



CULVER CITY UNIFIED SCHOOL DISTRICT

4034 Irving Place ♦ Culver City, CA 90232-2848 ♦ Permit Office (310) 842-4220 x4237 ♦ FAX (310) 842-4245

(INCOMING) INTERDISTRICT TRANSFER APPLICATION UNDER AB 2444

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

New Continuing Enrollment

School Year:	2019-2020	Grade Requested	Date of Request
Student Name (Last, First)		Birth Date	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Current or Last School of Attendance	Current or Last District of Attendance		
School of Residence	District of Residence		
School Requested	District Requested		
Parent/Legal Guardian Name	Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		
Email Address	Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		
Address	City/Zip		

Is the student currently pending disciplinary action or under an expulsion order? Yes No

What special services has the student received? (Check all that apply and attach proof of enrollment in the special program.)

Gifted (GATE) Section 504 Special Education English Language Learner

Does the student currently have an IEP or an IFSP? Yes No

If the student is receiving Special Education services, what is their current placement? (Please attach IEP.)

Special Day (SDC) Resource (RSP) Non-Public School (NPS) Pending Assessment

Please rank requested elementary school(s) with "1" being your first choice and "6" being your last choice.

__ * El Marino __ El Rincon __ Farragut __ La Ballona __ Linwood Howe __ La Ballona Spanish Dual Language Program

What is/are the reason(s) for the request? (Check all that apply. See section on "Documentation Required" for a listing of proof/evidence required to support each reason checked.)

* Sibling Name _____ Grade _____ School _____

If you work for CCUSD: __ Employee Name: _____ Title: _____

Work Site/Location: _____ Telephone & Extension: _____

Child Care Parent Employment Sibling Health & Safety Specialized Program
 Continuing Enrollment Complete Final Year at Current School Proposed Change in Residence 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 Attendance – Culver City Unified School District

Date: _____

Decision: Approved Wait-Listed Denied Reason: _____

School Assigned: EM-JIP EM-SIP ER FR LB LB-DLP LH CCMS CCHS

Authorizing Signature: _____

Director, School & Family Support Services

IMPORTANT: Email application and supporting documents only to permitapp@ccusd.org

AFTER 30 DAYS, INCOMPLETE APPLICATIONS WILL BE CONSIDERED ABANDONED

All applications must include a copy of the most current transcript/report card and 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"> ▪ Proof of employment of all parents/guardians who are involved in the student’s life on a day-to-day basis <ul style="list-style-type: none"> - Copy of a recent pay stub - Letter on the employer’s stationery verifying schedule (hours and days) and location of employment - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from the adult, center or organization providing child care <ul style="list-style-type: none"> - Name, address and contact information of the adult, center or organization - Child care license number and fees, if applicable - Hours of operation for the center or organization, or hours that the student is under care - Length of time student has been under care by the adult, center or organization ▪ Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under child care reasons
Parent Employment	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians who are involved in the student’s life on a day-to-day basis <ul style="list-style-type: none"> - Copy of a recent pay stub - Letter on the employer’s stationery verifying schedule (hours and days) and location of employment - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under parent employment reasons
Sibling	<ul style="list-style-type: none"> ▪ Name, grade and school where the sibling attends (sibling must already attend the proposed district of attendance) ▪ Copy of the sibling’s last report card ▪ Copy of the sibling’s release permit from the district of residence
Health & Safety	<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 an interdistrict permit is necessary under health and safety reasons
Specialized Program	<ul style="list-style-type: none"> ▪ Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested ▪ 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
Continuing Enrollment	<ul style="list-style-type: none"> ▪ Copy of the student’s last report card ▪ Letter from parent/guardian stating the enrollment history (grade and school/district) of the student since kindergarten
Final Year	<ul style="list-style-type: none"> ▪ Copy of the student’s last report card
Change in Residence	<ul style="list-style-type: none"> ▪ Copy of escrow documents

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 governing boards of the district of residence and the district of enrollment states otherwise.
- A permit may be revoked at any time by the district of attendance 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.
 - K-5 student fails to meet grade level standards; secondary student fails to maintain a 2.0 grade point average or higher with no failing grades.
 - False or misleading information was provided.
 - Other conditions that occur that would render continuance inadvisable.
- Students entering grades 11 and 12 shall not have their permits rescinded by either district.
- Approval is subject to space availability in the grade, program, and school(s) requested.
- 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 need an approved Inter/Intra-SELPA Agreement for Individuals with Exceptional Needs, in addition to the Interdistrict Permit. The Agreement may be initiated and approved or not approved by the District of Residence or the requested District of Attendance.
- The parent/guardian is responsible for providing transportation to and from school.