



## INTRA-DISTRICT PERMITS AND CRITERIA

### PARENT EMPLOYMENT

Parent Employment Permits may be issued if at least one parent or guardian is physically employed fulltime (40 hours per week) within the attendance boundaries of the requested LAUSD school.

The following proof is required:

1. A copy of a recent pay stub and a letter on the employer's stationery verifying schedule (hours and days) and location of employment; **OR**
2. If self-employed, attach a copy of a valid current business license and a letter on the parent's business stationery verifying schedule (hours and days) and location of employment

### SPECIALIZED PROGRAM

Specialized Program Permits may be issued to allow students access to a special program or opportunity within the LAUSD. This does not include Special Education Programs.

The following proof is required:

1. Program information (brochure, factsheet, etc.)
2. Written proof of acceptance into the requested program

### CONTINUING ENROLLMENT

Continuing Enrollment Permits may be issued to allow a student to continue at his/her school of attendance.

The following proof is required:

1. A copy of a recent report card or progress report to verify enrollment

### SIBLING

Sibling Permits may be issued for siblings of a student who is attending the requested school on a valid permit.

The following proof is required:

1. A copy of a recent report card or progress report of a sibling

### CHILDCARE

Child Care permits can be issued when a student is cared for within the attendance area of another LAUSD school.

The following proof is required:

1. Child care provider must complete the Child Care Affidavit and the parent must sign the form.

### SAFETY AND PROTECTION

Safety and Protection permits are issued for the purpose of protection or personal welfare of a student.

The following proof is required:

1. Parents/guardians shall provide a written statement with the application describing the circumstances, which make the student's assignment at the school of residence unsafe. Additional documents may be required by school officials to support request.

### EXCEPTION

Exception permits can be granted at the discretion of both schools for extenuating circumstances.

The following proof is required:

1. Parents should provide any relevant supporting documentation.

### ADDITIONAL INFORMATION

All parents requesting an intra-district permit will be provided the opportunity to apply for one, regardless of the reason they are requesting a permit. Each permit application will be reviewed on its own individual merit. If you believe your particular case warrants an exception to district policy, you may file an appeal.

**\*\* Parent must include student's name, date of birth and contact information on all supporting documents \*\***





**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

ATTACHMENT C

**INTRA-DISTRICT PERMIT APPLICATION**

**Submit completed application packet for signatures to both the LAUSD School of residence and requested LAUSD School**

School Year Requested \_\_\_\_\_ to \_\_\_\_\_ This is:  Initial permit application  A renewal of an existing permit

STUDENT INFORMATION				
Student Last Name	First Name	Middle Name	Date of Birth	Grade Requested
Home Address		Apt.	City	Zip Code
Date Moved to This Address _____/_____/_____ Month Year	Name of Most Recent School Attended	Is student currently designated as Special Education or have an Individual Education Program (IEP)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this student currently under expulsion from the Los Angeles Unified School District? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Ethnicity: <input type="checkbox"/> African American/Black <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other				Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Name of Parent/ Guardian		Name of Parent/Guardian		
Home Address		Apt.	Home Address Apt.	
City, Zip		City, Zip		
Home Phone ( ) ( )	Work/Cell Phone ( ) ( )	Home Phone ( ) ( )	Work/Cell Phone ( ) ( )	
E-mail Address (optional)		E-mail Address (optional)		
PERMIT REQUESTED ***Check For Additional Required Documents***				
<input type="checkbox"/> Child Care <input type="checkbox"/> Parent/Guardian Employment <input type="checkbox"/> Safety and Protection <input type="checkbox"/> Continuing Enrollment <input type="checkbox"/> Sibling <input type="checkbox"/> Exception <input type="checkbox"/> Specialized Program Reason for Request: _____ _____ _____				
From: (School of Residence)		To: (School Requested)		
Note: All Intra-District Applications Require Recommendations From Both Schools				
Recommended by School of Residence <input type="checkbox"/> YES <input type="checkbox"/> NO If no, reason: _____ _____		Recommended by Requested School <input type="checkbox"/> YES <input type="checkbox"/> NO If no, reason: _____ _____		
Signature of Administrator, School of Residence _____ Date _____		Signature of Administrator, Requested School _____ Date _____		
Print Name of Administrator, School of Residence _____		Print Name of Administrator, Requested School _____		
School Stamp Here		School Stamp Here		
PARENT/GUARDIAN ACCEPTANCE OF TERMS				
I have read and understand the terms and conditions governing intra-district permits. I understand that the mere act of completing this application and providing all the required documentation <b>DOES NOT</b> guarantee that the request will be approved. I certify under penalty of perjury that the information I supplied is true and correct and that falsification of information is grounds for immediate denial or revocation of permit. LAUSD personnel may verify any or all information provided.				
Signature of Parent/Guardian _____			Date _____	





**CHILD CARE AFFIDAVIT  
Intra-District**

Child Care permits may be issued when a student lives in one school's attendance area, but is cared for by an adult within the boundaries of another LAUSD school. Childcare may be provided before and/or after school.

**Required Documentation:**

1. Child Care provider must complete the top portion of the Child Care Affidavit.
2. The parent or legal guardian must agree to the terms and conditions by signing the form.
3. Completed form must be submitted with Intra-district permit application.

CHILD CARE AFFIDAVIT				
Student Last Name	First Name	Middle Name	Date of Birth	Grade Requested
Name of Child Care Provider			Telephone Number	
Address of Child Care Apt.			City	Zip Code
I agree to provide all necessary care for this student before and/or after school. I understand that falsification of information will result in the immediate denial or revocation of permit; I declare under penalty of perjury that the information above is correct and that LAUSD may verify any or all information provided.				
_____ Signature of Child Care Provider			_____ Date	
PARENT/GUARDIAN ACCEPTANCE OF TERMS				
I have read and understand the terms and conditions governing intra-district permits. I understand that the mere act of completing this application and providing all required documentation <b>DOES NOT</b> guarantee that the request will be approved. I certify under penalty of perjury that the information I supplied is true and correct and that falsification of information is grounds for immediate denial or revocation of a permit. I understand that personnel of the Los Angeles Unified School District may verify any or all information provided. I will notify the school immediately of any change of residence, contact information or the criteria related to this permit.				
_____ Signature of Parent/Guardian			_____ Date	

\*\*\*\*Parent must include student's name, date of birth and contact information on all supporting documents.\*\*\*\*