

# INTERDISTRICT TRANSFER APPLICATION FOR SCHOOL DISTRICTS IN THE LOS ANGELES COUNTY



STEP 1: To be completed by parent/guardian who are involved in the student's life on a day-to-day basis (Please print)  New Request  Renewal

School Year: <input type="checkbox"/> Current year <input type="checkbox"/> Future year  20 _____ - 20 _____	Grade Requested	Date of Request
Student Name (Last, First)	Birth Date	
Current or Last School of Attendance	Current or Last District of Attendance	
School of Residence (at Palmdale School District)	District of Residence: PALMDALE SCHOOL DISTRICT	
School Requested	District Requested	
Name of Parents/Guardians: who are involved in the student's life on a day-to-day basis:	#1 Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Address:	City/Zip	
Email Address:	#2 Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What special services has the student received? ( <i>Check all that apply and attach proof of enrollment in the special program.</i> ) <input type="checkbox"/> Gifted (GATE) <input type="checkbox"/> Section 504 <input type="checkbox"/> Special Education <input type="checkbox"/> English Language Learner		
If the student is receiving Special Education services, what is their current placement? ( <i>Please attach IEP.</i> ) <input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> Non-Public School (NPS) <input type="checkbox"/> Pending Assessment		
<b>What is/are the reason(s) for the request?</b> ( <i>Check all that apply. See section on "Documentation Required" for a listing of proof/evidence required to support each reason checked.</i> ) <input type="checkbox"/> Child Care <input type="checkbox"/> Parent Employment <input type="checkbox"/> Sibling <input type="checkbox"/> Health & Safety <input type="checkbox"/> Specialized Program <input type="checkbox"/> Continuing Enrollment <input type="checkbox"/> Complete Final Year at Current School <input type="checkbox"/> Proposed Change in Residence <input type="checkbox"/> Other (Please specify in a letter)		

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

Parents/Guardian: Signature \_\_\_\_\_ Relationship to Student \_\_\_\_\_

## STEP 2: District of Residence

Decision:  Approved  Denied

Comments: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Title: Dr. Cassandra Ziskind, Director of Student Services

District: Palmdale School District Date: \_\_\_\_\_

## STEP 3: Proposed District of Attendance

Decision:  Approved  Denied

Comments: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

**\*DISTRICT OF ATTENDANCE: PLEASE RETURN A COPY TO:**  
Palmdale School District, Attn: Student Services, 39139 10<sup>TH</sup> ST E., Palmdale, CA 93550

**IMPORTANT:** If the interdistrict transfer request is approved by the district of residence (Step 2), **the parent/guardian is responsible for submitting a copy of the approved application (Step 2) to the proposed district of attendance (Step 3). All applications must include all the documentation requested to support each reason provided.**

Below is a chart of documentation that must be attached to the application at the time of submission. **Please note that incomplete applications will not be processed.** Requests will be considered based on local board policies and on individual merit.

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

#### TERMS AND CONDITIONS

- An inter-district attendance permit will remain valid thru the completion of 5th grade for students attending a K-5 school. For students attending a K-8 school, the permit will remain valid through the completion of 8th grade. Permits must be renewed if student is promoting to a Middle school 7-8 or transferring to a new school.
- Approval is subject to space availability in the district and may not be at the site requested.
  
- Students who are eligible for Special Education Services may be asked to obtain an Inter/Intra-SELPA Agreement for Individuals with Exceptional Needs, in addition to the Interdistrict Permit.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- The parent/guardian is responsible for providing transportation to and from school.
- A permit may be denied or revoked at any time for the following reasons:
  - Student is excessively tardy or absent from school, or student is brought to school excessively early or left excessively late.
  - Student fails to uphold appropriate behavior standards.
  - Student fails to make appropriate academic efforts.
  - False or misleading information was provided.
  - Reason for the original issuance of the permit by the district of residence is no longer valid.
  - Other conditions that occur that would render continuance inadvisable.
- **Failure to adhere to the above terms and conditions may result in the revocation of this permit. (E.C. 46600)**