

INFORMATION CIRCULAR NO. 500
Facilities Planning and Construction

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 25, 2016

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) 260-2410.

Marceline Marques, Director
Neighborhood Schools and Enrollment Options Office

APPROVED:



Lee Dulgeroff
Chief Facilities Planning and Construction Officer

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 Zipcode)

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 Zipcode)

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