

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT (MBUSD)

325 So. Peck Ave.
Manhattan Beach, CA 90266
(310) 318-7345, x5912 Student Services

**INTERDISTRICT ATTENDANCE AGREEMENT/PERMIT APPLICATION
(TO COMPLETE ACADEMIC YEAR AT MBUSD AFTER MOVING OUT OF MBUSD)
SCHOOL YEAR 2018 TO 2019**

Parent(s)/guardian(s) must complete this form if they seek to enroll their child in MBUSD grades K through 12, but reside outside of the district’s jurisdictional boundaries (See STEP 1). Once STEP 1 has been completed, parent(s)/guardian(s) must submit this form to the district of residence for review and consideration, or if the district of residence will not sign this form, parent(s)/guardian(s) must obtain and submit the documentation of the district of residence's official method/manner signifying its release of the student and approval of the interdistrict agreement/permit terms. (See STEP 2). If the district of residence approves the interdistrict transfer request, parent(s)/guardian(s) must submit this application along with most recent report card to MBUSD District Office for review and consideration (See STEP 3). If MBUSD approves the application, this document, and the encompassing terms and conditions, will serve as the interdistrict attendance agreement and permit between MBUSD, the district of residence, and parent(s)/guardian(s). (Cal. Educ. Code § 46600(a)(2).)

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

DATE: _____

Student Name _____ Age _____ Birth Date _____ Grade _____
Last First Middle (For year requested)

Address _____

Student is living with: Mother ___ Father ___ Legal Guardian ___ Other (specify) _____

Name(s) of Person(s) student is living with Home Phone Work Phone

School of Residence: _____ District of Residence: _____
(If school of residence is different than school of attendance, please specify: _____)

Preferred School in MBUSD: _____

Is student receiving Special Ed. Services? No Yes. If yes, specify: SDC RSP DIS Other _____

Is the student currently expelled or under consideration for expulsion? Yes No

What is/are the reason(s) for the request? (Check all that apply)

Completing Academic Year After Moving

TERMS AND CONDITIONS

1. A student interested in attending a school outside his/her district of residence must apply for an interdistrict attendance permit.
2. MBUSD and the district of residence may agree to terms and conditions for reapplication and revocation standards that differ from the requirements set forth in the Education Code. (Cal. Educ. Code § 46600(a)(2).)
3. When appropriate and sufficient space is available, the Superintendent or designee may approve interdistrict attendance permits on a case-by-case basis. All interdistrict attendance applications, agreements, and permits are subject to MBUSD’s Board Policy (BP) and Administrative Regulation (AR) 5117 and the terms and conditions set forth in this agreement/permit. MBUSD has the authority to grant, deny, or revoke an interdistrict attendance agreement/permit in accordance with its BP and AR 5117.
4. Although MBUSD will take into consideration preferred school sites, interdistrict attendance agreements/permits are based on space availability, and specific site requests may not be granted.
5. In accordance with MBUSD’s BP and AR 5117, this interdistrict attendance agreement/permit is used only when parent(s)/guardian(s) move out of the district during an academic year and apply to have the student complete the academic year during which his/her parent(s)/guardian(s) moved out of the district. These permits are not subject to available space or the prioritized categories listed in BP/AR 5117, but are subject to approval/release by the student's new district of residence and are automatically terminated upon completion of that school year regardless of the students' grades or grade ranges. If the student seeks to re-enroll in the district, he/she must re-apply for an interdistrict attendance permit regardless of grade span the student is in.
6. Students admitted to the district by this interdistrict attendance agreement/permit may continue to attend district schools until the end of the academic year during which his/her parents(s)/guardian(s) moved out of the district as long as space is available, and as long as they attend school regularly, maintain at least a 2.0 grade point average, and obey school rules.
7. 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(s)/guardian(s) should check the CIF rules before submitting this application.

8. All interdistrict attendance agreements/permits are issued pursuant to MBUSD BPs and ARs. (Cal. Educ. Code § 46600.) Interdistrict attendance permits may be denied or revoked by MBUSD for various reasons, including, but not limited to, the following:
- Upon a determination that approval of the interdistrict agreement/permit would negatively impact the capacity of a program, class, grade level, or school building, such as: (i) the site, classroom, or program would exceed the maximum student-teacher ratio specified in the district's collective bargaining agreement; (ii) the site, classroom, or program would exceed the maximum established by the Board pursuant to BP 6151; (iii) the site or classroom would exceed the physical capacity of the facility pursuant to the district's facilities master plan or other facility planning document; or (iv) the class or grade level would exceed capacity pursuant to items (i) - (iii) above in subsequent years as the student advances to other grade levels at the school.
 - Upon a determination that approval of the interdistrict agreement/permit would have an adverse financial impact on the district, such as requiring: (i) the hiring of additional certificated or classified staff; (ii) the operation of additional classrooms or instructional facilities; or (iii) expenses incurred by the district that would not be covered by the apportionment of funds received from the state resulting in a reduction of the resources available to resident students.
 - A new program or service would be required to serve the student.
 - The student does not profit from instruction and/or disrupts the learning environment. This may include discipline referrals, and/or excessive tardies or absences. Additionally, students must have at least a 3.25 grade point average to be admitted to a district school on an interdistrict attendance agreement/permit; once enrolled in the district, the interdistrict attendance agreement/permit student must maintain a 2.0 grade point average.
 - The parent/guardian made false statements or misrepresentations when applying for the current or a past individual interdistrict attendance agreement/permit.
 - The student has adjustment problems and/or the welfare of the student and/or of other students is compromised or endangered. This may include, but is not limited to, lack of before or after-school care.
 - If other conditions that occur would render approval or continuance of the permit inadvisable.
9. The parent/guardian of a student with an interdistrict attendance agreement/permit is responsible for transporting the student to and from a district school, and must provide school officials with assurance that he/she will be responsible for providing the student with before and after-school care

I declare, under penalty of perjury, that the information provided above is true and accurate and may be subject to verification. I have read and understand the interdistrict attendance regulations and policies for both my district of residence and the MBUSD. I have read and understand the terms and conditions stated above and hereby submit this application. I understand that the mere act of completing this application and providing all required documentation **DOES NOT** guarantee approval of an interdistrict attendance permit.

Parent/Guardian Signature _____ Relationship to Student _____

STEP 2: To Be Completed By District of Residence	
School District: _____	Date: _____
Request for Interdistrict Transfer: <input type="checkbox"/> Release Approved <input type="checkbox"/> Release Denied	
Comments: _____	
Name of District Designee/Title: _____	Signature: _____

IMPORTANT: If the interdistrict transfer request is approved by the district of residence (Step 2), the parent/guardian is responsible for submitting a copy of the approved application (if the district of residence would not sign this application form, parent/guardian also must submit the documentation of the district of residence's official method/manner signifying its release and approval of the interdistrict agreement/permit) along with all supporting documentation that verifies the reason for the interdistrict transfer permit to MBUSD.

STEP 3: To Be Completed By MBUSD	
School Site: _____	Date: _____
Interdistrict Attendance Permit: <input type="checkbox"/> Granted <input type="checkbox"/> Denied*	
Comments: _____	
Name of District Designee/Title: _____	Signature: _____

If signed by both the district of residence and MBUSD, this Application shall constitute both the individual interdistrict permit and the interdistrict attendance agreement between the district of residence and MBUSD for the above-named student. (Cal. Educ. § 46600(a)(2).)

*Applicants have the right to appeal a permit denial decision in writing within 10 calendar days to the Manhattan Beach Unified School District Superintendent or designee. If the appeal for interdistrict attendance is denied, the applicant has the right to appeal to the Los Angeles County Board of Education (Cal. Educ. Code § 46601).