



Outgoing Permit Application

Part I: Application Process

This application is for a student who resides within the boundaries of the Santa Monica-Malibu Unified School District (SMMUSD) who seeks to enroll in a school outside SMMUSD.

Application Process

- 1. Complete the SMMUSD Outgoing Permit Application. One application must be completed for each student requesting an outgoing permit.
2. Sign and submit the completed application to SMMUSD. Incomplete applications will not be processed. Do not fax the application.

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

- 3. Allow five (5) days for Student Services to process the request and notify the applicant. Issuance of the outgoing permit by SMMUSD does not guarantee acceptance by the requested school or district.

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

Form with fields for School Year (2017 - 2018), Student Name, Date of Birth, Gender, Grade Requested, Date of Request, Special Education, Currently under Expulsion, From/To (School of Residence), From/To (District of Residence), Parent/Guardian Name, Relationship to Student, Address, City & Zip Code, Email Address, Contact Number, Reason for Request, and Ethnicity checkboxes.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

Received by: \_\_\_\_\_ Date & Time Received: \_\_\_\_\_

Approval: [ ] Approved [ ] Denied

Administrator: Mrs. Tara Brown
Director of Student Services