

Interdistrict Attendance

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance. Every interdistrict attendance permit shall stipulate the terms and conditions under which the permit may be revoked.

The Governing Board or its designee may deny requests for interdistrict attendance permits due to limited district resources, overcrowding of school class sizes or service caseloads, or other considerations that are not arbitrary.

Upon receiving a permit for transfer into the San Marino Unified School District that has been approved by the student's school district of residence or by the Los Angeles County Office of Education appeal process, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions set by the Governing Board. If the permit request is denied, the Superintendent or designee shall notify the parent/guardian in writing the reasons for the denial and their right to appeal to the County Board of Education. (Education Code 46601)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

Procedures for Filing Interdistrict Permits

To be considered for an interdistrict permit in the San Marino Unified School District, the student must obtain written consent from the district of residence and provide a copy of that written consent prior to the annual selection process. Children of individuals employed by the San Marino Unified School District, the City of San Marino, and/or work within the District boundaries are exempted from this requirement. The District accepts interdistrict applications beginning May 1st of the preceding school year. Parents/guardians may obtain a San Marino Interdistrict Request form and procedures for filing on the District's website at:

1 http://www.smusd.us/parents_and_students/enrollment/interdistrict.jsp

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3 In addition, a copy of the student's report card/transcript from the previous school
4 year and current standardized test scores need to be submitted. The interdistrict
5 permit application needs to be filed with the District Registrar. An accurate count
6 of all interdistrict permits shall be maintained and kept on file with the District
7 Registrar. It is the responsibility of the applicant to provide the necessary
8 documentation by District deadlines in order to demonstrate eligibility for
9 interdistrict permits.

10 11 Reasons for Permits

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13 There are two types of interdistrict transfer permits: Parent Employment-Related
14 Transfer (PERT) permits and Interdistrict Transfer permits. The Superintendent
15 or designee may approve an interdistrict attendance permit based on the
16 following priority of acceptance established by the Governing Board. These
17 priorities are ranked as follows:

18 19 I. Parent Employment-Related Permits

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21 Attendance may be granted to a student (TK-12) not residing in the District if the
22 student's parent/guardian works within the District boundaries. Proof of parent/
23 guardian "physical" employment shall be required prior to enrollment and shall be
24 verified each year by the Superintendent or designee. Parents/guardians who
25 meet one of the criteria below are eligible to apply for a Parent Employment-
26 Related Transfer (PERT) permit (#1-#4 designates priority of acceptance):

- 27
28 1. The parent/guardian is employed by the San Marino Unified School
29 District,
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31 2. The parent/guardian is employed by the City of San Marino,
- 32
33 3. The parent/guardian is a registered business owner with a physical
34 business located in the District and has a valid business license issued
35 by the City of San Marino and is "physically" employed a minimum of
36 10 hours per week at that business/workplace location which he or she
37 regularly occupies (Education Code 48204),
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39 4. The parent/guardian is "physically" employed a minimum of 10 hours
40 per week in a commercial space (i.e., property used for retail or trade
41 and not zoned residential) which he or she regularly occupies within
42 the boundaries of the San Marino Unified School District (Education
43 Code 48204).
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1 II. Interdistrict Transfer Permits
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3 If a student has met all of the conditions for interdistrict transfer approval, the
4 Superintendent or designee may approve an interdistrict transfer permit for any
5 of the following reasons (non-prioritized):
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- 7 1. To allow resident students who move out of the District to complete
8 11th and 12th grades, provided that they obtain a permit release from
9 their district of residency.
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- 11 2. To allow students on PERT whose parent's employment changes from
12 the District to another district during the school year to maintain
13 continuous enrollment, provided that San Marino Unified School
14 District has a master interdistrict attendance agreement with the
15 student's district of residency specifying the terms and conditions
16 under which interdistrict attendance shall be permitted or denied.
- 17 3. To meet the childcare needs of a student in grades TK-5 who receives
18 childcare five days a week within the boundaries of the school district.
- 19 4. When there is valid interest in a particular educational program not
20 offered in the district of residence.
- 21 5. When the student has been determined by staff of either the district of
22 residence or district of proposed attendance to be a victim of an act of
23 bullying as defined in Education Code 48900(r). Such a student shall
24 be given priority for interdistrict attendance under any existing
25 interdistrict attendance agreement or, in the absence of an agreement,
26 shall be given consideration for the creation of a new permit.
27 (Education Code 46600)
- 28 6. When the student has a sibling attending school in the District, to avoid
29 splitting the family's attendance.
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31 Other reasons stated on an interdistrict transfer request will be considered on a
32 case-by-case basis in collaboration with the school district of residence.
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34 Revocation of Interdistrict Permit
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36 Interdistrict transfer permits (PERT or Interdistrict Transfer) may be revoked
37 immediately in cases when:
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- 39 1. The student fails to comply with attendance, academic achievement, or
40 behavior agreements; or
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- 42 2. The student submits an application or registration materials that contain
43 false information; or
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- 1 3. When the student's enrollment creates a situation where reasonable class
- 2 sizes or service caseloads exceed the standards set by the Governing
- 3 Board.
- 4
- 5 (9/15)