

Students – Attendance

Interdistrict Permits

A. General Provisions for Interdistrict Attendance Permits

The Superintendent's designee will consider interdistrict permit requests on a case-by-case basis, with special consideration given to the impact a transfer may have upon class size, school, and District resources.

Factors influencing interdistrict permit considerations include:

- Space available at the requested school.
- Space available at the requested grade level.
- Space available in any special program for which the student qualifies.
- The student's academic, attendance, and behavioral history.

All requests for permits/transfers will be initiated at the district of residence. No student shall be enrolled/granted an interdistrict permit without approval of both districts.

The District does not guarantee pupil placement in the District or at a particular school. Placement is based on space and grade level availability at a site determined by the District.

Permits are granted contingent upon parents or students providing their own transportation.

A parent/guardian who has made false statements or misrepresentations in applying for the individual interdistrict permit shall have the permit denied and/or revoked.

1. Reasons for Interdistrict Permits

An interdistrict permit may be granted for students to attend a school in the requested district under one of the following criteria:

a. Anticipated Move Permit:

If a family plans to move to or from the Glendale Unified School District after the beginning of a semester and presents escrow papers or other documented evidence of an anticipated move, an interdistrict permit may be granted.

Students – Attendance

Interdistrict Permits

b. Prior Attendance Permit:

Students whose residence has changed to or from the Glendale Unified School District after the first month of the school year may request an Interdistrict permit to complete the remainder of that year at their current school of attendance only. Exceptions to this rule are as follows:

- (1) Elementary School - Students who have moved after completion of the fifth grade may continue through the sixth grade. If the elementary school is a K-5, students in fourth grade may continue through the fifth grade.
- (2) Middle School - Students who have moved after the completion of the seventh grade may continue through the eighth grade.
- (3) Senior High - Students who have moved after the first semester of their junior year may continue through their senior year.

c. Privately Arranged Childcare Permit:

For students in grades kindergarten through eight (which may be extended through grade twelve if the circumstances of childcare remain the same and the parent requests an extension):

- (1) Parents or guardians who require adult supervision for their children before and/or after school hours may be given permission to attend the school of residence of a relative where the childcare is provided. This includes parent(s) who work or are students themselves. Childcare permits are valid only as long as the above childcare arrangements remain in effect. Enrollment at the requested school is subject to space available.
- (2) Permits may be issued or accepted prior to the opening of school. If overcrowding is possible at the grade level requested, enrollment cannot take place until space is available.
- (3) Any other childcare arrangements will not qualify for interdistrict permits.

Students – Attendance

Interdistrict Permits

- (4) The District reserves the right, through home visits, to verify compliance with the child care permit criteria.

2. Employment-Related Transfers

- a. In accordance with Education Code, Section 48204(f), the District may admit or release students in grades kindergarten through eight (which may be extended through grade twelve if the circumstances of parental employment remain the same and the parent requests an extension) under the following conditions:
 - (1) All requests for employment-related transfers must be approved by the district of residence and the receiving district. Releases from the Glendale Unified School District are initiated from the Office of Student Support Services. All employment-related transfers to or from Glendale Unified School District must comply with subparagraphs (2) and (3) below before release or acceptance of the transfer is permitted.
 - (2) Both parents, single parent, or legal guardian of students in grades kindergarten through eight must be full-time employees. One parent must be working within the boundaries of the receiving district. If, however, one parent works less than full-time, the District, in its sole discretion, may grant the student an interdistrict transfer if the circumstances so warrant. Employment must be verified.
 - (3) Childcare before and after school should be provided and/or authorized by:
 - (A) A licensed childcare agency.
 - (B) A relative within the attendance boundaries of the requested district.
 - (C) Privately arranged childcare.

Students – Attendance

Interdistrict Permits

- (D) An official signature of the employer permitting the student to be supervised before and after school at the parent's place of employment.
- (4) The student's school of attendance within the Glendale Unified School District shall be determined by the District, based on one or more of the following criteria:
 - (A) The attendance area in which the childcare provider resides or the childcare facility is located.
 - (B) Parent preference.
 - (C) Attendance area of employment.
 - (D) Space available.
 - (5) Students in grades kindergarten through six may be enrolled in the Glendale Unified School District provided the school wide grade level class size does not exceed two below the District staffing ratio.
 - (6) Students in grades seven and eight may be enrolled in the Glendale Unified School District provided the facility utilization and staffing ratios permit.
 - (7) Students may be considered on a case-by-case basis if the above ratios are exceeded.
 - (8) Students in grades kindergarten through twelve of full-time employees who work in a public school may be issued a transfer prior to the start of the semester provided student enrollment has not been exceeded as defined in subparagraphs (5) or (6) above.
 - (9) Students of employees working within the boundaries of the Glendale Unified School District may be enrolled, class size permitting.

Students – Attendance

Interdistrict Permits

- (10) Parent(s) or guardian must certify that they will be available to school personnel, as necessary, for emergencies, discipline problems, and parent conferences and will provide or arrange the necessary transportation to and from school.
 - (11) When a school has reached capacity, students on interdistrict permits may be asked to withdraw in the reverse order of enrollment.
 - (12) All transfers under this section shall be in effect as long as the qualifying employment and childcare remain the same. Reverification shall be done annually.
 - (13) Denial of employment-related transfer. Current law allows denial for a transfer for any of the following reasons:
 - (A) The cost of educating the student would exceed additional state aid received as a result of the transfer.
 - (B) The number of student transfers from the Glendale Unified School District exceeds one percent of the District's average daily attendance.
 - (14) Employment-related transfers may not be appealed to the county; all denials of transfers shall become final upon approval of Board action.
3. Caregiver's Affidavit
- a. In accordance with Education Code, Section 48204, the Glendale Unified School District will enroll a student who lives in the home of a care-giving adult located within the boundaries of the District upon the execution of an affidavit under penalty of perjury pursuant to Sections 6550 and 6552 of the Family Code by the care-giving adult.
 - b. The Glendale Unified School District may disenroll a student when it is determined from actual facts that the student is not living in the caregiver's home.

Students – Attendance

Interdistrict Permits

- c. When their whereabouts is known, parents and/or guardians of students living with a caregiver shall receive all parental notifications required by law. They shall be contacted for all major educational decisions concerning enrollment, discipline, and final grades.
 - d. The District reserves the right, through home visits, to verify compliance with the caregiver's permit criteria.
4. Revocation of Interdistrict Permits

A student's attendance in the District pursuant to an interdistrict permit is deemed a privilege, not a right. Permits are subject to cancellation at any time during the school year based on any of the circumstances listed in a through d below:

- a. Student misconduct, including, but not limited to, a violation of law, school rule or school directive, whether or not such misconduct constitutes a violation of Education Code Section 48900, et seq.
 - b. Failure of the student to maintain a satisfactory record of attendance.
 - c. Failure of the student to maintain satisfactory grades.
 - d. The school, grade, or program that the student attends becomes impacted as determined by the District.
5. Other Provisions Impacting the Issuance of Interdistrict Permits
- a. Regulations regarding the issuance of interdistrict permits based upon prior attendance do not apply to cases when it is determined that the student was not originally enrolled at a bona fide Glendale Unified School District address or when a family, for whatever reason, establishes a secondary residence within the Glendale Unified School District. In such cases when the invalid address is discovered or when the secondary residence is abandoned, the student's eligibility to remain in the school of enrollment is terminated immediately.
 - b. Students whose parent(s) or legal guardian move out of the District and fail to notify the school of attendance or the District of such move will not be eligible to obtain an interdistrict permit.

Students – Attendance

Interdistrict Permits

- c. When a school has reached capacity, students on interdistrict permits may be asked to withdraw in the reverse order of enrollment.
 - d. Timeline for acting upon requests for acceptance of interdistrict permits: the District shall have up to 30 calendar days to act upon applications for interdistrict attendance for schools in session. If the application is received when school is not in session, the District has up to 14 days to respond after the school session opens.
- 6. Appeal of Denial of Interdistrict Permit:
 - a. Interdistrict permit denials must be appealed in writing within 10 days of the District's refusal to issue a permit according to the following sequence:
 - (1) The administrator of Student Support Services
 - (2) Superintendent or designee
 - (3) County Board of Education - Persons having legal and physical custody shall be informed in writing of their right to appeal the denial of an interdistrict attendance permit to the Los Angeles County Board of Education. Such appeal must be made within 30 calendar days of the District's failure or refusal to issue a permit. Failure to appeal within the required time is good cause for denial of the appeal. An appeal shall be acted upon by the County Board of Education only upon verification by the County Board's designee that appeals within the districts have been exhausted. If new evidence or grounds for the request are introduced, the County Board may remand the matter for further consideration by the District or districts.
 - b. Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion.

Students – Attendance

Interdistrict Permits

Legal Reference: Education Code, Sections 46601; 46601.5; 48204; Family Code, Sections 6550; 6552

Rules Approved: 09/01/1962

Rules Revised: 06/27/1966; 10/26/1973; 08/03/1982; 06/04/1985; 02/03/1987;
04/07/1992; 08/18/1992; 06/06/1995; 05/21/1996; 12/17/2002;
03/01/2005; 06/06/2006; 09/05/2006; 01/18/2011

(Formerly AR 5154)