

NEW

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

RENEWAL

Please Print

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

Address Apt. # City Zip Phone Number

School of Residence

School Requesting

- 1). Does student have a 504 Plan?  Yes  No 2). Is student in Special Education?  Yes  No 3). If yes, which program?  
 RSP  SDC

**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. Adjustment Problem Documentation Received \_\_\_\_\_  
 Academic  Attendance  Behavioral  Involuntary Transfer  Social

Other: \_\_\_\_\_

2. Anticipated Move – Date \_\_\_\_\_ Documentation Received \_\_\_\_\_

3. District Employment Documentation Received \_\_\_\_\_

4. Overcrowding in School of Residence

5. Prior Attendance Documentation Received \_\_\_\_\_

6. Privately Arranged Child Care (**Both** parents **must** be employed.)  
Employment Verification Received \_\_\_\_\_

Name of Provider

Address

Telephone Number

Childcare Provider's Utility Bill Received \_\_\_\_\_

7. Request to Remain at Assigned Capping Site (Board Policy 5115)

8. Siblings Documentation Received \_\_\_\_\_

9. Special Curriculum \_\_\_\_\_

**Parent and Student 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

**1. Adjustment Problem:**

- Letter from previous school administrator detailing circumstances and all options exhausted at school of attendance, previous grades, and attendance records of student

**2. Anticipated Move:**

- Escrow papers with move-in date
- Must provide closing/opening utility bills (2) as soon as possible after move-in date

**3. District Employment:**

- Confirmation by Human Resources

**4. Overcrowding in School of Residence:**

- Confirmation by School of Residence

**5. Prior Attendance:**

- Closing/opening utility bills (2) and rental agreement or escrow papers with move-in date
  - If Elementary student, most current report card
  - If Secondary (middle and high school) student, transcripts, attendance and discipline records

**6. Privately Arranged Child Care:**

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

**7. Request to Remain at Assigned Capping Site: (Board Policy 5115)**

**8. Siblings:**

- Birth certificate or school records

**9. Special Curriculum Information:**

- The Special Curriculum Permit requires that the student meets the minimum requirements of attendance, behavior, and grades
- If the number of applications exceeds the number of openings, the applications shall be placed on a waiting list in the same order as they were received, pending openings later in the year
- The waiting list will expire on Friday, February 11, 2011
- Foreign Language Academy of Glendale (FLAG) - Confirmation with Clearance Form
  - ◆ Armenian - Jefferson Elementary School
  - ◆ German, Italian, Spanish - Franklin Elementary School
  - ◆ Korean - Keppel Elementary School
  - ◆ Korean - Monte Vista Elementary School (for Monte Vista and Valley View residents only)
  - ◆ Spanish - Edison Elementary School
  - ◆ Japanese - Verdugo Woodlands Elementary School

**Glendale High**

\_\_\_ Engineering, Manufacturing,  
and Construction Academy

\_\_\_ Cosmetology, Business and  
Industry Academy

**Hoover High**

\_\_\_ Arts Academy (Visual  
and Performing Arts)

\_\_\_ Public Safety Academy

\_\_\_ Business Engineering and  
Technology Academy (BETA)

**Board Policy that Apply to Intradistrict 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 Intradistrict 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)