



Interdistrict Transfer Application and Agreement

Part I: Application Process

This application is for a student who resides outside the boundaries of the Santa Monica-Malibu Unified School District (SMMUSD) who seeks to enroll in a district other than his/her district of residence.

- 1. Obtain the interdistrict permit release from the district of residency.
2. Complete the Santa Monica-Malibu Unified School District (SMMUSD) Interdistrict Transfer Application and Agreement.
3. Gather and attach all documents requested in the SMMUSD Interdistrict Transfer Application and Agreement.
4. Sign the SMMUSD Interdistrict Transfer Application and Agreement verifying you have reviewed and understand the terms and conditions for interdistrict permits.
5. Submit the following items to SMMUSD. Incomplete applications will not be processed. Do not fax the application.

- Completed and signed Interdistrict Transfer Application and Agreement
Interdistrict permit release from district of residency
Permit documentation based on type of permit
Individualized Education Plan (IEP) (Special Education students only)
Up-to-date academic transcript and most recent report card (grades 6 - 12 only)

Submit to: Santa Monica-Malibu Unified School District
Student Services Department
1651 16th Street
Santa Monica, CA 90404

School Year: 2017 - 2018

Recommended Deadline: June 30, 2017

Part II: To be completed by parent/guardian (Please print legibly)

Form with fields for Student Last Name, First Name, Birth Date, Gender, School Requested, Grade Requested, Date of Request, My child will accept any SMMUSD school if the school requested is not an option, Current School of Attendance, Sibling attending school in SMMUSD?, District of Residence, Sibling applying to attend school in SMMUSD?, Parent/Guardian Name (Last, First), Contact Number, Email Address, Address, City & Zip Code, Is the student currently pending disciplinary action or under an expulsion order?, If the student is under an expulsion order, what is the expulsion term end date?, What special services has the student received?, If the student is receiving Special Education services, what is the student's current placement?



**Part III: Permit Type & Required Documentation**

✓	Type of Permit	Description of Permit & Required Permit Documentation
	SMMUSD Employee	<i>Description</i> - Child of a SMMUSD employee: certificated, classified, management, full and part-time (minimum 15 hours per week). <i>Documentation</i> – Verification of Employment from SMMUSD Human Resources Department.
	Change of Residence	<i>Description</i> – Current student in “good standing” who has attended school(s) in SMMUSD for a minimum of three complete school years. <i>Documentation</i> – Proof of current SMMUSD enrollment. Parent/guardian may obtain proof of enrollment from the current school site.
	Sibling	<i>Description</i> – Sibling of a current interdistrict permit holder(s). <i>Documentation</i> – List name, school, grade level and ID number for all siblings.  Name/School/Grade/ID: _____  Name/School/Grade/ID: _____  Name/School/Grade/ID: _____
	International High School Student	<i>Description</i> – Student is an international high school student legally permitted to attend school in the United States. (Approval is on a case-by-case basis.) <i>Documentation</i> – Official student visa permitting school participation.
	City Employee	<i>Description</i> - Child of a City of Malibu or City of Santa Monica employee. <i>Documentation</i> – Verification of Employment from respective City’s Human Resources Department. Verification must be on official City letterhead, include work location or department and specify work schedule (hours and days).
	Santa Monica College Employee	<i>Description</i> - Child of a permanent Santa Monica College (SMC) employee. <i>Documentation</i> – Verification of Employment from SMC Human Resources Department. Verification must be on official SMC letterhead, verify permanent employee status, include work location or department and specify work schedule (hours and days).
	Alumni	<i>Description</i> – Child of an alumnus of Santa Monica High School, Malibu High School or Olympic High School. <i>Documentation</i> – SMMUSD diploma (copy) or transcript with posted graduation date.
	Grandparent	<i>Description</i> – Grandchild of an individual(s) who lives within the boundaries of SMMUSD for a minimum of five years. <i>Documentation</i> – Five years of tax statements verifying grandparent resides within the boundaries of SMMUSD. Copy of birth certificate of child’s parent. Copy of child’s birth certificate.
	Employed within SMMUSD Boundaries	<i>Description</i> – Child of an individual(s) working within the boundaries of SMMUSD. <i>Documentation</i> - Verification of Employment from Human Resources Department. Verification must be on official letterhead, include work location or department and specify work schedule (hours and days). Copy of business license for self-employed individuals.
	Edison/SMASH	<i>Description</i> – Student approved for enrollment at Edison Language Academy or Santa Monica Alternative Schoolhouse (SMASH).
	Other	<i>Description</i> – Student requesting admittance who does not meet the criteria for another type of permit. <i>Documentation</i> – Letter stating reasons for requesting an interdistrict transfer.

Additional Information: \_\_\_\_\_

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*For Office Use Only*

Notes: \_\_\_\_\_



**Part IV: Interdistrict Transfer Terms and Conditions**

The SMMUSD Board of Education recognizes justifiable reasons for interdistrict permits. Upon request, the Superintendent or Designee may accept students from other districts to transfer to a school within SMMUSD (BP 5117). The Board is committed to providing a quality education for all district students legally enrolled and will provide fair and consistent treatment for students and parents/guardians regardless of their permit status. All applications for a permit will be treated in a fair and consistent manner. Final approval of permits for all students, including students needing specialized programs such as GATE, Special Education, ELL, etc., shall rest with the District and shall be contingent upon space, budget and staff availability. Approval is subject to space availability and may not be at the site requested. The District will not pay excess costs to provide specialized services to students on permit.

**Part V: Terms and Conditions (Initial each)**

Interdistrict permits are subject to the terms and conditions stipulated in Board of Education Policy 5117.

**Initial Here**

- An interdistrict permit is granted, denied or cancelled per the terms and conditions stipulated in BP 5117. \_\_\_\_\_
- An interdistrict permit release from the district of residence is required for the initial permit application only and not required for permit renewal. \_\_\_\_\_
- Verification of continuing enrollment is required annually. \_\_\_\_\_
- A new interdistrict permit release is required when the student moves to a new district of residence. \_\_\_\_\_
- A permit may be cancelled at any time by SMMUSD 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. \_\_\_\_\_
  - Reason for the original issuance by the district of residence is no longer valid. \_\_\_\_\_
  - Reason for original issuance by SMMUSD is no longer valid. \_\_\_\_\_
  - 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 cancelled by the district of residence or SMMUSD. \_\_\_\_\_
- Approval is subject to space availability 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 in the new school. Parent/guardian should check the CIF rules before submitting this application. \_\_\_\_\_
- Students who are eligible for Special Education services must submit a current Individualized Education Plan (IEP) for review by the Special Education Department. Approval is subject to space and service availability. If approved, placement may not be at the site requested. \_\_\_\_\_
- No financial obligation shall be incurred by SMMUSD for services rendered under this agreement. \_\_\_\_\_
- The parent/guardian is responsible for providing transportation to and from school. \_\_\_\_\_

**Parent Acknowledgement & Signature**

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

Parent/Guardian Signature: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

***For Office Use Only***

Approval:  Approved  Denied Placement: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Administrator: Tara Brown Signature: \_\_\_\_\_  
Director of Student Services

Date Approved: \_\_\_\_\_

Notes: \_\_\_\_\_

Date Received/Received by: \_\_\_\_\_ Alternative Site Placement: \_\_\_\_\_

Accepted/Declined:  Accepted  Declined



# PARENTS' GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY



## Entry Requirements by Age and Grade:

Vaccine	4-6 Years Old Elementary School at Transitional-Kindergarten/ Kindergarten and Above	7-17 Years Old Elementary or Secondary School	7th Grade*
<b>Polio (OPV or IPV)</b>	<b>4 doses</b> (3 doses OK if one was given on or after 4th birthday)	<b>4 doses</b> (3 doses OK if one was given on or after 2nd birthday)	
<b>Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT, or Tdap)</b>	<b>5 doses of DTaP, DTP, or DT</b> (4 doses OK if one was given on or after 4th birthday)	<b>4 doses of DTaP, DTP, DT, Tdap, or Td</b> (3 doses OK if last dose was given on or after 2nd birthday. At least one dose must be Tdap or DTaP/ DTP given on or after 7th birthday for all 7th-12th graders.)	<b>1 dose of Tdap</b> (Or DTP/DTaP given on or after the 7th birthday.)
<b>Measles, Mumps, and Rubella (MMR or MMR-V)</b>	<b>2 doses</b> (Both doses given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given separately.)	<b>1 dose</b> (Dose given on or after 1st birthday. Mumps vaccine is not required if given separately.)	<b>2 doses of MMR or any measles-containing vaccine</b> (Both doses given on or after 1st birthday.)
<b>Hepatitis B (Hep B or HBV)</b>	<b>3 doses</b>		
<b>Varicella (chickenpox, VAR, MMR-V or VZV)</b>	<b>1 dose</b>	<b>1 dose</b> for ages 7-12 years. <b>2 doses</b> for ages 13-17 years.	

\*New admissions to 7th grade should also meet the requirements for ages 7-17 years.

### WHY YOUR CHILD NEEDS SHOTS:

The California School Immunization Law requires that children be up to date on their immunizations (shots) to attend school. Diseases like measles and whooping cough (pertussis) spread quickly, so children need to be protected before they enter. California schools are required to check immunization records for all new student admissions at Kindergarten or Transitional Kindergarten through 12th grade and all students advancing to 7th grade before entry.

### THE LAW:

Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075

### WHAT YOU WILL NEED AT REGISTRATION:

Bring your child's Immunization Record. You cannot register without it. The Immunization Record must show the date for each required shot above. If you do not have an Immunization

Record, or your child has not received all required shots, call your doctor now for an appointment.

If a licensed physician determines a vaccine should not be given to your child because of medical reasons, submit a written statement from the physician for a **medical exemption** for the missing shot(s).

Until 2016, if a vaccine is contrary to your **personal beliefs**, you may submit form CDPH 8262 for the missing shot(s). The form must include the signatures of both a parent and an authorized health care practitioner. For details, see: [ShotsForSchool.org/laws/faqs/pbe](http://ShotsForSchool.org/laws/faqs/pbe).

You must also submit an immunization record for all required shots not exempted.

Questions? Visit [ShotsForSchool.org](http://ShotsForSchool.org) or contact your local health department ([bit.do/immunization](http://bit.do/immunization)).

**\*\* RETAIN THIS PAGE FOR YOUR RECORDS \*\***