



**INTRA-DISTRICT PERMIT  
APPEALS PROCESS**

**General Information**

If an Intra-district permit application has been denied, cancelled or revoked, the parent/legal guardian has the right to appeal if he/she believes that an exception to district policy is warranted or that circumstances fall within district guidelines.

The appeal must be submitted to the local ESC for the school that denied, cancelled or revoked the permit request. During the appeals process, the student has the right to remain at the current school placement pending the final decision.

**LAUSD Appeal Process**

1. If the Intra-district permit application is denied, the administrator will return the application with the reason for the denial noted in the signature area.
2. All appeals must be submitted in writing. The school administrator will provide the parent/legal guardian with the Intra-district Permit Appeals Process and the required Intra-district Application to Appeal form.
3. The parent/legal guardian may appeal the school’s decision to the appropriate Educational Service Center (ESC) Operations Administrator.
4. The school site administrator will complete the Administrator Recommendation section on the Application to Appeal an Intra-District Permit Request or Cancellation form.
5. The parent/legal guardian must submit the Application to Appeal form along with the initial application and any supporting documents to the ESC Operations Administrator within **5 school days of the date of the denial of the appeal**.
6. If the appeal is received within the time frame, the ESC Operations Administrator will review the appeal and issue a response to the request **within 5 school days**. Additional information may be requested at that time.
7. If the appeal is not submitted within the required time frame, the student will be expected to enroll/attend the school of residence immediately. The staff at the school of residence will assist with registration and enrollment.
8. If the appeal is granted, an intra-district permit will be issued by the school.
9. If the appeal is denied, the parent/legal guardian will be notified in writing by the school site administrator of the reason for the appeal denial within **5 school days**.

**Educational Service Center (ESC) Contact Information**

ESC East- Operations 2151 North Soto Street Los Angeles, CA 90032 (323) 224-3100	ESC North- Operations 6621 Balboa Boulevard Van Nuys, CA 91046 (818) 654-3600	ESC West- Operations 11380 W. Graham Place Los Angeles, CA 90064 (310) 914-2100	ESC South- Operations 1208 Magnolia Avenue Gardena, CA 90247 (310) 354-3400	ESC ISIC-Operations 333 South Beaudry Avenue Los Angeles, CA 90017 (213) 241-0100
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10. The decision of the ESC Operations Administrator is the final action of the appeal request. Intra-district permit decisions cannot be appealed to the OPST or to the Los Angeles County Office of Education.