



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

## **Interdistrict Permit Information 2018 – 2019**

Although students generally must attend school in the district and school where their residence has been established, the Santa Monica-Malibu Unified School District (SMMUSD) Board of Education recognizes justifiable reasons for Interdistrict permits. Upon request, the Superintendent or designee may accept students from other districts who seek to enroll in SMMUSD.

### **What is an Interdistrict permit?**

Students who reside outside the boundaries of SMMUSD may apply to attend school in SMMUSD on an Interdistrict permit (Interdistrict transfer release) from their school of residence.

### **Who may apply for an Interdistrict permit?**

Interdistrict permits are subject to the terms and conditions stipulated in Board of Education Policy (BP) 5117. SMMUSD will accept new Interdistrict permit applications for all schools and grades in the City of Malibu and for grades TK through 11 in the City of Santa Monica.

Approval is subject to space, budget and staff availability. Additionally, the Board of Education has established the following priority order, based on permit type, for receiving and granting application approval.

1. **Intradistrict Permit** – Student residing within the boundaries of SMMUSD seeking to enroll in a school other than the school of residence.
2. **Program Improvement** – Student currently attending a SMMUSD school identified for program improvement seeking to enroll in a school not identified for program improvement.
3. **SMMUSD Employee** – Child of a SMMUSD employee: certificated, classified, management, full and part-time (minimum of 15 hours per week).
4. **Change of Residence** – Current student in “good standing” who has attended school(s) in SMMUSD for a minimum of three complete school years.
5. **Sibling** – Sibling of a current Interdistrict permit holder(s).
6. **International High School Student** – Student is an international high school student legally permitted to attend school in the United States.
7. **City Employee** – Child of a City of Malibu or City of Santa Monica employee.
8. **Santa Monica College Employee** – Child of a permanent Santa Monica College (SMC) employee.
9. **Alumni** – Child of an alumnus of Santa Monica High School, Malibu High School or Olympic High School.
10. **Grandparent** – Grandchild of an individual(s) who lives within the boundaries of SMMUSD for a minimum of five years.
11. **Employed within SMMUSD Boundaries** – Child of an individual(s) working within the boundaries of SMMUSD.
12. **Other** – Student requesting admittance who does not meet the criteria for another type of permit.

Guidelines previously applied to SMASH, Edison, including the immersion program through Grade (8) eight, and our preschools will remain in effect.



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**What is the application process?**

Applicants must complete the following application process:

1. Obtain an Interdistrict permit release from the district of residency.
2. Complete the 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. Please do not turn in an incomplete application. Wait until you have all required documents and then submit the application. Do not fax the application.

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

- \_\_\_\_\_ 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*)
- \_\_\_\_\_ Most recent report card (grades K\* - 5) **and**  
Up-to-date academic transcript (*grades 6 – 11*) \*(Report card must be included if student previously attended a TK program)

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

**Please ensure that your child is enrolled in your home school of residence while you are waiting to hear whether or not your child has been approved for a permit with SMMUSD.** Permit approval is subject to space, budget and staff availability; and the terms and conditions stipulated in BP 5117. All applications will be treated in a fair and consistent manner. Student Services will notify applicants who are approved for an Interdistrict transfer and applicants whose applications are denied.

**Once approved, is it necessary to reapply each year?**

Students who enroll in SMMUSD on an Interdistrict permit do not need to reapply each year. All students currently attending on an Interdistrict permit will be allowed to remain in the District until they leave or graduate, assuming that they submit the Verification of Continuing Enrollment annually and uphold standards of behavior, attendance and academic effort. Interdistrict permits for 11<sup>th</sup> and 12<sup>th</sup> graders may not be rescinded.

**Is transportation provided?**

Parents/guardians are responsible for providing transportation to and from school for students who are approved for an Interdistrict transfer.

**Residency checks**

Board Policy 5111 states that if any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts to determine that the student meets residency documentation establishing residence.

Residency checks are a last option and done when other attempts to resolve residency questions have been unsuccessful. The need to verify residency is prompted in various ways that include, but are not limited



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to, returned mail, high tardiness and absenteeism, reports from other parents and community members, reports from individuals who previously signed affidavits and student self-reports.

When residency is in question, parents are asked to verify residency by providing documentation that substantiates their residency. When parents are unable to provide the documentation required to verify residency, further questioning of the parent occurs. Campus Security Officers may be enlisted to do reference checks as a last resort. Typically steps include observing addresses at times when students would be likely home such as early in the morning, observing to see if they are coming and going. If inconclusive, they will attempt to contact the family by knocking on doors. Campus Security Officers identify themselves as employees of the District, state their purpose and provide a business card. If the Security Officer is successful at reaching parents at the residence, they will either ask to see the children or ask to see evidence that the child lives at the residence. Evidence may include checking sleeping quarters and seeing the presence of clothing appropriate for school-age children. Parents must give approval for this check and accompany the Security Officer every step.

Families have an obligation to inform the school when they change residence. This provides the best opportunity to explore options for maintaining enrollment.