

**INTERDISTRICT ATTENDANCE**

Interdistrict Attendance Procedures (transfers between districts):

**General Guidelines**

1. The permit office is responsible for processing interdistrict permits.
2. The request for a permit is initiated by the parent at their child's district of residence.
3. The parents/guardians of the child must be informed that the acceptance of their child is contingent upon the parent/guardian and the child assuming full responsibility for:
  - a. Satisfactory attendance
  - b. Satisfactory behavior
  - c. Satisfactory academic effort
  - d. Any necessary documentation requested regarding and including child care, employment, doctor's recommendations and guardianship documentation.
  - e. Understanding that the receiving school has the right to rescind any prior approved interdistrict permit if the parent/guardian or student does not fulfill the responsibilities listed in 3.a, b, and c above.
4. It is the responsibility of each school to ensure that nonresident students accepted and registered without a valid permit be returned to the school of residence.

**Conditions for Accepting and Retaining Interdistrict Attendance Permits**

The school site designee and the Superintendent or designee shall approve or deny applications for transfers. The acceptance of interdistrict permits for students from other school districts to attend classes within the district shall be subject to the following:

1. The student seeking an initial interdistrict permit in the district must submit an SMMUSD permit application and present a permit authorizing his/her release from the school district of residence.
2. A release from the school district of residence is required for the initial permit application only and not required for permit renewal.
3. The student must be eligible to attend elementary school, middle school, or senior high school classes maintained by the Santa Monica-Malibu Unified School District and there must be an existing opening in the class, grade level, education program and school to which the student seeking the interdistrict permit would be initially enrolled. Additionally, approval is contingent on applicants demonstrating they meet standards for retaining a permit, including standards of behavior, attendance or academic effort. The district will not pay excess costs to provide specialized services to students on permit.
4. All students currently attending on an interdistrict permit will be allowed to remain in the district until they leave or graduate, assuming that they: annually submit a verification of

continuing enrollment to SMMUSD and comply with all the SMMUSD application requirements; uphold appropriate standards of behavior, attendance, and academic effort.

5. Interdistrict attendance permits for 11th and 12th graders may not be rescinded.

6. Students whose interdistrict permits have been cancelled by the District are not eligible to submit a new interdistrict permit application.

### **Numbers of Permits by Grade Levels**

The district will accept applications for interdistrict permits in grades TK through 11. Permits will be granted per the language of ~~section D of~~ BP 5117.

The total number of all new interdistrict permits that will be accepted and approved, at the discretion of the Superintendent or designee, for the ~~2017—2018~~ 2018-2019 school year will not exceed 350.

1. The total number of new permits accepted and approved for kindergarten will not exceed 100.
2. The total number of new permits accepted and approved for grades 1 through 5 will be issued on a space available basis.
3. The total number of new permits accepted and approved for John Adams Middle School and Lincoln Middle School for grade 6 will not exceed 10.
4. The total number of new permits accepted and approved for grades 7 and 8 at John Adams Middle School and Lincoln Middle School will not exceed 10 per grade level.
5. The total number of permits accepted and approved for grades 9 through 11 at Santa Monica High School will not exceed 20 per grade level.
6. Permits will be accepted to Olympic High School on a case by case basis for students currently enrolled in SMMUSD.
7. The district will continue to accept all qualifying permit applications to Malibu schools.
8. International High School students will be accepted and approved on a case-by-case basis.

### **Conditions for Cancellation of Interdistrict Permits**

The receiving school or district has the right to revoke any previously approved interdistrict permit for the following reasons:

1. Falsification or misrepresentation of information
2. Enrollment fluctuation
3. Unsatisfactory behavior
4. Unsatisfactory attendance
5. Unsatisfactory academic effort/achievement

6. A change in childcare arrangements
7. Inappropriate guardianship documentation
8. Reason for the original issuance of the permit by the school district of residence is no longer valid
9. Student becomes eligible for a program or class other than the one to which he/she was admitted and there is no available space in the new program or class.
10. A parent requests a transfer to another district school instead of the school his/her child was admitted.

### **Appeal Procedures**

1. Interdistrict transfer requests that are denied by the district at the school level may be appealed by the parent/guardian to the Superintendent or designee within two weeks from the day the request for acceptance of permit is denied.
2. The appeal is to be in writing and must provide all information and detail as to why the denial is being appealed.
3. The Superintendent or designee shall review the permit appeal based on Board policy and regulations, state law, and in consultation with school site(s), parents/guardians and the appropriate district staff as necessary.
4. If the permit continues to be denied, the parent/guardian may within 30 calendar days of the denial, appeal to the County Board of Education
5. There is no appeal process to the County Board for interdistrict permits that are revoked.

### **Annual Report**

The Board will receive a report on permits by ~~February 28~~January 31 of each year.

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
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