



# STUDENT SUPPORT AND ATTENDANCE SERVICES

## PUPIL SERVICES AND ATTENDANCE

### Office of Permits and Student Transfers



# PARENT GUIDE: OUTGOING INTER-DISTRICT PERMITS

LEAVING THE LAUSD TO ANOTHER SCHOOL DISTRICT

### FOR MORE INFORMATION :



(213) 202-7547



[lausd.permits@lausd.net](mailto:lausd.permits@lausd.net)



<http://studentpermits.lausd.net>



333 S. Beaudry Avenue, 29<sup>th</sup> 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 Outgoing Inter-district Permits**

Students who reside within the boundaries of the LAUSD may be granted a permit to attend another school district. These types of permits are processed by the Office of Permits and Student Transfers and require a prior release from LAUSD before enrollment in the requested school district.

The online inter-district permit window will open from February 1st through April 30th. After the window closes, the application will remain open only for outgoing parent employment requests.

- Applications must be submitted online. Paper applications will not be accepted.
- 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.

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.

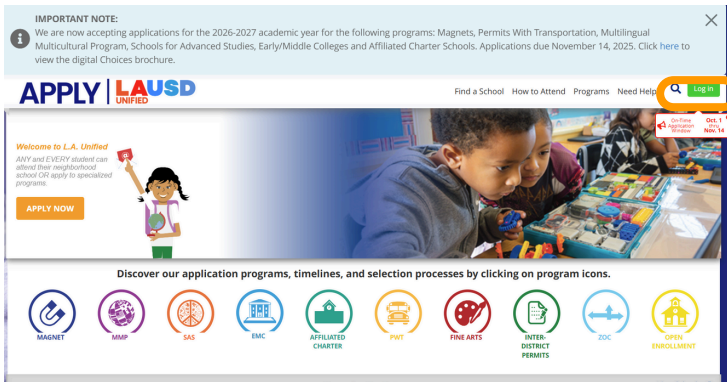
### **Intra-District Permit Requests**

If you are a resident of the LAUSD (live within LAUSD school boundaries) and would like to attend another LAUSD school, please follow the Intra-district Permit Process. The paper application can be found at:

<https://pupilservices.lausd.org/apps/pages/Intra-districtPermits>

# 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 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**.

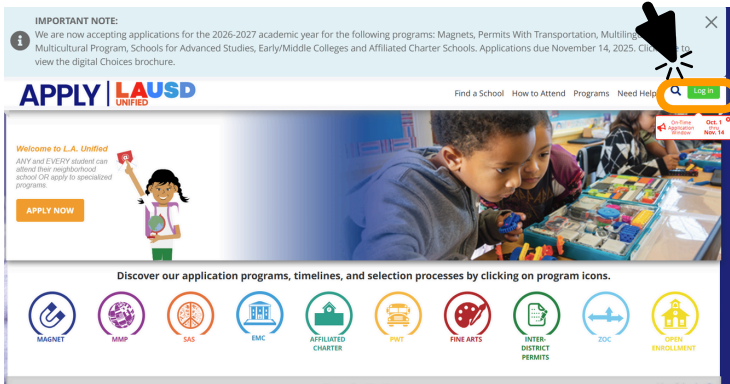
### STEP FOUR:

- 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

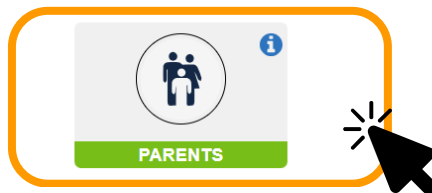
## Logging in as a Parent



### STEP ONE:

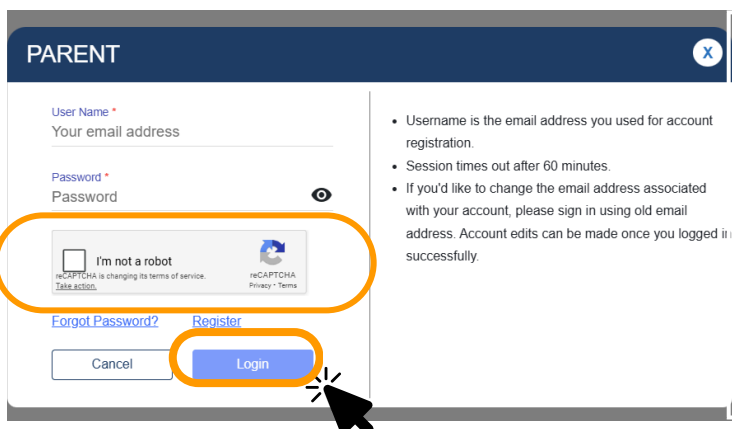
- Go to <http://apply.lausd.net> to start the outgoing inter-district permit application.
- Click **Log in**.

SELECT YOUR ROLE BELOW TO LOGIN



### STEP TWO:

- Select your role to log in.

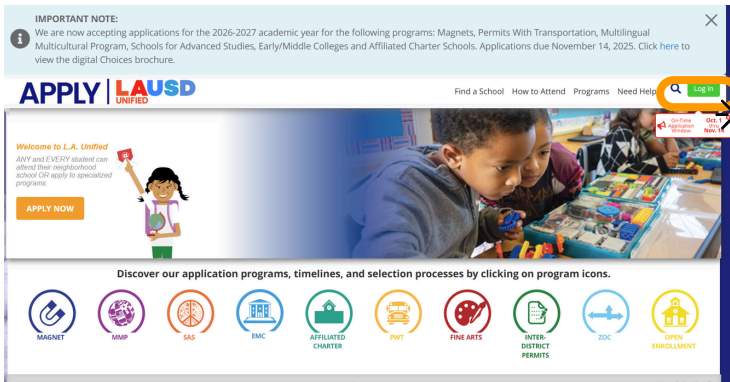


### STEP THREE:

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

# Account Log In

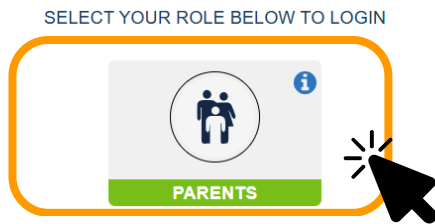
## Resetting Your Password in Your Parent Account



To reset the password, follow the steps below.

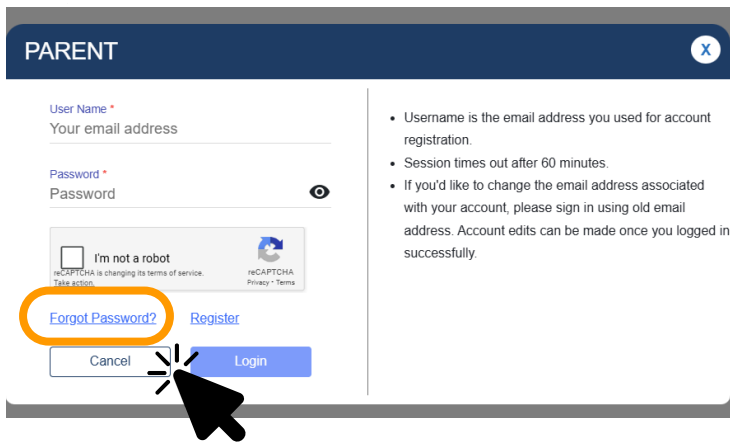
### STEP ONE:

- 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.

# OUTGOING INTER-DISTRICT PERMITS APPLICATION

## Outgoing Inter-district Permits (Leaving the LAUSD to Another School District)

Students who reside within the boundaries of the LAUSD may be granted a permit to attend another school district. These types of permits are processed by the Office of Permits and Student Transfers and require a prior release from the LAUSD before enrollment in the requested school district.

The online inter-district permit window will open from February 1st through April 30th. After the window closes, the application will remain open only for outgoing parent employment requests.

- 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.

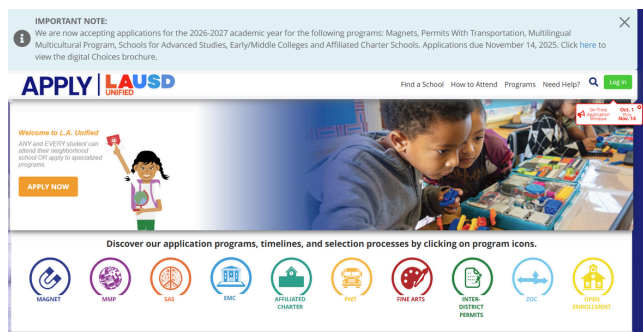
For the purpose of inter-district permits, “parent” is defined as the natural or adoptive parent or guardian, the person having legal custody, or other educational rights holder. A guardian must be court appointed to have educational rights for the student in order to submit an inter-district permit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

### Step 1: Creating a Student Profile

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

**Note:** If you have a student profile created in the Apply portal, go to Step 2: Applying for an Outgoing Inter-District Permit to start the application.

- After creating the student profile, the outgoing inter-district permit application must be started at <http://studentpermits.lausd.net>.

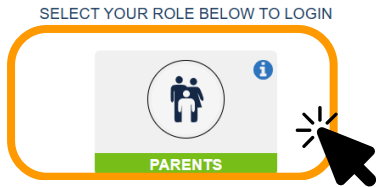


#### STEP ONE:

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

# OUTGOING INTER-DISTRICT PERMITS APPLICATION

## Step 1: Creating a Student Profile (Continued)



### STEP TWO:

- Select your role to login.

PARENT

User Name \*  
Your email address

Password \*  
Password

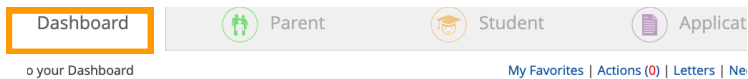
I'm not a robot  
reCAPTCHA is changing its terms of service. [Take action.](#)

[Forgot Password?](#) [Register](#)

- Username is the email address you used for account registration.
- Session times out after 60 minutes.
- If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.

### STEP THREE:

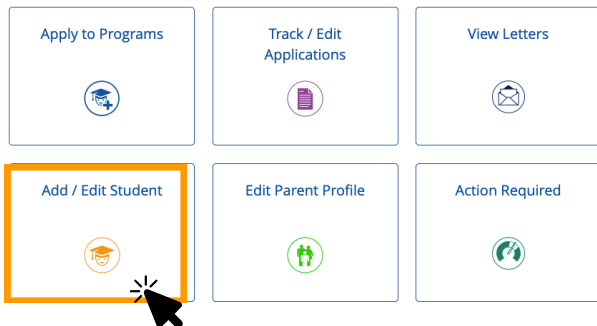
- Enter your **Email Address**.
- Enter your **Password**.
- Click on the **I'm not a robot** box.
- Click on **Login**.



### STEP FOUR:

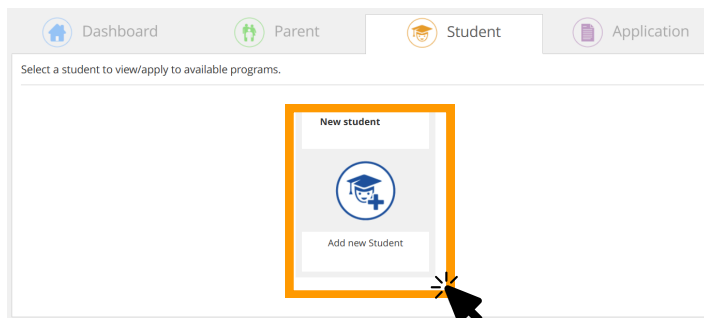
- Go to the **DASHBOARD** tab.
- Click on **Add/Edit Student**.
- If you have more than one student, please repeat Steps 4 to 8 before starting the outgoing inter-district permit application.

What would you like to do?



### 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 Outgoing Inter-district Permit**.

# OUTGOING INTER-DISTRICT PERMITS APPLICATION

## Step 1: Creating a Student Profile (Continued)

Dashboard Parent Student Application

View student Cancel

Enter the information below:

|  |  |
|--|--|
| First Name *   | Middle Initial   |
| Last Name *  | Date of Birth *<br>Month Day Year  |
| Ethnicity *<br>Select an ethnicity<br><input type="checkbox"/> Multi-racial/Multi-ethnic | Gender *<br><input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Non-binary |
| Relationship to the student *<br>Select  | Student's Preferred Name   |

Next

### 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

Dashboard Parent Student Application

View student Cancel

Enter the information below:

|           |            |
|-----------|------------|
| Address * | Apt. No    |
| City *    | Zip Code * |

### STEP SEVEN:

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

(\*) Required information field

Dashboard Parent Student Application

View student Cancel

1 2 3

School Information

|   |
|---|
| Current Grade *<br>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 <a href="mailto:applyforschools@lausd.net">applyforschools@lausd.net</a> if you have any questions. |
| Has Student Ever Been Enrolled in LAUSD? *<br><input type="radio"/> Yes<br><input type="radio"/> No   |
| Current School *<br><input type="radio"/> LAUSD<br><input type="radio"/> Independent Charter<br><input type="radio"/> Private/Non LAUSD/Homeschool<br><input type="radio"/> Preschool/Primary Center (non-LAUSD)<br><input type="radio"/> 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

# OUTGOING INTER-DISTRICT PERMITS APPLICATION

## Step 1: Creating a Student Profile (Continued)

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](#)

Alex  
Current Grade: K  
None

[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.**

# OUTGOING INTER-DISTRICT PERMITS APPLICATION

## Step 2: Applying for an Outgoing Inter-district Permit

### Permits and Student Transfers

#### Intra-district Permits:

This permit type is for families who reside within Los Angeles Unified and would like to attend a different Los Angeles Unified school other than their assigned neighborhood school.

- Transfers from one LAUSD school to another LAUSD school.
- Intra-district paper applications are managed directly by the Los Angeles Unified schools.
- Requires approval from both Los Angeles Unified schools.

Intra-district Permits

#### Inter-district Permits:

This permit type allows a student to attend a school in a different school district from where they live. This option is available for students in Transitional Kindergarten (TK) through Grade 12.

- Transfers from one school district to another school district.
- Applications are online only (paper applications are not accepted).
- All Inter-district Permits are reviewed and processed by the Office of Permits and Student Transfers (OPST).

Inter-district Permits

#### STEP ONE:

- Go to <http://studentpermits.lausd.net> to create an outgoing inter-district permit application.

#### Outgoing Inter-district Permit (Leaving the LAUSD)

Students who reside within the boundaries of the LAUSD may be granted an inter-district permit to attend a school in another school district. These types of permits are processed by the OPST and requires release from the LAUSD prior to enrollment in the desired school district.

- Applications must be submitted online. Paper applications will not be accepted.
- 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.

The outgoing inter-district permit application period opens on February 1st and closes on April 30th for the following school year.

All requests made outside of this designated application period, other than parent employment, will need to file an appeal with the LACOE.

▶ 1. Guidelines: Outgoing Information Packet

▶ 2. Apply Online for an Outgoing Permit

#### STEP TWO:

- Scroll down to **Outgoing Inter-District Permits (Leaving the LAUSD)** section.
- Click on **2. Apply Online for Outgoing Permit**.

Apply Online for an Outgoing Inter-district Permit


#### STEP THREE:

- The section will expand, scroll to the **Inter-district Permit Online Application** box.
- Click on the Inter-district Permit Online Application box.

# OUTGOING INTER-DISTRICT PERMITS APPLICATION

## Step 2: Applying for an OUTGOING Inter-District Permit (Continued)

SELECT YOUR ROLE BELOW TO LOGIN



PARENTS

PARENT

User Name \*  
Your email address

Password \*  
Password

I'm not a robot

Cancel Login

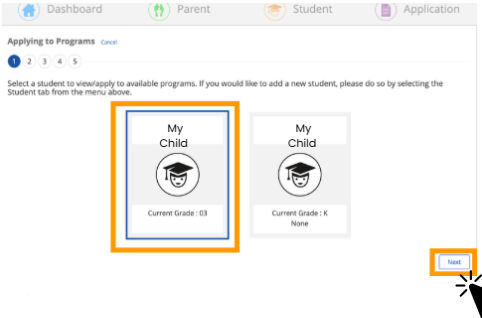
• Username is the email address you used for account registration.  
• Session times out after 60 minutes.  
• If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.

### STEP FOUR:

- Select your role to log in.

### STEP FIVE:

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



Dashboard Parent Student Application

Applying to Programs [Cancel](#)

1 2 3 4 5

Select a student to view/apply to available programs. If you would like to add a new student, please do so by selecting the Student tab from the menu above.

My Child  
Current Grade: 03

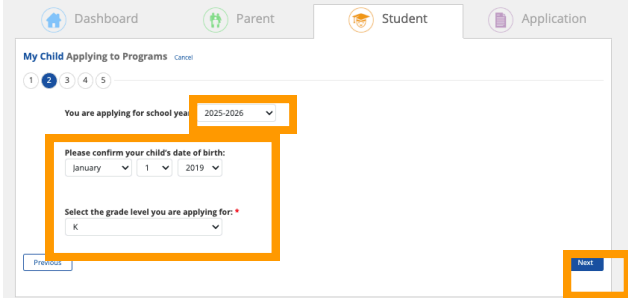
My Child  
Current Grade: K None

Next

### STEP SIX:

**IMPORTANT NOTE:** The application must be submitted as outlined in steps 6 to 13. Do not click on other tabs while completing the application.

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



Dashboard Parent Student Application

My Child Applying to Programs [Cancel](#)

1 2 3 4 5

You are applying for school year: 2025-2026

Please confirm your child's date of birth:  
January 1, 2019

Select the grade level you are applying for: \*  
K

Previous Next

### STEP SEVEN:

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

### Note:

The online inter-district permit window will open from February 1st through April 30th. After the window closes, the application will remain open only for outgoing parent employment requests.

# OUTGOING INTER-DISTRICT PERMITS APPLICATION

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

|                                   |  |
|-----------------------------------|--|
| Last Name: Child                  | Date of Birth (mm/dd/yyyy): 01/01/2019 |
| Gender: Non-binary                | Ethnicity: Latino                      |
| Address: 333 S. Beaudry           | Apt. No.: (empty)                      |
| City: Los Angeles                 | Zip Code: 90026                        |
| Grade Applying for (2025-2026): K | Current School: (empty)                |
| Student's Preferred Name: (empty) |  |

### STEP EIGHT:

- Verify that the student information is correct.
- If changes to the student's information are needed, click **edit** next to **“Verifying Student Information.”**
- If no changes are needed, click on **Next.**

### NOTE:

Student must reside within the LAUSD boundaries to apply for an outgoing inter-district permit.

**Note: For students currently enrolled in the LAUSD, please make any changes to the student profile at the student's school.**

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

### STEP NINE:

- Verify that the parent information is correct.
- If changes to the parent's information are needed, click **edit** next to **“Verifying Student Information.”**
- If no changes are needed, click on **Next.**

# OUTGOING INTER-DISTRICT PERMITS APPLICATION

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

Dashboard Parent Student Application

Child Application for Outgoing Inter-District Permit

Inter-District Permits-Outgoing for 2025-2026

Application Period Open

**Permit Requested**

Please Select\*

Name of Most Recent School District Attended:\*

Name of Most Recent School Attended: \*

From (Name of District of Residence):

From (School of Residence):\*

Region:

Board District:

Does student have a current Individualized Education Program(IEP)? \*

Is this student currently under expulsion? \*

**Important Note:**

- Incomplete applications will not be processed. Required documentation must be uploaded by parent/legal guardian.
- 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-district permit information.
- If you have any questions regarding the Online Permit Application, please contact the Office of Permits and Student Transfers at lausd.permits@lausd.net or (213) 202-7547.

Applying to 1 Program(s) Next

(\*) Required information field

### STEP TEN:

Complete all required **student information** fields:

- Select the **Permit Type** on the dropdown 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**.

Child Application for Outgoing Inter-District Permit Cancel

Inter-District Permits-Outgoing for 2025-2026

Application Period Open

**Permit Requested**

To (School District Requested):\*

To (School Requested):\*

Most Recent School Type\*

School Requested Type:\*

**Important Note:**

- LAUSD allows for only one permit application per student per school year.
- Only one permit type and one school district and school may be selected per school year.
- If you have any questions regarding the online permit application, please contact the Office of Permits and Student Transfers at lausd.permits@lausd.net or (213) 202-7547.

Applying to 1 Program(s) Next

### STEP ELEVEN:

Complete all required **student information** fields:

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

# OUTGOING INTER-DISTRICT PERMITS APPLICATION

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

Dashboard Parent Student Application

Child Application for Outgoing Inter-District Permit

Terms and Conditions

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

**Inter-District Permit - Outgoing**

**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 interschool relations.

**Guidelines:**

- Applications are processed in the order they are received.
- Parents may only request one school district per school year.
- Only one application may be submitted per calendar school year.
- No changes will be made to the existing permit for the same school year.
- The application is fully submitted once a confirmation number is generated by the system.
- The required documentation is determined by the type of permit requested.
- 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 213-207-7547 for additional assistance.
- Parent/legal guardian must upload all required documentation within 30 calendar days of the application or the application will be considered abandoned without the opportunity to appeal.
- 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.
- 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.

I have read and agree to the above terms and conditions.

Applying to 1 Program(s)

### STEP TWELVE:

- 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**.

### STEP THIRTEEN:

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.

Confirmation Return

Thank you for completing the permit application!

Your Confirmation number is: **1257360**

**CONTINUING ENROLLMENT**

Continuing Enrollment Permits allow students to continue at their school of attendance if they move outside of the boundaries of that school district. Continuing enrollment promotes continuity that is in the best interest of the student. Students must re-apply for a permit when they matriculate to the next academic level (i.e., elementary to middle school or middle to high school).

The following proof is required:

1. A copy of a recent report card or progress report as proof of enrollment.

No files selected

### 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 of 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 outgoing 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.

# OUTGOING 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 of 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:**

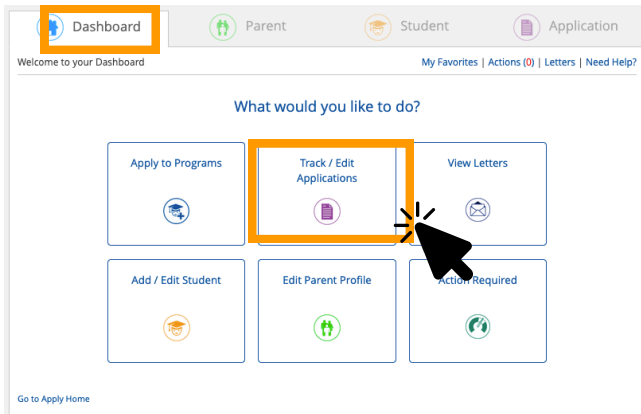
- **Log in** to the Apply website at <http://apply.lausd.net>.

### **STEP TWO:**

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

# OUTGOING INTER-DISTRICT PERMITS APPLICATION

## Uploading Additional Documents (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<br>12:00:00 AM | Application approved.<br>Permit emailed or<br>mailed to parent. | <div style="border: 1px solid orange; padding: 5px;"><b>Choose Files</b><br/>No files selected<br/><a href="#">Upload</a><br/>Winter Break.png<br/>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 of 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:**

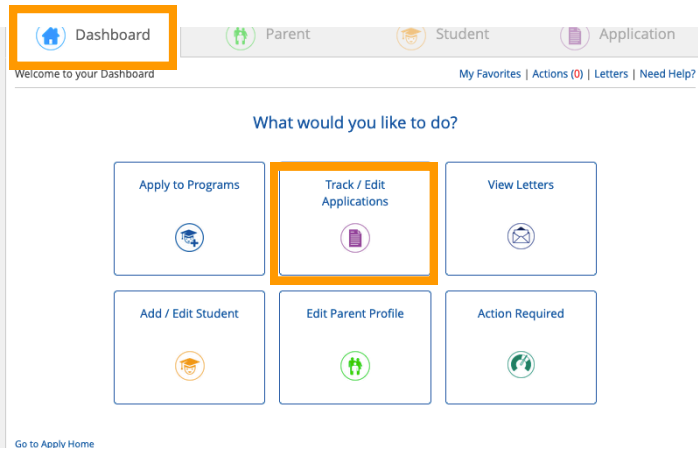
- **Log in** to the Apply website at <http://apply.lausd.net>.

### **STEP TWO:**

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

# 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<br>12:00:00 AM | Application approved.<br>Permit emailed or<br>mailed to parent. | <input type="button" value="Choose Files"/><br>No files selected<br><input type="button" value="Upload"/><br>Winter Break.png<br>Winter Break (Spanish).png |

### STEP FOUR:

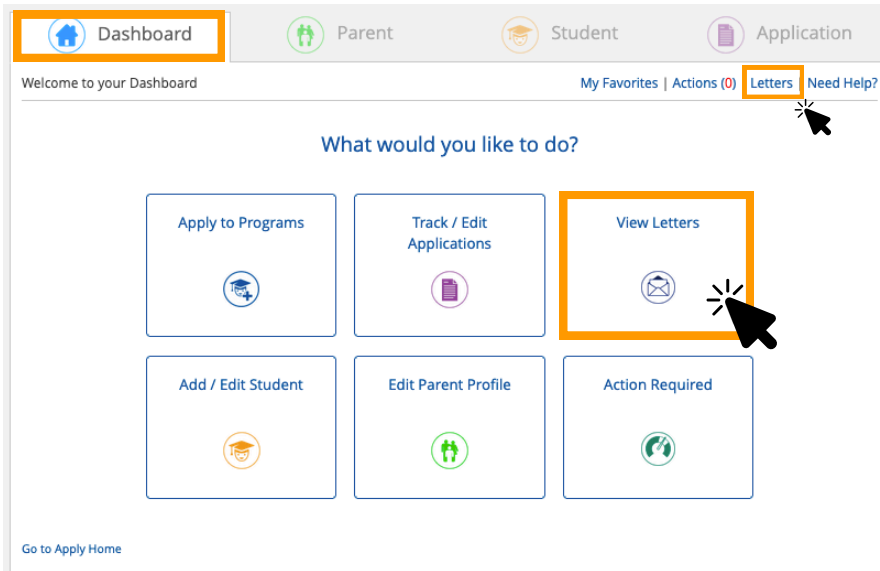
- The **Application** tab will appear.
- Scroll down to the student's name.
- Select the designated school year and application.

**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.

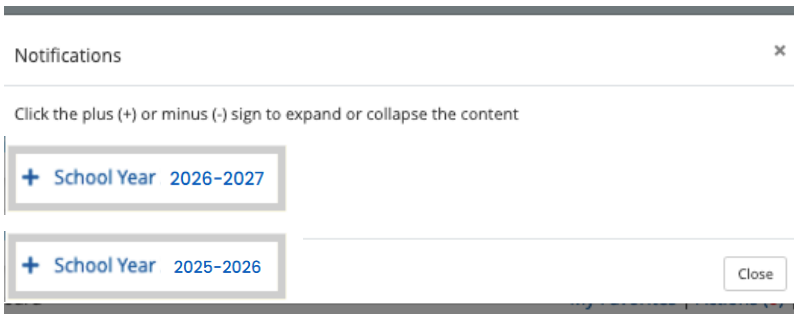
# STATUS UPDATES AND VIEW LETTERS

## 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

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### LAUSD APPEAL GUIDELINES AND APPEAL REQUEST

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 <u>(Please list all schools/districts previously attended)</u> |  |            |   |                                 |                 |           |    |
| 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.**

|  |
|--|
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|  |
|  |
|  |
|  |

|                                    |       |   |
|------------------------------------|-------|---|
| Signature of Parent/Legal Guardian | Date: | Online Application Confirmation Number: |
|------------------------------------|-------|---|

**Completed form and supplemental documents must be postmarked within 14 calendar days of 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  |       |              |



### OUTGOING INTER-DISTRICT PERMIT TYPES AND CRITERIA

| PARENT EMPLOYMENT   |
|---|
| <p>Permits may be issued when at least one parent physically works (at least 10 hours per week) within another school district's attendance area. The following proof is required:</p> <ol style="list-style-type: none"> <li>1. A copy of a recent pay stub and a letter on the employer's letterhead verifying schedule (hours and days) and location of employment; <b>OR</b></li> <li>2. If self-employed, a copy of a valid current business license and a letter on business letterhead verifying schedule (hours and days) and location of employment</li> </ol>   |
| SPECIALIZED COMPREHENSIVE PROGRAM   |
| <p>Permits may be issued for students to access a specialized comprehensive program that is not available in the LAUSD. The program must be one that incorporates the specialized program into all areas of the core curriculum. Individual classes or clubs do not meet the criteria for a specialized, comprehensive program. This does not include Special Education Programs. The following proof is required:</p> <ol style="list-style-type: none"> <li>1. Comprehensive program information (brochure, factsheet, etc.)</li> <li>2. Written proof of acceptance into the requested program</li> </ol>  |
| CONTINUING ENROLLMENT   |
| <p>Permits may be issued to allow students to continue at their school of attendance if they move outside of the boundaries of that school district. Continuing enrollment promotes continuity that is in the best interest of the student. Students must re-apply for a permit when they matriculate to the next academic level (i.e., elementary to middle school or middle to high school). The following proof is required:</p> <ol style="list-style-type: none"> <li>1. A copy of a recent report card or progress report as proof of enrollment</li> </ol>   |
| SIBLING   |
| <p>Permits may be issued for siblings of students attending the requested district. The following proof is required:</p> <ol style="list-style-type: none"> <li>1. Recent report card of sibling</li> </ol>   |
| CHILDCARE   |
| <p>Permits may be issued to students who meet the eligibility and supervision requirements for childcare. The following proof is required:</p> <ol style="list-style-type: none"> <li>1. Childcare Affidavit, signed by the parent and childcare provider</li> <li>2. Utility bill and driver's license/identification for the in-home childcare provider or copy of license for childcare facility.</li> </ol>   |
| VICTIM OF AN ACT OF BULLYING  |
| <p>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"> <li>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; <b>AND</b></li> <li>2. The bullying was committed by any pupil in the school district of residence; <b>AND</b></li> <li>3. The parent has first explored an intra-district permit with the school of residence.</li> </ol> |
| CHILD OF AN ACTIVE DUTY MILITARY PARENT   |
| <p>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. The following proof is required:</p> <ol style="list-style-type: none"> <li>1. A letter verifying active duty status (letter from immediate supervisor, relocation orders)</li> <li>2. A copy of a recent paystub</li> </ol>  |
| EXCEPTION   |
| <p>The LAUSD 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.</p>  |
| ADDITIONAL INFORMATION  |
| <p>All parents requesting an inter-district permit will be provided the opportunity to apply for one, regardless of the reason they are requesting a permit.</p>  |

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

# 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.   |            |                  |               |                 |
| _____<br>Signature of Childcare Provider/Facility  |            |                  | _____<br>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 <b>DOES NOT</b> 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. |            |                  |               |                 |
| _____<br>Signature of Parent or Legal Guardian   |            |                  | _____<br>Date |                 |