



Compton Unified School District

Pupil Services Department

Office of Transfers and Student Permits

2300 W. Caldwell Street, Room E-4, Compton, CA 90220

(310) 639-4321, Ext. 63093/67607 ■ Fax: (310) 639-7312

Inter-District Transfer/Permit Guidelines

To attend a school outside of the Compton Unified School District, an Inter-District Permit is required. An Inter-District Permit may be approved and granted for students who meet special circumstances. (BP 5117)

Special Circumstances for the Issuance of an Inter-District Permit:

- Sibling currently attends requested school or district. (Please attach proof of enrollment record.)
- Students continuing their education outside of the district. (Please attach proof; enrollment record or transcripts)

Please note: *Appropriate supporting documentation and any supplemental materials must be provided with the submission of your application to support special circumstances.* (See the attached “Required Documentation” section.) In addition, the following procedures in Step Two will be used when reviewing the Inter-District Transfer/Permit application.

Step One:

1. Provide photo identification of the parent/legal guardian.
2. Provide one of the following items to verify residence: Utility bill (electricity, gas, and or water). In addition, documents from the Social Services Department, property taxes, bank statement, car registration or check stub, owner/renter’s agreement) or Affidavit of Residence (CUSD form only).
3. A copy of student’s grade report/transcript.

Step Two:

1. Complete the Inter-District Transfer/Permit Application Request form.
2. Receive approval/denial from CUSD’s Office of Transfers and Student Permits.
3. First Phase -- If the permit application is denied, please follow the procedures for filing an appeal with the Compton Unified School District. All appeals must be submitted within 14 calendar days.
4. Second Phase – All appeals from the first phase are heard by CUSD Permits Appeal Committee and a decision is rendered via mail.
5. Third Phase – If the permit application is denied during the second phase, please follow the procedures for filing an appeal with the Los Angeles County Office of Education. All appeals must be submitted within 30 calendar days.



Compton Unified School District Inter-District Transfer/Permit “Required Documentation”

All inter-district transfer/permit applications must include a copy of the most current transcript/report card and the documentation requested to support each reason provided. Below is a chart of documentation that must be attached to the application at the time of submission. Please note: incomplete applications will be not be processed. Requests will be considered based on board policies (BP 5117).

Reason for Request	Documentation Required
Sibling	<ul style="list-style-type: none"> ▪ Name, grade and school where the sibling attends (sibling must already attend the proposed district of attendance) ▪ Copy of the sibling’s last report card ▪ Copy of the sibling’s release permit from the district of residence
Continuing Enrollment	<ul style="list-style-type: none"> ▪ Copy of the student’s last report card ▪ Letter from parent/guardian stating the enrollment history (grade and school/district) of the student since kindergarten

TERMS AND CONDITIONS

- An inter-district permit is granted or denied per the terms and conditions stipulated in board policy 5117.
- Once an inter-district permit has been granted, a student is not required to reapply unless an agreement between the governing boards of the district of residence and the district of enrollment states otherwise.
- A permit may be revoked at any time by the district of enrollment for the following reasons:
 - Student is excessively tardy or absent from school, or student is brought to school excessively early or left excessively late.
 - Student fails to uphold appropriate behavior standards.
 - Student fails to make appropriate academic efforts.
 - False or misleading information was provided.
 - Other conditions that occur that would render continuance inadvisable.
- Students entering grades 11 and 12 shall not have their permits rescinded by either district.
- Approval is subject to space availability in the district and may not be at the site requested.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she 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/Intra-SELPA Agreement for Individuals with Exceptional Needs, in addition to the Inter-district 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.



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_____ School Year

Inter-District Transfer/Permit Application Request

STEP 1: To be completed by the parent/guardian (Please print.)

Name of Student: _____ Grade Requested: _____

Address: _____ City/State/Zip Code: _____

Date of Birth: _____ Gender: Male Female

School of Residence: _____ Requested School/District: _____

Current/Last School Attended: _____

Enrollment History/School Information: (Please list all schools/districts previously attended by your child.)

Elementary: 1. _____ 2. _____ 3. _____

Middle School: 1. _____ 2. _____ 3. _____

High School: 1. _____ 2. _____ 3. _____

Siblings: Does the student have siblings? Yes (If yes, please indicate below.) No

Name: _____ School/District: _____ Grade: _____

Name: _____ School/District: _____ Grade: _____

Name: _____ School/District: _____ Grade: _____

Is the student currently pending disciplinary action or under an expulsion order? Yes No

What special services has the student received? (Check all that apply and attach proof of enrollment in the special program.)

- Gifted GATE Section 504 Plan Special Education English language learner

If the student is receiving Special Education services, what is their current placement? (Please attach IEP.)

- Special Day (SDC) Resources (RSP) Non-Public School (NPS) Pending Assessment

What is/are the reason(s) for the transfer/permit request? (Check all that apply. See attached "Required Documentation" section for a listing of proof/evidence required to support each reason checked.)

- Continuation Sibling Other (Please specify in a letter.)

Please explain reason(s): _____

Parent/Guardian Information

Parent (1):

Name of Parent/Guardian: _____

Address: _____ City/State/Zip Code: _____

Telephone No.: _____ Cell Telephone No.: _____ Email Address: _____

Parent (2):

Name of Parent/Guardian: _____

Address: _____ City/State/Zip Code: _____

Telephone No.: _____ Cell Telephone No.: _____ Email Address: _____

I have read the terms and conditions and understand the regulations and policies governing inter-district transfers/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. I understand that this transfer permit if approved, may be revoked if number is issued permits exceeds District's limitations, if my child's attendance, scholarship, and/or citizenship is/are not satisfactory, or for other reasons as determined by District policy.

I agree to notify Compton Unified School District of any changes in conditions that have necessitated this transfer. I understand that this permit is valid for the above school year only. I understand that I am responsible for any child's transportation to attend school. California Interscholastic Federation (CIF) rules apply regarding athletic eligibility and student may not be eligible to participate at the new school.

IMPORTANT: *It is the responsibility of the parent/guardian to submit a copy of the approved application and the actual release permit along with all documentation to the requested district of attendance.* **PLEASE NOTE:** *CUSD is not responsible for any extra expenses incurred due to this transaction.*

Signature of Parent/Guardian

Relationship

Date

STEP 2: District of Residence

The above transfer/permit request is: Approved Denied

Signature of District Representative

Title

Date

STEP 3: Requested District of Attendance

The above transfer/permit request is: Approved Denied

Signature of District Representative

Title

Date