

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 14, 2020

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: Board Policy (BP) 5117
Administrative Regulation (AR) 5117

Action Requested: Verification of permit for students residing outside SDUSD's boundary

Brief Explanation:

IMPORTANT: Due to continued closures of central offices and school sites related to COVID-19, all staff are working remotely. NSEO staff are able to access phone calls and respond to emails, as well as process all paperwork related to Choice and Interdistrict Attendance Permits.

Students who reside outside the boundaries of San Diego Unified School District and are enrolled via Choice in a district school must also have an approved Interdistrict Attendance Permit (IAP) on file. Students originally enrolled in SDUSD as residents, and then move out of district boundaries during the school year may be permitted to remain and complete the year, and must also obtain the approved IAP.

Families begin the process in their district of residence. 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. Effective May 20, 2020, Interdistrict Attendance Permits are being processed remotely. Families fill out and sign permit form, attach all required documentation, and email to iap@sandi.net.

As new out of district students are accepted from the PowerSchool Enrollment Options Seated List (Choice), schools should contact the Neighborhood Schools and Enrollment Options Office for verification of permit. Students accepted into a school may generally continue through articulation to the next level school (elementary to middle, middle to high school). With the exception of a few neighboring districts who require annual renewals, a new or renewed 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. Additionally, renewal applications for students with IEPs who reside out of district must be reviewed with the Special Education Department to ensure that programs continue to have space available.

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).

For these reasons, sites are strongly encouraged to identify pupils enrolled via IAPs, and to monitor attendance, citizenship, and academics closely. 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).

Exceptions to the IAP process include Special Education pupils enrolled via InterSELPA, and Foster or Homeless pupils who are attending an SDUSD school of origin, but are residing outside of district boundaries.

Questions regarding Interdistrict Attendance Permits should be directed to the Neighborhood Schools and Enrollment Options Office (619) 260-2410.

APPROVED:

Marceline Marques
Operations Support Officer
Neighborhood Schools and Enrollment Options Office

MM:eh

Attachments (2)