



**CULVER CITY UNIFIED SCHOOL DISTRICT
SCHOOL AND FAMILY SUPPORT SERVICES**

4034 Irving Place
Culver City, CA 90232
(310) 842-4220, Ext. 4201 (310) 842-4245 Fax

INTERDISTRICT PERMITS (for K-12 students who live outside CCUSD and wish to attend school in CCUSD)

An “incoming” permit is made available for students who live outside CCUSD and wish to attend school in CCUSD, beginning with the 2019-2020 school year.

NEW students/Permit applicants in Los Angeles County first apply to their District of Residency and receive an Interdistrict Transfer Permit before they apply to CCUSD. Exception: Districts of Residence will require written proof of acceptance into a specialized program (i.e. a CCUSD Dual Language Program or Culver City High School’s Academy for Visual and Performing Arts) before issuing a permit. Check the website of your district of residence for their application timelines. LAUSD will ONLY accept applications ONLINE (February 1 - April 30, 2019).

APPLICATION STEPS FOR ALL SCHOOL DISTRICTS IN LOS ANGELES COUNTY

1. Parent/Legal Guardian completes and submits an application to the District of Residence, providing the required documentation to support each reason in the request. For “Specialized Program Requests,” please see “exception” above.
 - a. **If you are a resident within the LAUSD attendance area, go to <https://permits.lausd.net/> to submit an application.**
 - b. If you reside in another district, visit their website for permit application windows, procedures and decision dates.
2. District of Residence will approve or deny request.
 - a. If request is denied by District of Residence, parent must appeal within timeline.
 - b. If appeal is denied, District of Residence will issue a final denial letter; parent may appeal to the Los Angeles County Office of Education (LACOE) within 30 days.
 - c. LACOE will make a final decision. District of Residence must abide by LACOE’s decision.
3. **CCUSD ONLY accepts applications ONLINE. The Interdistrict Permit Application will be posted at www.ccusd.org on March 1, 2019. After completing the online application, email the Interdistrict Transfer Permit from your District of Residence along with any other required documentation. CCUSD will approve or deny the request. Please check the handout “CCUSD Application Windows and Decision Dates for 2019-2020.” If the request is denied, instructions (as in #2 above) will be provided.**

TERMS AND CONDITIONS FOR CCUSD INTERDISTRICT PERMITS

- **Approval is subject to space availability in the grade, program, and school(s) requested.**
- An Interdistrict Permit is granted/denied per the terms and conditions stipulated in Board Policy/Administrative Regulation 5117. Applicants must have satisfactory grades (2.5 GPA), attendance and discipline.
- 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 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 (i.e. violation of California Education Code Section 48900 and/or 48915).
 - 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.

[UPCOMING INTERDISTRICT PERMIT WORKSHOPS](#)

Interdistrict Permit Workshops, conducted in English and Spanish by Drew Sotelo, Director of School and Family Support Services, **will cover:**

1. Steps to obtain an Interdistrict Permit in Los Angeles County
2. District of Residence Appeal process
3. District of (Requested) Attendance Appeal process
4. Appeal Process to the Los Angeles County Office of Education

Upcoming Permit Workshops:

- **DATES:**
 - Wednesday, February 6, 2019
 - Monday, February 18, 2019
 - Friday, March 8, 2019
 - Wednesday, April 10, 2019
 - Monday, April 22, 2019
 - Monday, May 13, 2019
- **TIME:**
 - 9:00 a.m. - 10:00 a.m. (Permit Workshops)
 - 10:00 a.m. – 10:30 a.m. (Permit Appeal Process)
- **LOCATION:**
 - CCUSD Board Room, 4034 Irving Place, Culver City, CA 90232
- **PARKING**
 - Parking near the CCUSD Administrative Offices is very limited (usually to 1 hour). The District parking lot is reserved for district employees.
 - The Cardiff Parking structure is nearby at 3846 Cardiff Ave, Culver City, CA. It is a four-minute walk to our Board Room. The first two hours are free; each additional hour is \$1. We are located at 4034 Irving Place (behind the Arc Light Cinemas and to the left of the Fire Department on Culver Blvd.).

