

Glendale Unified School District  
Student Support Services

**EMPLOYMENT RELATED TRANSFER REQUEST K-8  
2010-2011**

- To Glendale  
 From Glendale

Is student under current expulsion order from another school district (Ed.Code §48915.1 b)?  
 No  Yes

Please print clearly

REVERIFICATION  NEW

Student's Last Name First Name Middle Name Birth Date Grade for 2010-2011

Address Apt.# City Zip Phone Number

School and District of Residence

School and District Requesting

1). Is student in Special Education or have a 504 Plan?  Yes, Special Education  Yes, 504 Plan

2). If student is in Special Education, which program(s) and/or service(s) is (are) provided?

General Education  RSP  DIS  SDC  Special Center  NPS  NPA

**Family Information:** lives with  Father  Mother  Step-Father  Step-Mother  Other \_\_\_\_\_

Father's Name

Mother's Name

Home Address

Home Address

Phone

Numbers

Home

Work

Cell

Home

Work

Cell

Brother(s)/Sister(s) 18 years old and under:

Name

Grade for 2010-2011

Name

Grade for 2010-2011

**Employment Verification:** (Both parents must be employed.)

Father's Name

Mother's Name

Co. Name (Father)

Co. Name (Mother)

Co. Address

Co. Phone Number

Co. Address

Co. Phone Number

**Parent Agreement:** I understand that satisfactory behavior, attendance, and grades are required. If, in the opinion of the site administrator, the student's conduct is below acceptable standards, the student will be returned to the school of his/her parent(s) residence. *Transfers are subject to cancellation at any time during the school year if enrollment exceeds maximum class size.*

I certify that the above information is true and complete. I also certify that I will be available to school personnel as necessary for emergencies, discipline problems, and parent conferences. I also understand that **this employment related transfer has to be verified each school year.**

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**- FOR DISTRICT USE ONLY -**

**Action Taken:**

Student I.D. Number \_\_\_\_\_

**Approved** Pursuant to Education Code §48204 (f)

**Denied** Reason for this determination is as follows: \_\_\_\_\_

Signature of Authorized School Official \_\_\_\_\_ Date \_\_\_\_\_

**Documentation to be Provided by Parents:**

- Permit/release from District or residence.
- Employment verification letter for both parents from employer's personnel office and a current paycheck stub, or business license if self-employed.
- If elementary school student – last report card
- If secondary school student - transcript
- If Special Education student, current IEP.

**Please Note the Following Glendale Unified School District  
Administrative Regulation and Board Policy that Apply to Interdistrict Permits:**

- In cases when the invalid address is discovered, the student's eligibility to remain in the school of enrollment is terminated immediately. (AR 5116.1 A.2d)
- Students on Interdistrict Permits would be removed on a last in, first out, basis to allow for a new enrolling student who has residence within the neighborhood attendance area. (BP 5115 B.5)