

To Glendale  
 From Glendale

Glendale Unified School District  
 Student Support Services  
**INTERDISTRICT PERMIT REQUEST FORM**  
 School Year 2010-2011

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 2010-2011 \_\_\_\_\_

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 2010-2011 \_\_\_\_\_ Name \_\_\_\_\_ Grade for 2010-2011 \_\_\_\_\_

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

- 1. Anticipated Move – Date \_\_\_\_\_ Documentation Received \_\_\_\_\_
- 2. Opportunity \_\_\_\_\_ Documentation Received \_\_\_\_\_  
 FLAG  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
- (FLAG) Foreign Language Academy of Glendale – requires signed Clearance Form from FLAG Coordinator

**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)