



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Transfer Office

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2016-2017 INTER-DISTRICT PERMIT - To Leave the District

INTER-DISTRICT PERMITS MUST BE RENEWED ANNUALLY

THIS PERMIT IS GRANTED SUBJECT TO THE TERMS OF AGREEMENT IN EFFECT BETWEEN THE WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT AND THE DISTRICT IN WHICH THE PUPIL WILL ATTEND.

Please print clearly

New Permit Renewal Grade applying for

Name of Student (Last) (First) Male Female Birth Date

Current or last school of attendance School Requested

School District Requested Is student under an expulsion order? Yes No

Parents/Guardians Names (Please Print):

Street Address Apt # City Zip Code

Home / Cell Phone # E-mail:

Is student receiving Special Education Services or other Special Services, if yes, which one? Yes No

Resource Specialist Program NSH or SH Speech 504 Plan Other:

WCCUSD WILL NOT REIMBURSE THE NON-RESIDENT DISTRICT FOR SPECIAL EDUCATION COSTS. WCCUSD HAS APPROPRIATE SPECIAL EDUCATION PROGRAMS, RELATED SERVICES AND PLACEMENT FOR THIS STUDENT.

Reason for Request: Please mark only one reason and attach the required verification/documentation. See Inter-district permit guidelines and requirements on the back of the application. Incomplete applications will not be accepted.

Work Related Child Care Continuing Relocating Program:

Sibling attending at the requested district (please list name, school of attendance, and grade)

Other (please attach statement)

Important Note: A Current utility bill must be attached for address verification purposes. All required documents must be attached to the application at the time of submission. Applications with missing information will result in denial of your request and will further delay the process.

I certify under penalty of perjury that the information I supplied is true and correct. I understand that the mere act of completing this application and providing all required documentation DOES NOT guarantee that the request will be approved by both districts.

Parent/Guardian Signature: Date:

FOR SCHOOL DISTRICT USE ONLY

SIGNATURES OF APPROVAL/DENIAL OF JOINT DISTRICTS

West Contra Costa Unified School District

(District of Residence)

Approved Denied Reason

By Date

Resident School:

Date Received:

(Requested district)

Approved Denied

Reason

By Date

Please return one completed copy to WCCUSD



# West Contra Costa Unified School District

## Inter-District Permit Information and Requirements

### Inter-District Permit Information: Ed. Code 46600-4611

Although students generally must attend school in the district where their parents/guardians reside, the district may upon request, accept students from another district and may also allow students who live within the district to attend out-of-district schools. Inter-District permits are issued to students from Transitional Kindergarten to 12<sup>th</sup> grade.

### Inter-district attendance permits may be approved for the following reasons:

1. **Employment:** students may attend a school outside of their district of residence if at least one of the parents is employed within the boundaries of that school district. Parent must work full-time on a regular basis and no less than 30 hours per week during school hours.
2. **Childcare Needs:** a permit may be granted for child care reasons only to students in grades **TK-8**. The student must be cared for by a child care center or by someone that lives within the requested school district boundaries.
3. **Continuation:** a student may be allowed to continue attending the same school when parents/guardians have moved out of their current district and to attend until the highest grade at current school/district.
4. **Sibling (brother or sister):** a permit may be granted when a sibling would be in attendance at the same time at the requested school/district.
5. **Special Needs:** a permit may be granted when special mental or physical health needs of the student are certified by a physician, school psychologist or other appropriate certified personnel.
6. **Relocating:** a permit may be granted when the parent/guardian provides legal documentation as evidence that the family will be moving to the receiving district in the immediate future and would like the student to start the school year in that district.
7. **Program:** a permit may be granted when there is valid interest in a particular **educational program not** offered in any of our schools in WCCUSD. The program must be offered in the student's grade level and be a sequential course of study up to the highest grade level at requested school. **Before and after school programs and sports are not considered valid educational interests.**
8. **Other:** Highly unusual personal circumstances and/or if none of the above reasons apply to your request.

### Inter-District Permit Requirements based on the reason of your request:

*\*Please be advised that the time frame process for Inter-district permits is between 6 to 8 weeks. The requested district may deny a transfer due to space limitations. **Incomplete applications will result in denial of your request and will further delay the process.** All requirements must be attached to the application at the time of submission. Additional information may be requested.*

**A current utility bill such as PG&E, water or garbage is required for address verification purposes. The utility bill cannot be older than 45 days and must be under the parents'/guardians' name.**

1. **Work Related:** Complete verification of employment form or provide a letter from employer on company's letterhead stating specific days and hours of employment, i.e. **M-F, 7:00am-3:00 pm**, and a copy of the **most current paycheck stub**. If self-employed, provide tax form, valid business license and utility Bill (at least two of these).
2. **Child Care- Grades TK-8:** Complete verification of childcare form and provide a copy of **childcare's address verification**, i.e. childcare license, most current utility bill (PG&E, water or garbage) with provider's name and address.
3. **Continuing:** Provide proof of enrollment from current school/district, i.e. copy of most recent report card, district letter requesting renewal, or letter from current school.
4. **Sibling:** Provide sibling's last report card and list sibling's name, school of attendance and grade on form.
5. **Special Needs:** Provide a letter or recommendation from a certified physician, school psychologist or other appropriate certified personnel.
6. **Relocating:** If you are relocating to the requested district, you need to provide legal documentation as evidence i.e. rental agreement, lease or escrow documents.
7. **Program:** Specify name of program on the form and attach a description of program from the school catalog or website. Description must include school or district's logo and show that the program is sequential up to the highest grade offered at the requested school.
8. **Other:** Provide a statement along with any supporting documentation that may better help make a decision on your request.