



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6126

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CATEGORY: **Students, Admission/Withdrawal**

EFFECTIVE: **1-29-62**

SUBJECT: **Interdistrict Attendance Permits**

REVISED: **11-18-03**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the processing of requests for interdistrict attendance permits.
2. **Related Procedures:**

Choice enrollment .....	6127
Interdistrict attendance agreements .....	6125
Magnet programs .....	4262
Nonimmigrant aliens, registration .....	6130
Release of student information .....	6525

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2350, H-1500, H-1501, H-2200; Education Code Sections 11001, 46601-46607, 48202-48209.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Enrollment Options Office, Office of the Superintendent.
2. **Criteria for issuing** interdistrict attendance permits are specified on the reverse side of the application.
3. **The authorized management employee** responsible for processing interdistrict attendance requests for San Diego Unified School District is the manager, Enrollment Options Office. Principals are requested to refer all interdistrict requests to the manager, Enrollment Options Office, and not to sign any of these requests.
4. **Students residing in other districts** may not be admitted to San Diego Unified School District unless an interdistrict attendance permit agreement has been approved between the district of residence and the San Diego Unified School District
5. **Approval of an “Application For Interdistrict Attendance Permit”** form (E.1.) does not guarantee enrollment in a particular school. A choice or magnet application must be submitted. School enrollment/acceptance at a particular school must be through the choice or magnet program process.
6. **Students moving out of the district** may ordinarily finish the school year in the school they have been attending. Students must, however, file an “Application For Interdistrict Attendance Permit” form to complete the school year. These students are

generally allowed to complete the school year at their current school. If student wishes to attend that school the following school year, an "Application For Interdistrict Attendance Permit" form must be filed for the following school year along with a choice or magnet application.

7. **Interdistrict permits must be renewed annually.** However, once a student has been enrolled in a school through the choice or magnet process, choice and magnet applications do not need to be submitted to remain in the particular school; but a new choice or magnet application must be filed when changing level/school.
8. **Applications for a new school year** may be filed any time after the beginning of the fourth quarter. Action will not be taken until governing boards of both districts have approved the interdistrict agreement.

#### **D. IMPLEMENTATION**

1. **Enrollment.** Enrollment of students from other districts is not mandatory. If there is sufficient room in the district and the school of desired attendance, requests will be considered provided the reasons are justifiable and in accordance with policy.
2. **District of Residence.** This procedure applies to both transfers into and out of the district.
  - a. **Parent** obtains "Application For Interdistrict Attendance Permit" form from authorized management employee or designee in district of residence; completes Part "A" of form.
  - b. **Authorized management employee or designee.** Upon receipt of completed original of "Application For Interdistrict Attendance Permit" form considers case and recommends approval, disapproval, or concurrence with receiving district (Part "B" of form). Interdistrict attendance permits may only be approved for the following reasons:
    - (1) **Senior student/continuing student.** The district may permit those students who are in the highest grade of elementary, middle/junior, or senior high school permission to graduate from the school that they have attended just prior to their move to another district or if the student had an interdistrict transfer and was attending the school the prior year.

- (2) **Social adjustment/academic adjustment.** These permits are to be *on a trial basis only* for social or academic adjustment only. These cases must have verification by both the school authorities of the district of residence and the district of desired attendance.
  - (3) **Specialized courses of training.** Availability of specialized courses or training in district of desired attendance that are not available in district of residence.
  - (4) **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 allow student to finish the school year.
  - (5) **Child care.** These permits are to be granted only when it is impossible to arrange adequate child care 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. San Diego Unified School District limits child care permits to elementary schools only.
  - (6) **Employment related.** Districts may approve or deny requests for enrollment of elementary school students based upon the location of the parent's/guardian's place of employment, namely, within the school boundaries of the district of desired attendance.
    - c. Requests based on convenience or personal preference will not be considered.
    - d. Request can be denied if district determines that transfer would have negative impact on district desegregation plan.
3. **District of Desired Attendance.** Authorized management employee or designee verifies reason for requested interdistrict attendance permit and makes recommendation (Part "C" of form); verifies that student also has approval to attend district school via an approved magnet or choice program application, retains duplicate of form; forwards original to district of *residence*.
  4. **Duration of Interdistrict Attendance Permit.** Permit is valid only for the school year in which it is issued and is automatically terminated at the end of each school year.

- a. Student wishing to continue at the same school with an interdistrict attendance permit, must reapply each year. Reapplying to a magnet or choice program is not necessary when staying at the same school.
  - b. Interdistrict-transfer students will be permitted to continue attendance from grade to grade at each level providing they submit and have an approved interdistrict attendance permit and as long as space is available.
  - c. Interdistrict-transfer students articulation to the next level (elementary to middle school, middle school to high school) are not automatically articulated. A choice or magnet application must be filed.
  - d. Interdistrict-transfer students will be placed at the bottom of the list of the magnet or choice school they have applied for and will not be enrolled until all resident and other district magnet and choice students have been placed. Interdistrict-transfer students may apply to more than one magnet or choice program for a given school year.
  - e. Priority enrollment period for choice and magnet programs is between October 1 and March 15 of each school year. Applications will be accepted throughout the year, however, interdistrict-transfer students will be placed at the bottom of the list for that school.
  - f. Student who has resided in the district and moves out of the district during or prior to the end of the school year must file an "Application For Interdistrict Attendance Permit" form to remain in or return to the former school of residence. The interdistrict attendance permit will not be approved for a particular school. The choice and magnet process must be followed.
5. **Appeal Procedure.** Interdistrict permits are granted or denied within strict policy limits and must be approved by both districts involved.
- a. Parent/guardian of a student denied an interdistrict attendance permit may appeal the decision to the manager, Enrollment Options Office. Decisions will be based on compliance with district-approved reasons for granting interdistrict attendance permits. Approval of an interdistrict attendance permit does not guarantee enrollment at a particular school. Enrollment/acceptance at a specific school is governed by magnet and/or choice guidelines.
  - b. If the permit is denied by the Enrollment Options Office, the parent/guardian may appeal to the Placement and Appeal Office, Student Services Division, Office of Instructional Support.

- c. If the permit is further denied, the parent/guardian has the option of appealing to the San Diego County Board of Education within (30) thirty days of the date of the district's final decision. Failure to appeal within the required time is good cause for denial of an appeal. The designee of the County Superintendent of Schools shall investigate to determine whether local remedies in the matter have been exhausted. Decisions of the San Diego County Board of Education are final.
6. **Student**
  - a. While case is pending, the student must continue to attend school of residence or school of attendance at time of application.
  - b. May attend out-of-district school *only during year of issue* of interdistrict attendance permit. (Permit must be renewed each year.)
7. **Unsatisfactory Performance by Student in the District.** If satisfactory scholarship, citizenship, and attendance are not maintained by the student, the principal notifies authorized management employee in district of attendance that student's interdistrict attendance permit is being canceled (for San Diego Unified School District, manager, Enrollment Options Office who, in turn, notifies authorized management employee in district of residence). The manager, Enrollment Options Office and district principal agree on termination date, and principal notifies parent of decision to revoke interdistrict attendance permit. Prior to revoking the permit, the school must provide two warnings: the first warning may be verbal and the second must be written.
8. **Employment-Related Request for Transfer of an Elementary School Student.** Once approved, the student becomes a resident of that school and residency continues (K-12) as long as employment is verified annually.
  - a. If parent/guardian resides outside attendance area of San Diego Unified School District but is employed within attendance area, parent/guardian may request a transfer, through Choice or magnet process, to an elementary school close to his/her place of employment, space permitting.
  - b. District is not required to approve such transfer but shall apply the following guidelines:
    - (1) May not refuse to admit students (except as expressly provided) on the basis of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration.

- (2) May prohibit a transfer if the governing board determines that such transfer would negatively impact the district's desegregation plan.
- (3) May prohibit a transfer if the transfer of that student would require the district to create a new program or provide a new service to serve that student.
- (4) Approval of an interdistrict-transfer permit does not guarantee a particular school. The choice and magnet application process must be utilized. Space must be available to accommodate the out-of-district child.

**Note:** D.8.b.(1)–(3) also apply to interdistrict attendance permits.

- c. The parent/guardian must reapply each year for an employment-related transfer of an elementary school student to verify employment. Once approved, the student may continue to attend the district's schools, K-12, on a space-available basis. Parent's/guardian's employment must be verified each school year.
  - d. If the district denies such transfer, parent/guardian shall receive, in writing, reason for denial. Reason(s) for denial must be recorded in Board of Education minutes of the meeting in which the board approved denial.
9. **Continued Attendance Through Grade 12 for Approved Child Care-Related Interdistrict Attendance Permits.** Students attending school via an interdistrict attendance permit for child care reasons may continue to attend a district school through grade 12 if parent/guardian so chooses, and child care is verified.
  10. An out-of-district student attending a school that has exceeded its facility capacity may not have an application for interdistrict-attendance permit approved for the following school year.
  11. District schools that have been identified as having impacted facilities may not enroll out-of-district students. Every year, the Instructional Facilities Planning Department, Office of Instructional Support, will identify the district schools that are impacted. This list will be provided to the, Enrollment Options Office and all principals. Out-of-district students will not be enrolled at these schools.

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**E. FORMS AND AUXILIARY REFERENCES** (Available from the Enrollment Options Office)

1. Application for Interdistrict Attendance Permit, School Districts of San Diego County, Form 341 - SS (Five-part form) (Also available from authorized management employee in district of residence)
2. Caregiver's Authorization Affidavit, Attachment (Also available from school site offices)
3. School Choice Program Application, English and Spanish
4. Magnet Program Application, Elementary Schools, English and Spanish (Also available from elementary school sites and district web page [[www.sandi.net](http://www.sandi.net)])
5. Magnet Program Application, Secondary Schools, English and Spanish (Also available from secondary school sites and district web page [[www.sandi.net](http://www.sandi.net)])
6. Integration Programs and School Choice Transfer Request Form, English, Stock Item 22-I-5050; Spanish, Stock Item 22-I-5060

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education