



INTERDISTRICT TRANSFER PERMIT APPLICATION

1515 Hughes Way, Long Beach, CA 90810

Elementary School (TK-5): 562-997-8247 · Fax 562-997-8285 · elementaryidp@lbschools.net

Middle School (6-8): 562-997-8100 · Fax 562-997-8282 · middleidp@lbschools.net

High School (9-12): 562-997-8115 · Fax 562-997-8286 · highschoolidp@lbschools.net

To be completed by parent/guardian (Please print)

School Year <p style="text-align: center;">2018 - 2019</p>		Grade Requested	Date of Request
Student Name Last: _____ First: _____ Middle: _____		Birth Date	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Address _____		City _____	Zip Code _____ How long at address?
School of Residence		Language spoken in home	Ethnicity
Current or Last School of Attendance		Number of years attended	
District Requested		School Requested	Currently Attending? <input type="checkbox"/> Yes <input type="checkbox"/> No
Mother/Step-Mother/Guardian's Name	Father/Step-Father/Guardian's Name	Contact Number <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home	
Is the student receiving Special Education Services?* <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the current placement? <input type="checkbox"/> Language/Speech (LAS) <input type="checkbox"/> Resource Specialist Program (RSP) <input type="checkbox"/> Special Day Class (SDC) <input type="checkbox"/> Other _____ <i>*Free and appropriate public education is available in LBUSD. No excess costs to LBUSD.</i>			
What is the reason for the request? See reverse side "Documents Required" for a listing of the proof/evidence required to support the reason checked. <input type="checkbox"/> Child Care – K-8 <input type="checkbox"/> Parent Employment <input type="checkbox"/> Proposed Change in Residence <input type="checkbox"/> Sibling <input type="checkbox"/> Senior Option (5 th , 8 th , 12 th) <input type="checkbox"/> Magnet Program <input type="checkbox"/> Other			

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

Parent/Guardian Signature _____ Relationship to Student _____

FOR DISTRICT USE ONLY

District of Residence

Decision: Approved Denied

Comments: _____

Authorizing Signature: _____

Title: _____ Date: _____

District: Long Beach Unified School District

Proposed District of Attendance

Decision: Approved Denied

Comments: _____

Authorizing Signature: _____

Title: _____ Date: _____

District: _____

All applications must include the documentation requested to support the reason indicated. 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.

Reason for Request	Documentation Required
<p>Child Care</p> <p><i>Both parents / guardians must be employed.</i></p> <p><i>Child Care provider must be located within the boundaries of the proposed district of attendance.</i></p>	<p><u>Proof of employment for all parents/guardians who are involved in the student's life on a day-to-day basis:</u></p> <ol style="list-style-type: none"> 1. Copy of recent pay stub (dated within the last 30 days), AND 2. Letter from supervisor, office manager or human resources on the employer's stationery verifying schedule (hours and days) and location of employment. (If self-employed, letter stating schedule including hours and days, and location of employment and copy of business license or permit), AND <p><u>Letter from the adult, center or organization providing child care containing:</u></p> <ol style="list-style-type: none"> 1. Name, address and contact information of the adult, center or organization, AND 2. Child care license number and fees, if applicable, AND 3. Hours of operation for the center or organization, or hours that the student is under care, AND 4. Length of time student has been under care by the adult, center or organization. If child care is provided by a private individual, in addition to the above, please provide a copy of a <u>current</u> (past 30 days) utility bill (Utility bills accepted: landline phone, gas, electricity, mortgage statement), AND <p><u>Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under child care reasons.</u></p>
<p>Parent Employment</p> <p><i>The address of employment MUST be located within the boundaries of the proposed district of attendance. Only one parent needs to work within these boundaries.</i></p>	<p><u>Proof of current employment at a work location within the boundaries of the proposed district of attendance:</u></p> <ol style="list-style-type: none"> 1. Copy of a recent pay stub (dated within the last 30 days), AND 2. Letter from supervisor or office manager or human resources on the employer's stationery verifying schedule (hours and days) and location of employment. (If self-employed, letter stating schedule including hours and days and location of employment and copy of business license or permit), AND <p><u>Letter from parent or guardian explaining the circumstances that an interdistrict permit is necessary under parent employment reasons.</u></p>
<p>Change in Residence</p>	<p><u>Proof of impending real estate transaction:</u></p> <ol style="list-style-type: none"> 1. Copy of escrow papers
<p>Sibling</p>	<p><u>Proof that sibling is currently attending the same school in the proposed district of attendance:</u></p> <ol style="list-style-type: none"> 1. Letter from parent/guardian including sibling's name, grade and school of attendance, AND 2. Copy of current student demographic profile from school of attendance. (Report cards not accepted.)
<p>Senior Option</p>	<p><u>Proof that child is currently attending a school in the proposed district of attendance:</u></p> <ol style="list-style-type: none"> 1. Copy of current student demographic profile from school of attendance. Student must be entering 5th, 8th or 12th grade. (Report cards not accepted.)
<p>Magnet Program</p>	<p>Copy of the flier, brochure, or other informational material detailing the Magnet Program in which the student is interested and what part of the program is implemented at the child's grade level. (MIND Institute, After School Enrichment and CGI do not meet the qualifications of a Magnet Program.)</p>
<p>Other</p>	<p>Please submit a letter of explanation. Additional documentation may be required.</p>

TERMS AND CONDITIONS

- Upon approval, your child will be removed from his/her current school and placed in LBUSD's 'Out of District' school for the next school year. If your permit is denied by the district to whom you've applied, please contact your school of residence immediately. Returning students are not guaranteed a space at their school of residence or school of previous attendance.
- An approved permit may be revoked at any time by the district of enrollment for the following reasons:
 - Student is excessively tardy or absent from school, or student is brought to school excessively early or left excessively late.
 - Student fails to uphold appropriate behavior standards.
 - Student fails to make appropriate academic efforts.
 - False or misleading information was provided.
 - Qualifying statements on the application are no longer true.
 - Other conditions that occur would render continuance inadvisable.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parent/guardian should check the CIF rules before submitting this application.
- Students who are eligible for Special Education Services may be asked to obtain an Inter-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.
- Incomplete applications will be shredded after 30 days.