

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 18, 2015  
**To:** Principals, Vice Principals, Counselors and Enrollment Staff  
**Subject:** INTERDISTRICT ATTENDANCE PERMITS  
**Department and/or Persons Concerned:** Principals, Vice Principals, Counselors and Enrollment Staff  
**Reference:** Administrative Procedure 6126  
**Action Requested:** Verification of Enrollment for Students Residing Outside the District Boundary

**Brief Explanation:**

Students who reside outside the boundaries of San Diego Unified School District and are enrolled in a district school must have an approved Interdistrict Attendance Permit. Families begin the process in their district of residence. The only exception is a student attending school on an InterSELPA agreement through Special Education. Interdistrict Attendance Permits may not be signed by principals, counselors, or enrollment personnel at the school site. Interdistrict Attendance Permits must be processed through the Neighborhood Schools and Enrollment Options Office.

Students who reside outside the district must be offered enrollment in the order of the choice or magnet enrollment list. As new students are accepted from the list, schools should contact the Neighborhood Schools and Enrollment Options Office for verification of permit. Students accepted into a school may continue through articulation to the next level school (elementary to middle, middle to high school). Although a permit no longer needs to be obtained annually, a new permit is necessary when a student moves from one level to the next (elementary-middle or middle-high) or when the student changes their resident district.

An Interdistrict Attendance Permit may be revoked for the following reasons:

- Falsification of information stated on an interdistrict application is cause for immediate revocation.
- Unsatisfactory attendance, citizenship, or academic grades (below 2.0 GPA).

The revocation process includes a verbal warning (date and reason should be documented), a written warning (Attachment A), and then a final letter of revocation (Attachment B).

Questions regarding Interdistrict Attendance Permits should be directed to the Neighborhood Schools and Enrollment Options Office (619) 725-7153.

Marceline Marques  
Director  
Neighborhood Schools and Enrollment Options Office

APPROVED:



Midori Wong  
Director, Office of Special Projects

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Attachments (2)

Distribution: Lists B, D, E, and F

**SAMPLE FIRST LETTER OF WARNING FOR  
INTERDISTRICT ATTENDANCE PERMIT REVOCATION**

**(USE SCHOOL SITE LETTERHEAD)**

**(Date)**

**(Parent Name)**

**(Address)**

**(City, State Zip Code)**

Dear **(Parent Name)**:

RE: **(Student's Full Name)**

**(Student's Name)** is currently enrolled at **(school name)** with an Interdistrict Attendance Permit. This permit allows **(him/her)** to attend **(school name)** even though **(he/she)** does not live in the San Diego Unified School District boundaries. Students attending **(school name)** are expected to maintain satisfactory grades, attendance and citizenship. Students who fail to meet these standards can and will have their transfers revoked. When this happens, the student will have to return to his or her school of residence.

**(Student's Name)** will be provided **(amount of time)** to improve **(reason: citizenship, grades, or attendance)** before the permit is revoked.

You have received this letter because **(student's name)** is deficient in at least one of the three areas mentioned above. **(Explain reason and request a parent meeting regarding the issues.)**

Sincerely,

**(Principal)**

c: Marceline Marques, Director, Neighborhood Schools and Enrollment Options Office

**SAMPLE REVOCATION LETTER  
OF INTERDISTRICT ATTENDANCE PERMIT**

**(USE SCHOOL SITE OWN LETTERHEAD)**

**(Date)**

**(Parent Name)**

**(Address)**

**(City, State Zip Code)**

Dear **(Parent Name)**:

RE: **(Student's Full Name)**

This letter is to inform you that the Interdistrict Attendance Permit for **(student's name)** is being revoked for the \_\_\_\_\_ school year.

On **(date)** you received a letter from us informing you of **(student's name)** **(reason: citizenship, grades, or attendance)**.

On **(date)** we met to discuss **(reason)**.

Since then there has been insufficient improvement. **(student's name)** Interdistrict Attendance Permit is therefore being revoked.

You will need to enroll **(student's name)** in **(his/her)** school of residence effective **(date)**. When contacted by the school we will coordinate the transfer of **(student's name)** records.

Sincerely,

**(Principal)**

c: Marceline Marques, Director, Neighborhood Schools and Office of Enrollment Office

## REGULATIONS AND POLICIES GOVERNING INTERDISTRICT ATTENDANCE PERMITS

1. In accordance with Sections 46600 to 46608 inclusive and 48204, of the Education Code of the State of California, the school districts of San Diego County establish interdistrict agreements annually which provide for an exchange of pupils.
2. **The enrollment of pupils from districts other than that of residence is not mandatory. If there is sufficient room in the district, school, and program of desired attendance, requests will be considered, provided the reasons are justifiable and in accordance with district governing board policy. Interdistrict Attendance Permits may be granted for the following reasons:**
  - a. **Senior Student** - The district may permit those pupils who are in the highest grade of elementary, junior, or senior high school permission to graduate from the school which they have attended just prior to their move to another district.
  - b. **Continuing Student** – If the student had an interdistrict transfer and was attending the school the prior year.
  - c. **Social Adjustment/Academic Adjustment** – These are to be on a *trial basis* for social or academic adjustment only. These cases must have verification by the school authorities of the district of residence and the school authorities of the district of desired attendance.
  - d. **Specialized Courses of Training** – Availability of specialized courses or training in district of desired attendance were not available in district of residence. If the district of residence has a similar program or course of training, the student does not qualify under this category.
  - e. **Planned Change of Residence** – Specific and written evidence must be given that a residence in the district of desired attendance is being obtained. Such permit should not be issued for longer than *three months* except to permit pupil to finish out the school year.
  - f. **Employment-Related** – Districts may approve or deny requests for enrollment of pupils based upon the location of the parent's/guardian's place of employment, namely, within the school boundaries of the district of desired attendance.
  - g. **Child Care** – These are to be initially granted only to elementary school age students, when it is impossible to arrange adequate childcare or supervision in the district of residence. Requests for child care enrollment can only be considered if there is sufficient room in school district of desired attendance.
  - h. **Victim of a Violent Crime** – A victim of a violent crime that occurred while on school grounds. The student is only eligible if there are no other schools within the district of residence where the student may be transferred.
  - i. **Siblings** - If a sibling is currently enrolled in district.
  - j. **As defined by Education Code 48900(R) and board policy.**
3. Requests based upon convenience of personal preference **WILL NOT BE CONSIDERED.**
4. Procedure for making application for interdistrict attendance:
  - a. Complete all sections of part A of Parent's Request for Interdistrict Attendance Permit (Form 341) and fill in reasons for request in space provided. Be sure to sign the application.
  - b. Obtain approval of the authorized school administrator of the district of residence.
  - c. Take request form to administrator of school district of desired attendance.
  - d. Parent/guardian will be notified by mail of the final decision on the request.

**If you have any questions pertaining to the procedure outlined above, the office from which you obtained this form in the school district of residence will assist you.**

5. A Interdistrict Attendance Permit for interdistrict attendance is valid *only while conditions stated are maintained*. It is furthermore valid *only while the conditions stated in the request are maintained*; and will be continued in force as long as the pupil's *attendance, citizenship, and scholarship are satisfactory to the school of special attendance*.
6. Falsification of any information stated on this request is cause for immediate revocation of a Special Attendance Permit and no further application will be considered.
7. California Interscholastic Federation grades 9-12 athletic eligibility (Article 2, Rule 223) may be negatively affected by this transfer. Eligibility is determined by the rules of the San Diego Section of the CIF and its member conferences and leagues. The CIF-SDS phone number is (619) 292-8165.
8. WHILE DECISION IS PENDING, THE PUPIL MUST ATTEND SCHOOL IN THE SCHOOL DISTRICT OF RESIDENCE.

### APPEAL PROCESS – MUST APPEAL TO DISTRICT FIRST

9. **The First Level of Appeal must be made at the District that DENIED the Permit.** After exhausting this process, you may appeal to the San Diego County Office of Education within 40 schooldays from the date of the district's final decision. Failure to appeal within the required time is good cause for denial of an appeal. Appeals are to be directed to the department of Student Support Services at the San Diego County Office of Education, (858) 292-3786. Decisions by the San Diego Board of Education will be final.