



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

### **Intradistrict Permit Information Open Enrollment 2018 – 2019**

The Santa Monica-Malibu Unified School District (SMMUSD) Board of Education desires to provide enrollment options that meet the diverse needs and interests of district students. Although students generally must attend their school of residence, the Board of Education has approved procedures for Intradistrict Open Enrollment Transfers. Upon request, the Superintendent or designee may approve the selection and transfer of students among district schools in accordance with law, Board Policy and administrative regulations.

#### **What is an intradistrict permit?**

Students who reside within the boundaries of SMMUSD may apply to attend a school other than their school of residence on an intradistrict permit.

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

Intradistrict permits are subject to the terms and conditions stipulated in Board of Education Policy (BP) 5116.1. Intradistrict transfers are open to all students who reside within the boundaries of SMMUSD who seek to enroll in a school other than their school of residence. Approval is subject to enrollment and space availability.

#### **What is the application process?**

Applicants must complete the following application process:

1. Complete the SMMUSD Intradistrict Open Enrollment Transfer Application. One application must be completed for each student requesting an intradistrict transfer.
2. Sign the completed SMMUSD Intradistrict Open Enrollment Transfer Application verifying you have reviewed and understand the terms and conditions for intradistrict permits.
3. Submit by April 30, 2018, the completed application to SMMUSD. Do not fax or email the application.

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

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

**Deadline: April 30, 2018**

Approval is subject to enrollment and space availability; and the terms and conditions stipulated in BP 5116.1. Additionally, the district retains the authority to maintain appropriate racial and ethnic balances in its schools (EC 35160.5). Transfer requests shall be processed using a random and unbiased selection process. Student Services will notify applicants who are approved for an intradistrict transfer and applicants whose applications are denied.

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

Students who enroll at their non-resident school with an intradistrict permit do not need to reapply each year. Once a family has received an intradistrict permit, the receiving school shall be regarded as the home school. It is not necessary to reapply each year. Furthermore, the receiving school shall be regarded as the home school of that family, and all siblings in the family may attend that school. The student shall remain in the school pathway.

#### **Is transportation provided?**

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