



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

Verification of Continuing Enrollment for Interdistrict Permit Students 2018 – 2019

All students currently attending a Santa Monica-Malibu Unified School District (SMMUSD) school on interdistrict permit are allowed to remain in SMMUSD until they leave or graduate, provided they submit a Verification of Continuing Enrollment form annually and uphold appropriate standards of behavior, attendance and academic effort. Students are not required to reapply for an interdistrict permit release from their school of residence. However, students who move out of their district of residence to a different district of residence are required to obtain a new interdistrict permit release from their new district of residence and submit it with the verification form. ***Students approved to attend a SMMUSD school based on the following categories are required to annually provide support documentation validating their permit type.*** The categories are as follows:

- **SMMUSD Employee**
- **City of Santa Monica or City of Malibu Employee**
- **Santa Monica City College Employee**
- **Employed within the SMMUSD Boundaries**

What is a Verification of Continuing Enrollment?

Students who currently attend school in SMMUSD on an interdistrict permit must verify that they will continue to be enrolled in SMMUSD by submitting a Verification of Continuing Enrollment Form to Student Services. The parents/guardians of a child who is not continuing with SMMUSD must inform their school's Enrollment Office that they are withdrawing the student. If after withdrawing, parents/guardians seek to reenroll the child, they will be required to obtain a new interdistrict permit release from the district of residence and submit a new Interdistrict Transfer Application and Agreement to SMMUSD.

What is the verification process?

A Verification of Continuing Enrollment (VOE) form will be mailed to the parents/guardians of students currently enrolled in SMMUSD on an interdistrict permit. The VOE form **AND** employee verification must be completed and submitted to Student Services by June 1, 2018. The form is also available on the district's website. **One verification form must be returned for each student attending school in SMMUSD on an Interdistrict permit. One Employment verification may be submitted per household. (All students in household must be identified.)** In most cases, Student Services will not contact parents/guardians regarding their child's interdistrict permit. We will only contact parents/guardians who do not return the verification form with annual support documentation, or if the student's permit will be cancelled for failing to meet the expectations required in the interdistrict permit agreement.

May the district cancel my child's interdistrict permit?

A permit may be cancelled at any time by SMMUSD for the following reasons:

- Student fails to uphold appropriate standards of attendance including, but not limited to, being 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 effort/achievement.
- 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.

Interdistrict permits for 11th and 12th graders may not be cancelled.