



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

## **Outgoing Permit Information 2017 – 2018**

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 outgoing interdistrict permits. Upon request, the Superintendent or designee may allow students who live within SMMUSD to transfer to another school outside the district.

### **What is an outgoing permit?**

Students who reside inside the boundaries of SMMUSD may apply to attend school outside of SMMUSD on an outgoing permit (interdistrict transfer release) from SMMUSD.

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

Outgoing permits are subject to the terms and conditions of SMMUSD and the receiving school district involved in the transfer. Outgoing transfers are open to all students who reside within the boundaries of SMMUSD who seek to enroll in a school outside the boundaries of SMMUSD. Issuance of the outgoing permit by SMMUSD does not guarantee acceptance by the requested school or district.

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

Applicants must complete the following 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 16<sup>th</sup> 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.

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

Outgoing permits are subject to the terms and conditions of SMMUSD and the receiving school district involved in the transfer. Students who enroll in school outside of SMMUSD with an outgoing permit do not need to reapply each year. The receiving district may require documentation verifying an approved outgoing permit.

### **Is transportation provided?**

Parents/guardians are responsible for providing transportation to and from school for students who are approved for an outgoing interdistrict transfer to a school outside the district.