUEST FORM

If your inter-district permit application has been denied, you may appeal the decision if you believe that an exception to district policy is warranted or that your circumstances fall within district guidelines.

You must appeal to the district that denied your permit request. For LAUSD denied permit requests, follow the guidelines listed below. For all other districts, please contact them directly to receive further instructions on their appeal guidelines.

LAUSD APPEAL GUIDELINES

1. If you are denied a permit from LAUSD, you may file an appeal request. All appeals must be submitted in writing. The appeal procedures and required forms are available online at: <http://studentpermits.lausd.net>
2. The Appeal Request Form and any supplemental documentation must be postmarked and submitted to the Office of Permits and Student Transfers (OPST) within 14 calendar days from the date of the denial letter. Faxed appeals will not be accepted.
3. Mail a completed Appeal Request Form to:
LAUSD Office of Permits and Student Transfers
P.O. Box 3307
Los Angeles, CA 90051
4. All appeals, including those for students with disabilities, received within the timeline will be reviewed by the LAUSD Permits Appeal Committee. Additional information may be requested.
5. The OPST will notify you of the Committee's decision upon review of the appeal request and any supporting documentation.
6. If you do not appeal within the required timeframe, the student will be expected to attend a school in your district of residence.
7. If your appeal request is granted, you will be issued a permit and your requested school or district of residence will be notified.
8. If your appeal is denied, you will be notified by the OPST.
9. The decision of the LAUSD Permit Appeal Committee is the district's final action on your request.

You have the right to appeal the LAUSD decision to the Los Angeles County Office of Education (LACOE) within 30 calendar days of the date of the appeal denial. The LACOE inter-district permit appeal packet is available online at: <http://appeals.lacoe.edu/>.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

INTER-DISTRICT PERMIT APPEAL REQUEST

Type of Inter-District Permit Requested:										
Student Last Name			First Name			Date of Birth		Grade Requested		Ethnicity
Home Address				City			State		Zip Code	
What is the date you moved to this address? (Month/year)										
Enrollment History (Please list all schools/districts previously attended)										
Elementary: 1) _____ 2) _____ 3) _____										
Middle School: 1) _____ 2) _____ 3) _____										
High School: 1) _____ 2) _____ 3) _____										
School District Requested					Name of School Requested					
Does the student have an IEP?			Yes	No	Is the student under expulsion?			Yes	No	
Have you been accepted into the school/program you are requesting?							Yes	No		
Does the student have siblings?							Yes	No		
Name:			Grade:		School/District:					
Name:			Grade:		School/District:					
Name:			Grade:		School/District:					
Name of Parent/Legal Guardian:					Name of Parent/Legal Guardian:					
Phone Number:			Email:		Phone Number:			Email:		
Parent/Legal Guardian Employment Information					Parent/ Legal Guardian Employment Information					
Name of Employer:					Name of Employer:					
Title:					Title:					
Work Address:					Work Address:					
Work Telephone:					Work Telephone:					
Workdays and Hours:					Workdays and Hours:					



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

INTER-DISTRICT PERMIT APPEAL REQUEST

Is childcare a factor in this Appeal? If yes, please attach the childcare affidavit, located on the application website.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you consider an LAUSD school close to your employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What other LAUSD schools would you consider?		
1) _____	2) _____	3) _____
If this appeal is not granted, what is the educational plan for this student?		

I have been provided with the following documents (please attach copies with this form):

- A written explanation of the permit application denial by the school and/or Office of Permits and Student Transfers
- A copy of the LAUSD permit appeal process

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

Signature of Parent/Legal Guardian	Date:	Online Application Confirmation Number:
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Completed form and supplemental documents must be postmarked within 14 calendar days from the date of the denial letter.

**Mail to: Los Angeles Unified School District, Office of Permits and Student Transfers
P.O. Box 3307 Los Angeles, CA 90051**

---For Office Use Only---		
Date Received:		Reviewed By:
<input type="checkbox"/> Granted	Date:	By:
<input type="checkbox"/> Denied		



INCOMING INTER-DISTRICT PERMIT TYPES AND CRITERIA

PARENT EMPLOYMENT
<p>Parent Employment Permits may be issued if at least one parent or legal guardian is physically employed (at least 10 hours per week) within the attendance boundaries of the LAUSD school. The following proof is required:</p> <ol style="list-style-type: none"> 1. A copy of a recent pay stub 2. A letter on the employer's stationery verifying schedule (days and hours) and location of employment or if self-employed, a copy of a valid current business license and a letter on the parent's business stationery verifying schedule (days and hours) and location of employment 3. A signed Administrative Recommendation Form 4. The release/permit from the District of Residence
SPECIALIZED PROGRAM
<p>Specialized Program Permits may be issued to allow students access to a special program or opportunity that is available within the LAUSD. This does not include Special Education Programs. The following proof is required:</p> <ol style="list-style-type: none"> 1. A signed Administrative Recommendation Form 2. The release/permit from the District of Residence
CONTINUING ENROLLMENT
<p>Continuing Enrollment Permits may be issued to allow students to continue at their school of attendance. The following proof is required:</p> <ol style="list-style-type: none"> 1. A copy of a recent report card or progress report 2. A signed Administrative Recommendation Form 3. The release/permit from the District of Residence
SIBLING
<p>Sibling Permits may be issued for siblings of students who are attending the LAUSD on a valid permit. The following proof is required:</p> <ol style="list-style-type: none"> 1. A copy of a recent report card or progress report for sibling 2. A signed Administrative Recommendation Form 3. The release/permit from the District of Residence
CHILDCARE
<p>Childcare Permits may be granted when a student lives in another district's attendance area but is cared for by an adult within the boundaries of the LAUSD. Childcare may be provided before and/or after school. The following proof is required:</p> <ol style="list-style-type: none"> 1. Childcare Affidavit completed by provider and signed by parent or legal guardian 2. A signed Administrative Recommendation Form 3. The release/permit from the District of Residence
VICTIM OF AN ACT OF BULLYING
<p>Victim of an Act of Bullying Permits may be issued to students "that have been determined to have been a victim of bullying by an investigation and the bullying was committed by any pupil in the school district of residence". The following proof is required:</p> <ol style="list-style-type: none"> 1. 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 2. The bullying was committed by any pupil in the school district of residence; AND 3. The parent has first explored an intra-district permit with the school of residence. 4. A signed Administrative Recommendation Form 5. The release/permit from the District of Residence
CHILD OF AN ACTIVE DUTY MILITARY PARENT
<p>Child of an Active Duty Military Parent Permits may be issued to students who have a parent who is currently in full-time military duty status in the active uniformed service of the United States.</p> <p>The following proof is required:</p> <ol style="list-style-type: none"> 1. A letter verifying active duty status (letter from immediate supervisor, relocation orders) 2. A copy of a recent paystub 3. A signed Administrative Recommendation Form 4. The release/permit from the District of Residence
EXCEPTION
<p>LAUSD will consider applications that do not meet the criteria for the types of permits available. Exception requests are evaluated on a case-by-case basis. The following proof is required:</p> <ol style="list-style-type: none"> 1. Documentation or statement indicating the reason for the requested permit 2. A signed Administrative Recommendation Form 3. The release/permit from the District of Residence
ADDITIONAL INFORMATION
<p>All parents requesting an incoming inter-district permit will be provided the opportunity to apply for one, regardless of the reason they are requesting a permit. Parents are required to schedule an appointment with the administrator at the requested school to obtain a signed Administrative Recommendation Form.</p>

NOTE: Parents must upload all required documents to the electronic application at <http://apply.lausd.net>.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ADMINISTRATIVE RECOMMENDATION FOR INCOMING INTER-DISTRICT STUDENTS

STUDENT INFORMATION				
Student Last Name	First Name	Middle Name	Date of Birth	Grade Requested

Parent/Legal Guardian:

Thank you for submitting an application for your child to attend a school within the Los Angeles Unified School District (LAUSD). The recommendation of the LAUSD school administrator is required as part of your application. Please take this form along with the following documents to the requested LAUSD school:

1. Release/Inter-district Permit from District of Residence/Home District
2. Transcript and/or report card from last school of attendance
3. Attendance, discipline and behavior records
4. Individualized Education Program (IEP), *if applicable*

This signed **Administrative Recommendation for Incoming Inter-District Students** form must be submitted with all incoming permit requests. Inter-district permits are only issued by the Office of Permits and Student Transfers. Your child should not register within LAUSD before receiving their official permit documentation.

LAUSD School Administrator:

Do not enroll this student until an official permit is issued by the LAUSD Office of Permits and Student Transfers.

- Please review this student's records.
- Your recommendation below will be a factor among those considered in the application process.
- If all permit criteria are met and the student has an IEP, the OPST will refer the application to the Division of Special Education for their review and final approval. (A permit will not be issued until a SELPA interagency agreement has been reached).

LAUSD School Name: _____	Region: _____
LAUSD Administrator (Print): _____	Title: _____
Signature of LAUSD Administrator: _____	Date: _____
Contact Number: _____	Email: _____

Recommendation of the School Administrator:

- Recommended
- Not Recommended/ Reason: _____
- Pending/ Reason: _____

* Please indicate specific reason if permit recommendation cannot be provided at the time of the appointment. **

School stamp goes here:

Resources



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

CHILDCARE AFFIDAVIT

Childcare Permit requests may be granted when a student lives in the boundaries of one school district but is cared for by an adult within the boundaries of another school district. Childcare may be provided before and/or after school, by an individual or licensed childcare facility.

This form must be completed and signed by the responsible childcare individual/facility and the parent/legal guardian.

The following information is required:

1. Childcare Affidavit
 - o Information and signature of childcare provider
 - o Signature of parent or legal guardian agreeing to the terms and conditions of this form (below)
2. Additional Documentation
 - o If childcare is provided by a Childcare Facility: Copy of Business License
 - o If childcare is provided by an individual: Copy of identification/driver's license and current utility bill, including address

CHILDCARE AFFIDAVIT				
Student Last Name	First Name	Middle Name	Date of Birth	Grade Requested
Name of Childcare Provider/Facility		Telephone Number		
Address of Childcare		City	Zip Code	
I agree to provide all necessary care for this student before and/or after school. I understand that falsification of information will result in the immediate denial or revocation of a permit. I declare under penalty of perjury that the information above is correct and that the Los Angeles Unified School District may verify any or all information provided.				
_____ Signature of Childcare Provider/Facility			_____ Date	
PARENT/ LEGAL GUARDIAN ACCEPTANCE OF TERMS				
I have read and understand the terms and conditions governing inter-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 certify under penalty of perjury that the information I supplied is true and correct and understand that falsification of information is grounds for the immediate denial or revocation of a permit. LAUSD personnel may verify any or all information provided.				
_____ Signature of Parent or Legal Guardian			_____ Date	