

To Glendale
 From Glendale

Glendale Unified School District
 Student Support Services
INTERDISTRICT PERMIT REQUEST FORM
 School Year 2009-2010

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

NEW RENEWAL

Please Print

Student's Last Name _____ First Name _____ Middle Name _____ Birth Date _____ Grade for 2009-2010 _____

Address _____ Apt.# _____ City _____ Zip _____ Phone Number _____

School and District of Residence _____ School and District Requesting _____

- 1). Does student have a 504 Plan? Yes No 2). Is student in Special Education? Yes No 3). If yes, which program(s) and/or services 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 _____

 Home Phone Number _____ Work Phone Number _____ Home Phone Number _____ Work Phone Number _____

Brother(s)/Sister(s) (age 18 and under)

 Name _____ Grade for 2009-2010 _____ Name _____ Grade for 2009-2010 _____

Reason for Permit: (see reverse side for documentation requirements)

1. Anticipated Move – Date _____ Documentation Received _____
2. Opportunity _____ Documentation Received _____
 Academic Attendance Behavioral Social
3. Prior Attendance _____ Documentation Received _____
4. Privately Arranged Childcare (**Both** parents **must** be employed and the childcare provider **must** be a relative.)

Childcare Provider Information: Documentation Received _____

 Name of Provider _____ Relationship to Student _____

 Address _____ Telephone Number _____ Utility Bill _____

Parent Employment Information: Documentation Received _____
 (Both parents **must** be employed.)

 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. **Permits 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 permit is valid only for the school year in which it is issued.**

Signature of Parent/Guardian _____ Date _____

- FOR DISTRICT USE ONLY -

Action Taken: Student I.D. Number _____

Approved Denied If denied – reason: _____

 Signature of Authorized School Official _____ Date _____

DOCUMENTATION TO BE PROVIDED BY PARENTS

Please Note: ALL students who apply for a Glendale Unified School District Interdistrict Permit, are **REQUIRED to provide a Permit/Release from their district of residence.**

If Special Education student, **a current IEP is REQUIRED.**

1. Anticipated Move:

- Escrow papers showing a move-in date AND **one opening** utility bill, as soon as possible after move-in date

2. Opportunity Permit:

- **Letter from previous school administrator** detailing circumstances and all options exhausted at school of attendance, previous grades, and attendance records of student
- Employment verification letter for both parents from the employer's personnel office and a current paycheck stub or business license (if self-employed)
- If Elementary student, most current report card
- If Secondary (middle and high school) student, most current transcripts, attendance and discipline records

3. Prior Attendance:

- **One closing** utility bill AND **one opening** utility bill
or
A rental agreement AND **two opening** utility bills
or
Escrow papers, showing a move-in date AND **one opening** utility bill, as soon as possible after move-in date
- If Elementary student, most current report card
- If Secondary (middle and high school) student, most current transcripts, attendance and discipline records

4. Privately Arranged Child Care:

- Birth certificate of child and documentation verifying relationship to childcare provider
- One utility bill from childcare provider
- Employment verification letter for both parents from the employer's personnel office and a current paycheck stub or business license (if self-employed)
- If Elementary student, most current report card
- If Secondary (middle and high school) student, most current transcripts, attendance and discipline records

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)