



LONG BEACH UNIFIED SCHOOL DISTRICT • 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

(OUTGOING) INTERDISTRICT TRANSFER APPLICATION UNDER AB2444

STEP 1: To be completed by parent/guardian (Please print)

School Year: 2019-2020	Grade Requested	Date of Request
Student Name (Last, First, MI)	Birthdate	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary
Current or Last School of Attendance	Current or Last District of Attendance	
School of Residence	District of Residence Long Beach Unified School District	
School Requested	District Requested	
Parent/Legal Guardian's Name <input type="checkbox"/> Mother <input type="checkbox"/> Father	Contact Phone Number: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	
Email Address	Contact Phone Number: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	
Address	City/Zip Code	
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? (Check all that apply and attach/upload proof of enrollment in the special program.) <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? (Please attach <u>cover page</u> of the IEP.) <input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> Non-Public School (NPS) <input type="checkbox"/> Pending Assessment *Free and appropriate public education is available in LBUSD. No excess costs to LBUSD.		
What is the reason for the request? (See section on "Documentation Required" for a listing of proof/evidence required to support reason checked.) <input type="checkbox"/> Child Care <input type="checkbox"/> Parent Employment <input type="checkbox"/> Sibling <input type="checkbox"/> Specialized Program <input type="checkbox"/> Continuing Enrollment <input type="checkbox"/> Health & Safety <input type="checkbox"/> Proposed Change in Residence <input type="checkbox"/> Complete Final Year at Current School <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.

Parent/Legal Guardian Signature: _____ Relationship to Student: _____

STEP 2: District of Residence

Decision: Approved Denied

Reason: _____

Authorizing Signature: _____

Title: _____ Date: _____

District: Long Beach Unified School District

STEP 3: Proposed District of Attendance

Decision: Approved Wait-Listed Denied

Reason: _____

Authorizing Signature: _____

School Assigned: _____

Date: _____

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.

DOCUMENTS SUBMITTED VIA EMAIL MUST BE IN PDF FORMAT.

Reason for Request	Documentation Required
<p>Child Care</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 <ul style="list-style-type: none"> o 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</i></p>	<p><u>Proof of 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/ guardian explaining the circumstances that a permit is necessary under parent employment reasons.</u></p>
<p>Change in Residence</p>	<p><u>Proof of pending real estate transaction:</u></p> <ol style="list-style-type: none"> 1. Copy of escrow papers
<p>Sibling</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>Health & Safety</p>	<ul style="list-style-type: none"> • Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issues (if applicable) • Police or school report supporting safety-related issues (if applicable) • Letter from parent/guardian explaining the circumstance that a permit is necessary under health and safety reasons
<p>Specialized Program</p>	<ol style="list-style-type: none"> 1. Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested and what part of the program is implemented at the child's grade level 2. Letter from parent/guardian 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
<p>Continuing Enrollment</p>	<ol style="list-style-type: none"> 1. Copy of the student's last report card
<p>Final year</p>	<p>Please submit a letter of explanation. Additional documentation may be required.</p>

TERMS AND CONDITIONS

- **An interdistrict permit is granted/denied per the terms and conditions stipulated in Board Policy/Administrative Regulation 5117.**
- **Once an interdistrict permit has been granted, a student is not required to reapply unless an agreement between the district of residence and the district of enrollment states otherwise.**
- A 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.
- Student entering grades 11 and 12 shall not have their permits rescinded by either district.
- 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.