

Interdistrict Process

Student Services has 10 to 15 days to process the Interdistrict Permit request from the time-stamped date of receipt. An approved Interdistrict Permit will be mailed to the requested district/school for their decision and signature. A denied Interdistrict Permit will be mailed to the parent with a copy of the Board Policy and Appeal Procedures. Interdistrict Permits must **be renewed yearly**.

CONTINUE ENROLLMENT: If the student is currently attending the District/School you are requesting, you will need to provide the following:

- The student enrollment verification sheet. This may be obtained from the school office from the school your child is currently attending.

CHILD CARE/EMPLOYMENT: Parent will need to complete the back page of the Interdistrict Permit request and provide the following documents:

- Child Care provider will need to complete and sign the back page of the Interdistrict Permit in the section provided for the child care provider.
- Copy of both parent's current pay stubs, to verify fulltime employment.
- Letter from employer on letterhead stationery indicating **the hours of the day and days of the week** you work (for both parents).
- If the parent is self-employed a business card and a copy of the business license must be submitted and the employment information mentioned above for the other parent.

PARENT FULL- TIME STUDENT

- Full-time student please submit your current school schedule indicating class time, days and proof of registration. Proof of registration must be for the current school year.
- Employment verification documents will need to be submitted for the other parent.

PARTICULAR EDUCATIONAL PROGRAM HIGH SCHOOL:

- Acceptance letter **specifying** the 4-year educational program (**high school**) for which the student was accepted.
- A course description or school catalog of the 4-year educational program (high school, intermediate school and elementary school).
- Tentative class schedule for the following school year and current grade report card.

HEALTH / OTHER REASON

- The parent will need to complete the back page of the Interdistrict Permit in the section provided. The parent can also attach a letter/ documentation to further explain the reason for the request.

Appeal Procedures- The following appeal procedures are established in the District Board Policy and Regulations 5-5117: Inter-district transfer requests that are denied may be appealed by the parent/guardian.

- 1) To the Director of Student Services **within ten (10) calendar days of the date of denial**. The appeal must be in writing and must provide information and details as to why you are appealing the denial. You may fax your appeal to (626) 935-8286 attention: Director of Student Services. The Director of Student Services shall review your appeal based on Board Policy and Regulation, state law, consultation with school site(s), parents and the appropriate Assistant Superintendent as necessary.
- 2) If the permit continues to be denied by the Director of Student Services, the parent/guardian may appeal this decision to the Superintendent of Schools and/or Designee. The appeal must be in writing **within ten (10) calendar days of the date of denial by the Director of Student Services**. The parent can provide additional information and/or ask the Director of Student Services to share all previous appeal information with the Superintendent/Designee. You may fax your appeal to (626) 935-8286, attention: Superintendent/Designee.
- 3) If the Superintendent and/or Designee continues to deny the permit, the parent/guardian may appeal this decision to the Los Angeles County Board of Education, Division Student Services **within thirty (30) calendar days of denial by the Superintendent and/or Designee**.
- 4) If the parent fails to appeal, the decision of the Rowland Unified School District is final. For Board Policies and Regulations log in to www.rowlandschools.org under "School Board" tab.