

Students - Attendance

Interdistrict Attendance Permits

A. General Provisions for Interdistrict Attendance Permits

In accordance with an agreement between the Board of Education and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both districts.

The District shall post on its web site the procedures and timelines for requesting an interdistrict transfer permit, including a link to BP 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to: (Education Code 46600.1, 46600.2)

1. The date upon which the District will begin accepting and processing interdistrict transfer requests for the following school year.
2. The reasons for which the District may approve or deny a request, and any information or documents that must be submitted as supporting evidence.
3. If applicable, the process and timelines by which a denial of a request may be appealed within the District before the District renders a final decision.
4. A statement that failure of a parent/guardian to meet any timelines established by the District shall be deemed an abandonment of the request.
5. Applicable timelines for processing a request, including the following statements:
 - a. For an interdistrict transfer request received by the District 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the District will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.
 - b. For an interdistrict transfer request received by the District more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the District will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.
6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded.

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The Superintendent's designee will consider interdistrict permit requests on a case-by-case basis, with special consideration given to the impact a transfer may have upon class size, school, and District resources.

Factors influencing interdistrict permit considerations include:

- Space available at the requested school.
- Space available at the requested grade level.
- Space available in any special program for which the student qualifies.
- The student's academic, attendance, and behavioral history.

All requests for permits/transfers will be initiated at the district of residence. No student shall be enrolled/granted an interdistrict permit without approval of both districts.

The District does not guarantee pupil placement in the District or at a particular school. Placement is based on space and grade level availability at a site determined by the District.

Permits are granted contingent upon parents or students providing their own transportation.

A parent/guardian who has made false statements or misrepresentations in applying for the individual interdistrict permit shall have the permit denied and/or revoked.

B. Reasons for Interdistrict Permits

Priority for interdistrict attendance shall be given to a student who has been determined, through an investigation by either the district of residence or district of proposed enrollment, to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence. (Education Code 46600)

Until the District is at maximum capacity, the District shall accept any student whose interdistrict transfer application is based on being the victim of an act of bullying or a child of an active duty military parent/guardian. The District shall ensure that such students are admitted through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a student should be enrolled based on academic or athletic performance, physical condition, proficiency in English, family income, or any of the individual characteristics set forth in Education Code 220,

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including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status. (Education Code 46600)

In addition, the Superintendent or designee may approve an interdistrict permit for a student for any of the following reasons when stipulated in the agreement.

1. Sibling

When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.

2. Anticipated Move Permit

If a family plans to move to or from the Glendale Unified School District after the beginning of a semester and presents escrow papers or other documented evidence of an anticipated move, an interdistrict permit may be granted.

3. Prior Attendance Permit

Students whose residence has changed to or from the Glendale Unified School District after the first month of the school year may request an interdistrict permit to complete the remainder of that year at their current school of attendance only. Exceptions to this rule are as follows:

- a. Elementary School - Students who have moved after completion of the fifth grade may continue through the sixth grade. If the elementary school is a K-5, students in fourth grade may continue through the fifth grade.
- b. Middle School - Students who have moved after the completion of the seventh grade may continue through the eighth grade.
- c. Senior High - Students who have moved after the first semester of their junior year may continue through their senior year.
- d. When the student will be living out of the District for one year or less.

4. Privately Arranged Childcare Permit

To meet the child care needs of the student only as long as the student's child care provider remains within District boundaries. For students in grades kindergarten

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through eight (which may be extended through grade twelve if the circumstances of childcare remain the same and the parent requests an extension):

- a. Parents or guardians who require adult supervision for their children before and/or after school hours may be given permission to attend the school of residence of a relative where the childcare is provided. This includes parent(s) who work or are students themselves. Childcare permits are valid only as long as the above childcare arrangements remain in effect. Enrollment at the requested school is subject to space available.
- b. Permits may be issued or accepted prior to the opening of school. If overcrowding is possible at the grade level requested, enrollment cannot take place until space is available.
- c. Any other childcare arrangements will not qualify for interdistrict permits.
- d. The District reserves the right, through home visits, to verify compliance with the childcare permit criteria.

5. Employment-Related Permit

In accordance with Education Code, Section 48204(f), the District may admit or release students in grades kindergarten through eight (which may be extended through grade twelve if the circumstances of parental employment remain the same and the parent requests an extension) under the following conditions:

- a. All requests for employment-related transfers must be approved by the district of residence and the receiving district. Releases from the Glendale Unified School District are initiated from the Office of Student Support Services. All employment-related transfers to or from Glendale Unified School District must comply with subparagraphs b and c below before release or acceptance of the transfer is permitted.
- b. Both parents, single parent, or legal guardian of students in grades kindergarten through twelve must be full-time employees. One parent must be working within the boundaries of the receiving district. If, however, one parent works less than full-time, the District, in its sole discretion, may grant the student an interdistrict transfer if the circumstances so warrant. Employment must be verified.

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- c. Childcare before and after school should be provided and/or authorized by:
 - (1) A licensed childcare agency.
 - (2) A relative within the attendance boundaries of the requested district.
 - (3) Privately arranged childcare.
 - (4) An official signature of the employer permitting the student to be supervised before and after school at the parent's place of employment.

- d. The student's school of attendance within the Glendale Unified School District shall be determined by the District, based on one or more of the following criteria:
 - (1) Space available.
 - (2) School requested.
 - (3) Attendance area of employment.
 - (4) The attendance area in which the childcare provider resides or the childcare facility is located.

- e. Students in grades kindergarten through six may be enrolled in the Glendale Unified School District provided the schoolwide grade level class size does not exceed two below the District staffing ratio.

- f. Students in grades seven through twelve may be enrolled in the Glendale Unified School District provided the facility utilization and staffing ratios permit.

- g. Students of employees working within the boundaries of the Glendale Unified School District may be given a priority for permit approval at requested school, class size permitting.

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1. Student misconduct, including, but not limited to, a violation of law, school rule or school directive, whether or not such misconduct constitutes a violation of Education Code Section 48900, et seq.
2. Failure of the student to maintain a satisfactory record of attendance.
3. Failure of the student to maintain satisfactory grades.
4. The school, grade, or program that the student attends becomes impacted as determined by the District.
5. All transfers under this section shall be in effect as long as the qualifying employment and childcare remain the same. Reverification shall be done annually.

E. Other Provisions Impacting the Issuance of Interdistrict Permits

Regulations regarding the issuance of interdistrict permits based upon prior attendance do not apply to cases when it is determined that the student was not originally enrolled at a bona fide Glendale Unified School District address or when a family, for whatever reason, establishes a secondary residence within the Glendale Unified School District. In such cases when the invalid address is discovered or when the secondary residence is abandoned, the student's eligibility to remain in the school of enrollment is terminated immediately.

Students whose parent(s) or legal guardian move out of the District and fail to notify the school of attendance or the District of such move will not be eligible to obtain an interdistrict permit.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited District resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the District may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the request, the Superintendent or designee shall notify the parent/guardian of the final decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the parent/guardian shall be notified

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of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year. (Education Code 46600.2)

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial. (Education Code 46601)

All notices to parents/guardians regarding the District's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

F. Appeal of Denial of Interdistrict Permit

1. Interdistrict permit denials must be appealed in writing within 10 days of the District's refusal to issue a permit according to the following sequence:
 - a. The administrator of Student Support Services
 - b. Superintendent or designee
 - c. County Board of Education - Persons having legal and physical custody shall be informed in writing of their right to appeal the denial of an interdistrict attendance permit to the Los Angeles County Board of Education. Such appeal must be made within 30 calendar days of the District's failure or refusal to issue a permit. Failure to appeal within the required time is good cause for denial of the appeal. An appeal shall be acted upon by the County Board of Education only upon verification by the County Board's designee that appeals within the districts have been exhausted. If new evidence or grounds for the request are introduced, the County Board may remand the matter for further consideration by the District or districts.
2. Pending a decision by the two districts or by the Country Board on appeal, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the

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conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted. (Education Code 46603)

3. Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)
4. Once a student is admitted to a school on the basis of an interdistrict attendance permit, the student shall not be required to reapply for an annual release for interdistrict transfer and shall be allowed to continue to attend the school of enrollment, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded after June 30 following a student's completion of 10 grade or for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

G. Transfers Out of the District

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the District, provided the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

If the District is unable to provide an intradistrict transfer to a student who is a victim of an act of bullying, as defined in Education Code 46600, the District shall not prohibit the student from transferring out of the District if the district of proposed enrollment approves the application for transfer. (Education Code 46600)

The District may limit transfers out of the District to a school district of choice under any of the following circumstances: (Education Code 48307)

1. The number of student transfers out of the District to a school district of choice has reached the limit specified in Education Code 48307 based on the District's average daily attendance.
2. The County Superintendent of Schools has given the District a negative budget certification or has determined that the District will not meet the state's standards

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and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this District to a school district of choice.

3. The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)
 - a. A court-ordered desegregation plan
 - b. A voluntary desegregation plan of the District, consistent with the California Constitution, Article 1, Section 31
 - c. The racial and ethnic balance of the District, consistent with the California Constitution, Article 1, Section 31

Legal Reference: Education Code, Sections 46600; 46601; 46601.5; 46603; 48204;
Family Code, Sections 6550; 6552

Rules Approved: 09/01/1962

Rules Revised: 06/27/1966; 10/26/1973; 08/03/1982; 06/04/1985; 02/03/1987;
04/07/1992; 08/18/1992; 06/06/1995; 05/21/1996; 12/17/2002;
03/01/2005; 06/06/2006; 09/05/2006; 01/18/2011; 02/07/2012;
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