



LOS ANGELES UNIFIED SCHOOL DISTRICT OFFICE OF PERMITS AND STUDENT TRANSFERS

INTER-DISTRICT PERMIT APPEALS

If your inter-district permit application has been denied, cancelled, or revoked, you may appeal the decision if you believe that an exception to district policy is warranted or that your circumstances fall within district guidelines.

You must appeal to the district that denied, cancelled, or revoked your permit request. For LAUSD denied, cancelled, or revoked permit requests, follow the guidelines listed below. For all other districts, please contact them directly to receive further instructions on their appeal guidelines.

LAUSD APPEAL GUIDELINES

1. If you are denied a permit from LAUSD, you may file an appeal request. All appeals must be submitted in writing. The appeal procedures and required forms are available on-line at: <http://studentpermits.lausd.net>
2. The Appeal Request Form and any supplemental documentation must be postmarked and submitted to the OPST within 14 calendar days from the date of the denial letter. Faxed appeals will not be accepted.
3. Mail a completed Appeal Request Form to:
LAUSD Office of Permits and Student Transfers
P.O. Box 3307
Los Angeles, CA 90051
4. All appeals, including those for students with disabilities, received within the timeline will be reviewed by the LAUSD Permits Appeal Committee. Additional information may be requested.
5. The OPST will notify you of the Committee's decision upon review of the appeal request and any supporting documentation.
6. If you do not appeal within the required timeframe, the student will be expected to attend a school in your district of residence.
7. If your appeal request is granted, you will be issued a permit and your requested school or district of residence will be notified. If your appeal is denied, you will be notified by the OPST.
8. The decision of the LAUSD Permit Appeal Committee is the district's final action on your request.

You have the right to appeal the LAUSD decision to the Los Angeles County Office of Education (LACOE) within 30 calendar days of the date of the appeal denial. The LACOE inter-district permit appeal packet is available online at: <http://www.lacoe.edu>



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INTER-DISTRICT PERMIT APPEAL REQUEST

Type of Inter-District Permit Requested:						
Student Last Name		First Name		Date of Birth	Grade Requested	Ethnicity
Home Address			City	State	Zip Code	
What is the date you moved to this address? (Month/year)						
Enrollment History <u>(Please list all schools/districts previously attended)</u>						
Elementary: 1. _____ 2. _____ 3. _____						
Middle School: 1. _____ 2. _____ 3. _____						
High School: 1. _____ 2. _____ 3. _____						
School District Requested				Name of School Requested		
Does the student have an IEP? <input type="checkbox"/> Yes <input type="checkbox"/> No				Is the student under expulsion? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been accepted into the school/program you are requesting? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Does the student have siblings? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Name _____ Grade _____ School/District _____						
Name _____ Grade _____ School/District _____						
Name _____ Grade _____ School/District _____						
Name of Parent/ Guardian				Name of Parent/Guardian		
Home Phone		Cell Phone		Home Phone		Primary Email Address
Parent/Guardian Employment Information				Parent/Guardian Employment Information		
Name of Employer				Name of Employer		
Title:				Title:		
Work Address:				Work Address:		
Work Telephone:				Work Telephone:		
Work Days and Hours:				Work Days and Hours:		



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Is childcare a factor in this appeal? If yes, please attach childcare affidavit, located on the application website.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Would you consider an LAUSD school close to your employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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What other LAUSD schools would you consider?
1. _____ 2. _____ 3. _____
If this appeal is not granted, what is the educational plan for this student?

I have been provided with the following documents, copies that are attached to this form:

- A written explanation of the permit application denial by the school or Office of Permits
- A copy of the LAUSD permit appeal process

In the space below, please explain why your child should be granted permission to leave the school or district of residence to attend the requested district or school. **Attach additional documentation or supporting documents as necessary.**

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Signature of Parent or Guardian	Date	Online Application Confirmation Number
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Completed form and supplemental documents must be postmarked within 14 calendar days of the date of the denial letter.

Mail to:
Los Angeles Unified School District
Office of Permits and Student Transfers
P.O. Box 3307
Los Angeles, CA 90051

For Office Use Only		
Date Received:	Reviewed by:	
<input type="checkbox"/> Granted <input type="checkbox"/> Denied	Date:	By: