

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 18, 2017

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 Inter Special Education Local Plan Agreement (Inter SELPA) 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.

As new out of district students are accepted from the PowerSchool Enrollment Options Seated List, 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).

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 at (619) 260-2410.

Marceline Marques
Director
Neighborhood Schools and Enrollment Options Office

APPROVED:



Greg K. Ottinger, Ed.D.
Chief Business Officer

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Attachments (2)

Distribution: List B, D, E, F