

# Intradistrict Permits, Interdistrict Permits, and Residency Verification

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# Permit Value Statement

## BP 5117

- Students generally must attend school in the district and school where their residence has been established; however, the Santa Monica-Malibu School District Board of Education recognizes justifiable reasons for interdistrict permits.
- Such reasons include, but are not limited to:
  - having a diverse student population;
  - acknowledging families with community connection that include employment or prior residency within the District;
  - and supporting educational programs.



# What is an Intradistrict Permit?

- Students who reside within the boundaries of SMMUSD may apply to attend a school other than their school of residence on an intradistrict permit.



# Who May Apply for an Intradistrict Permit?

- Intradistrict permits are subject to the terms and conditions stipulated in Board of Education Policy (BP) 5116.1.
- Intradistrict transfers are open to all students who reside within the boundaries of SMMUSD who seek to enroll in a school other than their school of residence. Approval is subject to enrollment and space availability.




# What is the Intradistrict Application Process?

1. Complete the SMMUSD Intradistrict Open Enrollment Transfer Application. One application must be completed for each student requesting an intradistrict transfer.
2. Sign the completed SMMUSD Intradistrict Open Enrollment Transfer Application verifying you have reviewed and understand the terms and conditions for intradistrict permits.
3. Submit by April 30, 2018, the completed application to the SMMUSD Student Services Office. Do not fax or email the application.  
**INCOMPLETE APPLICATIONS ARE NOT PROCESSED.**



# What Factors Determine Intradistrict Permit Approval?

- Approval is subject to enrollment and space availability; and the terms and conditions stipulated in BP 5116.1.
- (EC 35160.5). Transfer requests shall be processed using a random and unbiased selection process. Student Services will notify applicants who are approved for an intradistrict transfer and applicants whose applications are denied
- The Special Education Department will review all applications for students with and Individual Education Plan (IEP). Approval is subject to program requirements and space availability.



# Once Approved, is it Necessary to Reapply Each Year?

- Students who enroll at their non-resident school with an intradistrict permit do not need to reapply each year.
- Once a family has received an intradistrict permit, the receiving school shall be regarded as the home school. It is not necessary to reapply each year.
- Furthermore, the receiving school shall be regarded as the home school of that family, and all siblings in the family may attend that school. The student shall remain in the school pathway.



# Is Transportation Provided?

- Parents/guardians are responsible for providing transportation to and from school for students who are approved for an intradistrict transfer.





# What is an Interdistrict Permit?

- Students who reside outside the boundaries of SMMUSD may apply to attend school in SMMUSD on an Interdistrict permit (Interdistrict transfer release) from their school of residence.



# Who May Apply for an Interdistrict Permit?

- Interdistrict permits are subject to the terms and conditions stipulated in Board of Education Policy (BP) 5117.
- Permit applications include priority categories established by the Board of Education.
- SMMUSD will accept new Interdistrict permit applications for all schools and grades in the City of Malibu and for grades TK through 11 in the City of Santa Monica.



# What Factors Determine Interdistrict Permit Approval?

1. **SMMUSD Employee** – Child of a SMMUSD employee: certificated, classified, management, full and part-time (minimum of 15 hours per week).
2. **Moved out of SMMUSD Boundaries** – Current student in “good standing” who has attended school(s) in SMMUSD for a minimum of three complete school years.
3. **Sibling** – Sibling of a current Interdistrict permit holder(s).
4. **International High School Student** – Student is an international high school student legally permitted to attend school in the United States.
5. **City Employee** – Child of a City of Malibu or City of Santa Monica employee.



# Factors Determining Interdistrict Permit Approval (continued)

6. **Santa Monica College Employee** – Child of a permanent Santa Monica College (SMC) employee.
7. **Alumni** – Child of an alumnus of Santa Monica High School, Malibu High School or Olympic High School.
8. **Grandparent** – Grandchild of an individual(s) who lives within the boundaries of SMMUSD for a minimum of five years.
9. **Employed within SMMUSD Boundaries** – Child of an individual(s) working within the boundaries of SMMUSD.
10. **Opportunity (Other)**- Student requesting admittance who does not meet the criteria for another type of permit.



# What is the Interdistrict Permit Application Process?

1. Obtain an Interdistrict permit release from the district of residency.
2. Complete the SMMUSD Interdistrict Transfer Application and Agreement.
3. Gather and attach all documents requested in the SMMUSD Interdistrict Transfer Application and Agreement.
4. Sign the SMMUSD Interdistrict Transfer Application and Agreement verifying you have reviewed and understand the terms and conditions for Interdistrict permits.

## Requested Documents:

- *Completed and signed Interdistrict Transfer Application and Agreement*
- *Interdistrict permit release from district of residency*
- *Permit documentation based on type of permit*
- *Individualized Education Plan (IEP) (Special Education students only)*
- *Most recent report card (grades K\* - 5) **and***
- *Up-to-date academic transcript (grades 6 – 11) \*(Report card must be included if student*
- *previously attended a TK program.*



# What Should Families Do While Waiting to Hear if the Permit is Approved?

- Parents should ensure that their child is enrolled in your home school of residence while they are waiting to hear whether or not their child has been approved for a permit with SMMUSD.
- Permit approval is subject to space, budget and staff availability; and the terms and conditions stipulated in BP 5117.



# Once an Interdistrict Permit is Approved, Is it Necessary to Re-Apply Each Year?

- Students who enroll in SMMUSD on an Interdistrict permit do not need to reapply each year.
- All students currently attending on an Interdistrict permit will be allowed to remain in the District until they leave or graduate, assuming that they submit the Verification of Continuing Enrollment annually and uphold standards of behavior, attendance and academic effort. Interdistrict permits for 11<sup>th</sup> and 12<sup>th</sup> graders may not be rescinded.



# Is Transportation Provided on an Interdistrict Permit?

- Parents/guardians are responsible for providing transportation to and from school for students who are approved for an Interdistrict transfer.





# What is a Verification of Continuing Enrollment?

- Students who currently attend school in SMMUSD on an interdistrict permit must verify that they will continue to be enrolled in SMMUSD by submitting a Verification of Continuing Enrollment Form to Student Services.
- The parents/guardians of a child who is not continuing with SMMUSD must inform their school's Enrollment Office that they are withdrawing the student.
- If after withdrawing, parents/guardians seek to reenroll the child, they will be required to obtain a new interdistrict permit release from the district of residence and submit a new Interdistrict Transfer Application and Agreement to SMMUSD.



# What is the Verification Process?

- A Verification of Continuing Enrollment (VOE) form will be mailed to the parents/guardians of students currently enrolled in SMMUSD on an interdistrict permit.
- The VOE form AND employee verification must be completed and submitted to Student Services by June 1, 2018. The form is also available on the district's website.
- One verification form must be returned for each student attending school in SMMUSD on an Interdistrict permit.
- (All students in household must be identified.)
- In most cases, Student Services will not contact parents/guardians regarding their child's interdistrict permit. We will only contact parents/guardians who do not return the verification form **with annual support documentation**, or if the student's permit will be cancelled for failing to meet the expectations required in the interdistrict permit agreement



# May the District Cancel a Child's Interdistrict Permit?

- A permit may be cancelled at any time by SMMUSD for the following reasons:

- Student fails to uphold appropriate standards of attendance including, but not limited to, being excessively tardy or absent from school, or student is brought to school excessively early or left excessively late.
- Student fails to uphold appropriate behavior standards.
- Student fails to make appropriate academic effort/achievement.
- Reason for the original issuance by the district of residence is no longer valid.
- Reason for original issuance by SMMUSD is no longer valid.
- False or misleading information was provided.
- Other conditions that occur that would render continuance inadvisable.

\*Interdistrict permits for 11th and 12th graders may not be cancelled.



# Residency

Children attending public school must attend school in the school district wherein their parent/legal guardian resides, unless explicitly authorized to attend school in another district (Education Code 48200, 48204).

Accordingly, it is the district's policy to require valid proof of residency for all students and to be vigilant in discovering and terminating enrollment that does not comply with residency laws or meet the conditions identified in the California Education Code.



# SMMUSD Policy on Residency

## AR 5111.1

- Children attending public school must attend school in the school district wherein their parent/legal guardian resides, unless explicitly authorized to attend school in another district (Education Code 48200, 48204).
- Accordingly, it is the district's policy to require valid proof of residency for all students and to *be vigilant in discovering and terminating enrollment that does not comply with residency laws or meet the conditions identified in the California Education Code.*
- The Superintendent or designee is authorized to require the parent/legal guardians of students to provide to the district verifiable documentary evidence of residency, to execute affidavits attesting to residency, and to otherwise prove residency to the satisfaction of the district. Proof of residency shall, at a minimum, be required upon a student's initial enrollment in the district, whenever there is a change in residency, and at any time a student's residency with the district is in doubt.
- Any student enrolled in the district shall immediately notify the district of any change in circumstances, which would affect their residency determination under this policy. Failure to do so shall result in disenrollment and disqualification from future enrollment under the Board's Inter-district Transfer Policy.



# Ways For Parents To Establish Residency

- Home ownership or rental lease
- Affidavit of Guardianship
- Affidavit of Residency
- McKinney Vento (Homeless)/ Foster Youth/ Unaccompanied Minor



# SMMUSD Policy AR 5111.1 on Residency Continued

- The Superintendent or designee is authorized to investigate any cases where there may be reason to believe that a student and/or parent/guardian does not reside with the district, has provided false information to the district with respect to residency or where there may be reason to believe that the information provided is no longer current or accurate.
- If the Superintendent or designee determines that a student currently enrolled in the district is not a resident of the district, the student shall be dis-enrolled from the district, effective the Friday of the week following the determination of non-residency.
- *If any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts to determine that the student meets residency documentation establishing residence, interview with the student, observation of student's residence, door-knock to establish that student is in residence.*





# The Purpose of Residency Verification

- The purpose of a residency check is for the District to do its due-diligence in verifying residency. We do not seek to unequivocally prove that a family resides at a particular address. If the residency check is inconclusive, which they often are, we make no change to a particular student(s) enrollment.





# Residency Verification Checks

- The need to verify residency is prompted in various ways that include, but are not limited to, returned mail, high tardiness and absenteeism, reports from other parents and community members, reports from individuals who previously signed affidavits, and student self-reports.
- When residency is in question, parents are asked to verify residency by providing documentation that substantiates their residency.
- When parents are unable to provide the documentation required to verify residency, further questioning of the parent occurs. If questions still remain, administrators from the site will contact the Student Services Department and ask for a residency check to be done.



# Residency Verification Checks Continued

- Student Services enlists Campus Security Officers to do residency checks. Typically, steps include observing addresses at times when students would likely be at home, such as early in the morning, to see if they are coming and going.
- If inconclusive, they will attempt to contact the family in residence by knocking on doors and/or ringing apartment codes. If the dwelling is a multi-unit facility, discussions may occur with on-site property management and/or neighbors.
- Typically, they question whether school-age children reside at the address in question. Our Campus Security Officers identify themselves as employees of the District, state their purpose, and provide a business card.
- If the Security Officer is successful at reaching parents at the residence, they will either ask to see the children or ask to see evidence that the child lives at the residence. Evidence may include checking sleeping quarters and seeing the presence of clothing or other items appropriate for school-age children.



# Closing Remarks

- We believe the district has a responsibility to appropriately manage residency regarding children enrolling in school.
- Residency Checks are difficult
- We ask families to be forthright by informing the school whenever there is a change of residence.
- By families being forthright we can then best discuss options with the family.

Questions?

