

## Residency Based on Parent Employment Application and Agreement

**Application Process Instructions** *(Incomplete applications will not be processed):*

This application is for a student who resides outside the boundaries of the Palos Verdes Peninsula Unified School District (PVPUSD) who seeks to enroll in a district other than his/her district of residence based on a parent's employment within the PVPUSD school boundaries.

Instructions:

1. Complete the Palos Verdes Peninsula Unified School District (PVPUSD) Residency Based on Parent Employment Application and Agreement.
2. Sign the PVPUSD Residency Based on Parent Employment Application and Agreement, verifying you have reviewed and understand the terms and conditions.
3. Attach the required documentation listed below to the PVPUSD application. **All forms must be included to be considered. Do not fax the application.**

In order to be processed by the District, it is mandatory that all of the information on the application form be provided, including the verifying documents in Step III. **2019-20 Applications must be received beginning April 8, 2019 and no later than 4:30 p.m. on July 31, 2019. Incomplete or late applications will not be considered.**

An application must be completed for each child and will be considered separately. Applications will be accepted by mail only to the Palos Verdes Peninsula Unified School District, Enrollment Center, 375 Via Almar, Palos Verdes Estates, CA 90274.

**STEP I: PARENT / GUARDIAN REQUEST** *(To be completed by parent/guardian – please print)*

School Year <p style="text-align: center;">2019-20</p>	Type of Enrollment Requested <i>(see required documentation below)</i> ✓ Residency Based on Parent Employment	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	
Parent/Guardian Name		Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Home Address (Including City and Zip Code)		Parent/Guardian Email Address	

**STEP II: STUDENT INFORMATION:**

In order to determine whether space is available in the appropriate class/program, the following information must be provided.

- Does the student have a current Individualized Education Program (IEP)?  Yes  No
- Does the student have an inactive or expired IEP?  Yes  No
- Does the student have a current 504 Plan?  Yes  No
- Does this student qualify for Gifted and Talented Education (GATE)?  Yes  No
- Is the student identified as an English Language Learner or need language services?  Yes  No

If the answer to any of the above questions is "Yes," please attach a copy of the documentation from the current/previous school.

During the preceding three (3) school years or the current year, has the requesting student been expelled from school for any reason?  No  Yes

When: (Month/year) \_\_\_\_\_ Offense: \_\_\_\_\_ School of Attendance: \_\_\_\_\_

Terms of Expulsion: \_\_\_\_\_

**STEP III: PERMIT TYPE & REQUIRED DOCUMENTATION**

<p><b>PARENT EMPLOYMENT:</b> <i>Description:</i> Child of an individual working within the boundaries of PVPUSD.</p> <p>Employer Name: _____</p> <p>Employer Address: _____</p> <p><b>VERIFICATION OF EMPLOYMENT WITHIN PVPUSD BOUNDARIES: Please Attach Proof/Verification of Employment</b> <i>Business address must be physically situated within PVPUSD boundaries</i> <i>Documentation Required (All Items Required):</i></p> <ul style="list-style-type: none"> <li>• Copy of recent pay stub</li> <li>• Copy of W2 or 1099 or other applicable tax document</li> <li>• Letter on the employer's stationery verifying schedule (hours and days) and location of employment</li> <li>• <i>(If self-employed only)</i> Copy of current business license and lease agreement</li> <li>• <i>(If employed in a private home)</i> Two (2) original utility bills provided by the employer</li> <li>• <i>(For student's with and IEP or 504)</i> A copy of the student's most recent IEP or 504</li> <li>• Most recent report card (grades TK-5) or transcript <b>AND</b> most recent report card (grades 6-12)</li> </ul>
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**STEP IV: INTERDISTRICT TERMS AND CONDITIONS**

The PVPUSD Board of Education recognizes justifiable reasons for Interdistrict permits. Upon request, the Superintendent or Designee may accept students from other districts to transfer to a school within PVPUSD (BP 5117). The Board is committed to providing a quality education for all district students legally enrolled and will provide fair and consistent treatment for students and parents/guardians regardless of their permit status. All applications for a permit will be treated in a fair and consistent manner. Final approval of permits for all students, including students needing specialized programs such as GATE, Special Education, ELL, etc., shall rest with the District and shall be contingent upon space, budget and staff availability. Approval is subject to space availability and may not be at the site requested. The District will not pay excess costs to provide specialized services to students on permit.

**Terms and Conditions (Initial Each):**

- The District requires the parent/guardian to verify employment within the District boundaries by providing the verification documentation at a minimum on an annual basis.
- In requesting enrollment, I agree to notify the Palos Verdes Peninsula Unified School District immediately of any change in the employment information contained in Step III herein, agree to provide transportation of the student to and from school, and also agree to provide/arrange for supervision of the student before and after school hours.
- In addition, I understand that there is no sibling preference for enrollment in the District based on parent/guardian employment within the boundaries of the District.
- No admission will be permitted in any school year after the 10<sup>th</sup> day of the first semester.
- Applicants who cannot be enrolled in the initial enrollment period, and later received applications submitted by July 31, 2019, will be kept on a waiting list for the current school year in the order in which the applications were received by the District, until there is an opening for the applicant or the period for enrollment is closed for the current year
- In addition, I understand that enrollment of the above-named student in the requested school programs is on a space-available basis.
- In addition, I understand that the District will place the student at a school site and/or in a class where there is space available, which may result in the student not being placed in my choice of school or class.
- All students initially entering 6<sup>th</sup> through 8<sup>th</sup> grade at a District school who attend District schools pursuant to this application, shall be placed in any of the District's intermediate schools on a space-available basis at the District's sole discretion. Students enrolled in the elementary school grades shall be placed in an intermediate school based on parent workplace address and available space and **have no right or entitlement to attend any particular District intermediate school** including on the basis of the elementary school that the student attended; parents/guardians should be aware that this may result in students being placed in intermediate schools that differ from the school(s) attended by the majority of the students with whom they attended elementary school.
- 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.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- A permit may be denied or revoked at any time for the following reasons:
  - False or misleading information was provided.
  - Reason for the original issuance of the permit by the district of residence is no longer valid.
- Verification of continuing employment is required annually.
- Residence based on parent employment is approved, denied or cancelled per the terms and conditions stipulated in BP 5117.
- Approval is subject to space availability and may not be at the site requested.
- Students who are eligible for Special Education services must submit a current Individualized Education Plan (IEP) for review by the Special Education Department. Approval is subject to space and service availability. If approved, placement may not be at the site requested.

**STEP V: PARENT ACKNOWLEDGEMENT & SIGNATURE**

I have read the terms and conditions and understand the regulations and policies governing applications for residency based on parent/guardian employment within the boundaries of the District and hereby submit my application. I declare under penalty of perjury that the information provided above is true and correct. I understand the information provided is subject to verification and that the mere act of completing this application and providing all required documentation does not guarantee this request will be approved.

Parent/Guardian Signature: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_ Date: \_\_\_\_\_

*(Office Use Only at Proposed District of Attendance)*

Decision:

Approved

Denied

Authorizing Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_