



**To be completed by level office only**  
**Date received:**  
**Received by:**

**1515 Hughes Way, Long Beach, CA 90810**

Elementary School (TK-8): (562) 997-8247 • Fax (562) 997-8285 • [elementaryidp@lbschools.net](mailto:elementaryidp@lbschools.net)

Middle School (6-8): (562) 997-8100 • Fax (562) 997-8282 • [middleidp@lbschools.net](mailto:middleidp@lbschools.net)

High School (9-12): (562) 997-8115 • Fax (562) 997-8286 • [highschoolidp@lbschools.net](mailto:highschoolidp@lbschools.net)

**(OUTGOING) INTERDISTRICT PERMIT -TRANSFER APPLICATION UNDER AB 2444**

**Step 1: To be completed by legal guardian/educational rights holder (Please Print)**

School Year: <b>2024-2025</b>	Grade Requested	Date of Request
Student Name (Last, First, MI)	Birthdate	Gender Identity Male__ Female__ Non-Binary__
Current or Last School Attendance	Current or List District of Attendance	
School of Residence	District of Residence <b>Long Beach Unified School District</b>	
School Requested	District Requested	
Legal Guardian's Name/ relationship to student	Contact phone number: Home Cell Work	
Email Address	Contact phone number: Home Cell Work	
Home Address	City/Zip Code	
Is the student currently pending disciplinary action or is under an expulsion order? <b>Yes__ No__</b>		
Are there other siblings who are also requesting an interdistrict permit <b>Yes__ No__</b> <b>Name _____ Grade _____</b>		
What special services has the student received? <i>(Check all that apply and attach/upload proof of enrollment in the special program.)</i> <input type="checkbox"/> <b>Gifted (GATE)</b> <input type="checkbox"/> <b>English language Learner</b> <input type="checkbox"/> <b>Special Education</b> <input type="checkbox"/> <b>Section 504</b> <i>*Please attach most recent IEP or 504 Plan</i>		
If the student is receiving Special Education services, what is their current placement? <input type="checkbox"/> <b>Special Day (SDC)</b> <input type="checkbox"/> <b>Resource (RSP)</b> <input type="checkbox"/> <b>Non-Public School (NPS)</b> <input type="checkbox"/> <b>Pending Assessment</b> <i>*Free and appropriate public education is available in LBUSD. No excess costs to LBUSD.</i>		
What is the reason for the request? (See section on "Documentation Required" for a listing of proof/evidence required to support reason checked.) <input type="checkbox"/> <b>Active Military</b> <input type="checkbox"/> <b>Bullying</b> <input type="checkbox"/> <b>Change in Residence in Progress</b> <input type="checkbox"/> <b>Child Care</b> <input type="checkbox"/> <b>Continuing Enrollment</b> <input type="checkbox"/> <b>Health &amp; Well-being</b> <input type="checkbox"/> <b>Parent Employment</b> <input type="checkbox"/> <b>Safety</b> <input type="checkbox"/> <b>Sibling</b> <input type="checkbox"/> <b>Specialized Program</b> <input type="checkbox"/> <b>Other (provide detailed explanation and attach)</b>		
Required attachments for every application <input type="checkbox"/> <b>Letter explaining reason for request</b> <input type="checkbox"/> <b>Student's birth certificate</b> <input type="checkbox"/> <b>Copy of legal guardian identification</b>	Other documents required based on reason for request	

*I have read the terms and conditions and understand the regulations and policies governing Interdistrict attendance permits and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation DOES NOT guarantee that the request will be approved.*

**Legal Guardian Signature:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

<b>Step 2: Long Beach Unified/ District of Residence</b>	<b>Step 3: Proposed District of Attendance</b>
Date:	Date:
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Wait-Listed <input type="checkbox"/> Denied
Reason:	Reason:
Authorizing Signature:	Authorizing Signature:
Title:	School Assigned:
<input type="checkbox"/> Incomplete application - Missing: _____	

All applications must include the documentation requested to support the reason indicated. Below is a chart of documentation that must be attached to the application at the time of submission. Please note that incomplete applications will not be processed.

**DOCUMENTS SUBMITTED VIA EMAIL MUST BE IN PDF FORMAT**

Reason for Request	Documentation Required
<p><b>Child Care</b></p> <p><i>Child Care provider must be located within the boundaries of the proposed district of attendance.</i></p>	<p><u>Proof of employment for all parents/guardians who are involved in the student's life on a day-to-day basis:</u></p> <ol style="list-style-type: none"> <li>1. Copy of recent pay stub (dated within the last 30 days), <b>AND</b></li> <li>2. Letter from supervisor, office manager or human resources on the employer's stationery verifying schedule (hours and days) and location of employment. (If self-employed, letter stating schedule including hours and days, and location of employment and copy of business license or permit), <b>AND</b></li> </ol> <p><u>Letter from the adult, center or organization providing child care containing:</u></p> <ol style="list-style-type: none"> <li>1. Name, address and contact information of the adult, center or organization, <b>AND</b></li> <li>2. Child care license number and fees, if applicable, <b>AND</b></li> <li>3. Hours of operation for the center or organization, or hours that the student is under care, <b>AND</b></li> <li>4. Length of time student has been under care by the adult, center or organization. If child care is provided by a private individual, in addition to the above, please provide a copy of a <u>current</u> (past 30 days) utility bill (Utility bills accepted: landline phone, gas, electricity, mortgage statement), <b>AND</b></li> </ol> <p><u>Letter from parent/guardian explaining the circumstances that a permit is necessary under child care reasons.</u></p>
<p><b>Parent Employment</b></p> <p><i>The address of employment MUST be located within the boundaries of the proposed district of attendance</i></p>	<p><u>Proof of employment at a work location within the boundaries of the proposed district of attendance:</u></p> <ol style="list-style-type: none"> <li>1. Copy of a recent pay stub (dated within the last 30 days), <b>AND</b></li> <li>2. Letter from supervisor or office manager or human resources on the employer's stationery verifying schedule (hours and days) and location of employment. (If self-employed, letter stating schedule including hours and days and location of employment and copy of business license or permit), <b>AND</b></li> </ol> <p><u>Letter from parent/guardian explaining the circumstances that a permit is necessary under parent employment reasons.</u></p>
<p><b>Change in Residence</b></p>	<p><u>Proof of pending real estate transaction:</u></p> <ol style="list-style-type: none"> <li>1. Copy of signed escrow papers or fully executed rental agreement</li> </ol>
<p><b>Sibling</b></p>	<ol style="list-style-type: none"> <li>1. Letter from parent/guardian including sibling's name, grade and school of attendance, <b>AND</b></li> <li>2. Copy of current student demographic profile from school of attendance. (Report cards not accepted)</li> </ol>
<p><b>Bullying</b></p>	<ol style="list-style-type: none"> <li>1. A student who has been determined to be a victim of an act of bullying (by a student in the school district of residence), as defined in Education Code 48900(r) through an investigation pursuant to Education Code 234.1., will be offered other school options (intradistrict options) within the district. If there is no space for the student through intradistrict options, an outgoing Interdistrict Permit shall be approved per AB 1127.</li> </ol>
<p><b>Health &amp; Safety</b></p>	<ol style="list-style-type: none"> <li>1. Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issues (if applicable)</li> <li>2. Police or school report supporting safety-related issues (if applicable)</li> <li>3. Letter from parent/guardian explaining the circumstance that a permit is necessary under health and safety reasons</li> </ol>
<p><b>Specialized Program</b></p>	<ol style="list-style-type: none"> <li>1. Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested and what part of the program is implemented at the child's grade level.</li> <li>2. Letter from parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the district of residence</li> </ol>
<p><b>Continuing Enrollment</b></p>	<ol style="list-style-type: none"> <li>1. Copy of the student's last report card</li> </ol>
<p><b>Active Military</b></p>	<ol style="list-style-type: none"> <li>1. Proof of legal guardian's activity military status in any US Armed Military Forces, including Military Reserves</li> </ol>

**TERMS AND CONDITIONS**

- An Interdistrict Permit is granted/denied per the terms and conditions stipulated in Board Policy/Administrative Regulation 5117.
- Once a student is admitted to a school on the basis of an interdistrict attendance permit, they shall be allowed to continue to attend the school in which they are enrolled. A new permit is required to attend a new school (that includes grade level school changes)
- A permit may be revoked at any time by the district of enrollment for the following reasons:
  - Student is excessively tardy or absent, or student is brought to school excessively early or leaves late.
  - Student fails to uphold appropriate behavior standards.
  - Student fails to make appropriate academic efforts.
  - False or misleading information was provided.
  - Qualifying statements on the application are no longer true.
  - Other conditions that occur would render continuance inadvisable.
- Student entering grades 11<sup>th</sup> and 12<sup>th</sup> grade shall not have their permits rescinded by either district.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), they may not be eligible to participate at the new school. Parent/guardian should check the CIF rules before submitting this application.
- Students who are eligible for Special Education Services may be asked to obtain an Inter-SELPA Agreement for Individuals with Exceptional Needs in addition to the Interdistrict Permit.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- The parent/guardian is responsible for providing transportation to and from school.
- Incomplete applications will be shredded after 30 days.
- Interdistrict Permit transfer application may only be submitted one time per school year.
- If the LBUUSD denies the Interdistrict Permit, a parent/guardian may appeal to the Los Angeles County Office of Education (LACOE) within 30 calendar days of the denial date. For more information, and to obtain an Interdistrict Permit Appeal form, visit [appeals.lacoe.edu/](http://appeals.lacoe.edu/) or call LACOE at 562-922-6233. The appeal process does not apply to an Interdistrict Permit that has been revoked.