

Frequently Asked Questions



When can I apply to El Segundo on a permit?

In mid-January, our website – elsegundousd.net will be updated with the current application, details of the required support documentation (if applicable) and eligibility requirements.

Is there a deadline?

We welcome all applications with the required supporting documentation (if applicable) through July 31st.

If I am employed in El Segundo, is it a guarantee of enrollment?

Parent employment only helps you to be released from your home school district. ESUSD still has to have the space available and a work permit is **not a guarantee** your child will be able to attend ESUSD.

Are the siblings of current permit students given priority for enrollment?

It is not a guarantee but ESUSD does its best to accommodate siblings based on our resident enrollment numbers and providing we have the space in the applicable grade.

If my child meets the eligibility criteria, what is the next step?

In those grades that we are anticipating some room for students on permit, ESUSD may issue Provisional Acceptance letters to help in the release process. This is not a guarantee of enrollment as ESUSD must first determine our enrollment numbers. In order for the student to move forward in the process, we must be in receipt of the release from their home school district.

For those grades that we are not anticipating space, keep in mind, our enrollment numbers can change due to resident families moving and therefore all applicants who have met the eligibility criteria will be kept on file. In order for the student to move forward in the process, we must be in receipt of the release from their home school district.

What are considered Specialized Programs?

Examples of Specialized Programs in our district are: Project Lead The Way offered in Kindergarten-12th grades, the International Baccalaureate program offered in 6-8th grades, Music & Art programs in Kindergarten-12th grades and four (4) Pathways in 9th-12th grades (Biomedical Science, Business, Engineering and Visual/Performing Arts)

When and how will I be notified if my student has been accepted?

Based on our resident enrollment numbers and due to the fact that we receive more qualified applicants than we typically have space, the process goes to a random lottery drawing which may be held as early as April and continue until all spaces are filled. Those selected will be notified either by email or phone with further enrollment instructions. Eligibility requirements must continue to be maintained and verified for those applicable grades through the end of the current school year through a final report card check.

NOTE – As part of the process, the elementary principals may set up meetings with potential students/parents in TK/K and the high school principal may do the same for those 9th grade students/parents to discuss opportunities/readiness.

If I do not get selected to attend ESUSD, can I apply to another school district for consideration?

School districts will only issue one permit release, once a year with the exception of military families who under the Hadley Bill – SB 306, are able to apply to other school districts for consideration if space permits.

If my child has been attending a private school, do I still need to get released?

Yes, regardless of whether or not your child is in private school, you must first be released from your home school district in order to apply to ESUSD.

REMINDERS for the release process:

- Follow the detailed steps and upload the required documents requested in each step. **Incomplete applications will not be processed.**
- Start the application process as soon as possible and begin the release process from your home school district as soon as you are able. In doing so, if you are denied, you will have plenty of time to appeal and your application remains open.

El Segundo Unified School District

641 Sheldon Street
El Segundo, CA 90245
elsegundousd.net

Updated 2-15-17



Interdistrict Permit Process Guidelines

Thank you for your interest in the El Segundo Schools!

We welcome all applicants. Applications will be available and accepted for each school year **beginning in mid-January through July 31st.** Please visit elsegundousd.net and click on the Interdistrict Permit tab located on the Home page to apply.

Follow the listed steps below:

Step 1

For students applying for **Transitional Kindergarten (TK) and/or Kindergarten**, please submit the following:

- A completed **Preliminary Permit Application**

For students applying for grades **1-12**, please submit the following required documentation to determine eligibility:

- A completed **Preliminary Permit Application Request** available on our website – elsegundousd.net
- Most recent semester student report card reflecting **at least a 3.0 GPA**
- Prior year's final report card reflecting the entire year's grades
- Most recent standardized test scores (i.e. - California Assessment of Student Performance and Progress (CAASPP), Iowa, Stanford)

Upon completion, please make sure to hit SUBMIT at which point you will receive a notice of successful submission. Please print a copy for your records.

NOTE – ALL required paperwork should be submitted together with the exception of the permit release from your home school district which can be submitted separately. Due to the high volume of applications, inquiries cannot be accepted over the phone; please email permits@esud.k12.ca.us with any questions. Thank you for your understanding.

Step 2

Apply for an Inter-District Permit from your home school district requesting a release.

We strongly suggest families start the permit release process at the first opportunity their home district opens their application window. Waiting may delay or deny the processing of your student's permit resulting in a greater uncertainty about where your child will ultimately attend school.

For All School Districts OTHER THAN LAUSD -

Families will need to inquire about the application beginning and end dates for their permit release process and guidelines. Applications for release may be filed based on the following reasons:

- Parent/Guardian Employment, Childcare, Sibling, Specialized Programs or Other and each district may require specific details/proof.

For Los Angeles Unified School District (LAUSD) –

LAUSD's permit release process is from February 1 through April 30th each year. All applications must be submitted online. Applications for release may be filed based on the following reasons:

- Parent/Guardian Employment, Childcare, Sibling, Specialized Programs and Other and they may require specific details/proof. Paper applications will not be accepted. Please visit the LAUSD website at permits.lausd.net for additional information and guidelines or you may call (213) 241-5255.

After April 30th, the only LAUSD outgoing applications that will be processed will be PARENT/GUARDIAN EMPLOYMENT. An employment permit may be issued if at least one parent/guardian is physically employed West of Sepulveda Boulevard bordered by Imperial Boulevard to the North and El Segundo Boulevard to the South as required by LAUSD. We strongly suggest you begin the process at the earliest possible date to expedite the process. Please visit the LAUSD website at permits.lausd.net for additional information and guidelines or you may call (213) 241-5255.

Appeal Process

Should any form of permit request be denied, you must file an appeal:

- LAUSD via regular mail within 14 calendar days
- All other districts will be based on their process guidelines

If this appeal is denied you may file an appeal with LACOE (Los Angeles County Office of Education) within thirty (30) days of receiving your appeal denial. You may **NOT** file an appeal through LACOE until you have exhausted all appeals with LAUSD or your home school district.

Step 3

Once the permit release has been obtained from your home school district, please scan and email it to permits@esud.k12.ca.us

NOTE - Permits received without all the required paperwork as detailed in **Step 1** will not be processed.