



**ADELANTO ELEMENTARY SCHOOL DISTRICT  
Central Enrollment Office**

11824 Air Expressway  
Adelanto, CA. 92301  
Telephone: (760) 246-0235 Fax: (760) 246-0022

**INTER-DISTRICT PERMIT – To leave the district.**

Date \_\_\_\_\_ New Permit \_\_\_\_\_ Renewal \_\_\_\_\_ School Year **2019-2020**

Name of Student \_\_\_\_\_ Male  Female  Birth Date \_\_\_\_\_ Grade \_\_\_\_\_  
(Last) (First)

Current or last school of attendance \_\_\_\_\_ School Requested \_\_\_\_\_

School District Requested \_\_\_\_\_

Is student receiving Special Education Services or other Special Services?  Yes  No  
If yes, is student in  Resource Specialist Program  Special Day Class  Other \_\_\_\_\_  
(Additional Selpa Transfer Form needs to be submitted with this transfer)

Is student under an expulsion order?  Yes  No

**Reason for Request: Please mark only one (read the back of the application for more information)**

- Work Related (please attach verification)  Child Care (please attach verification)  Continuing (please provide a copy of most recent report card)
- Program (please specify name of program and attach a description of program) \_\_\_\_\_
- Sibling attending the requested district (please list name and school of attendance) \_\_\_\_\_
- Other (please attach statement) \_\_\_\_\_

**Note: Verification of address must be attached. All required documents must be attached to the application at time of submission. Incomplete applications will delay the process and be denied.**

Parents/Guardians Names \_\_\_\_\_  
(Please Print)

Street Address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent Email: \_\_\_\_\_ Home / Cell Phone # \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**REQUEST FOR INTER-DISTRICT PERMITS**

*THIS PERMIT IS GRANTED SUBJECT TO THE TERMS DEFINED IN THE SIGNED "CONDITIONS FOR MAINTAINING AN INTER/INTRA DISTRICT PERMIT AGREEMENT". PERMITS MAY BE REVOKED AT ANY TIME.*

**SCHOOL DISTRICT USE ONLY- SIGNATURES OF APPROVAL/DENIAL**

**District of Residence**

**Adelanto Elementary School District**

**District of Attendance**

Name of District \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
(Approval is good for five years or next grade span)

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_

Reason \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

# INTER-DISTRICT PERMIT INFORMATION and REQUIREMENTS

## Inter-District Permit Information: Ed. Code 46600-4611

*Although students generally must attend school in the district where their parents/guardians reside, the district may upon request, accept students from another district and may also allow students who live within the district to attend out-of-district schools.*

### **Inter-district attendance permits may be approved for the following reasons:**

1. **Employment:** Students may attend a school outside of their district of residence if at least one of the parents is employed within the boundaries of that school district. Parent must work full-time on a regular basis and no less than 30 hours per week during school hours.
2. **Childcare Needs:** a permit may be granted for child care reasons only to students in grades **K-8**. The student must be cared for by a child care center or by someone that lives within the request school district boundaries.
3. **Continuation:** a student may be allowed to continue attending the same school when parents/guardians have moved out of their current district and to attend until the highest grade at current school/district.
4. **Sibling (brother or sister):** a permit may be granted when a sibling would be in attendance at the same time at the requested school/district.
4. **Special Needs:** a permit may be granted when special mental or physical health needs of the student are certified by a physician, school psychologist or other appropriate certified personnel.
5. **Relocating:** a permit may be granted when the parent/guardian provides legal documentation as evidence that the family will be moving to the receiving district in the immediate future and would like the student to start the school year in that district.
7. **Program:** a permit may be granted when there is valid interest in a particular **educational program not** offered in any of our schools in AESD. The program must be offered in the student's grade level and be a sequential course of study up to the highest grade level at requested school. Before and after school programs and sports are not considered valid educational interest.
8. **Other:** Highly unusual personal circumstances and if not of the above reasons apply to your request.

## Inter-District Permit Requirements – Parent must provide the following in person, mail, email, or fax:

**NOTE: Time frame process for Inter-district permits is between 6 to 8 weeks. The district may deny a transfer due to space limitations. Incomplete applications will delay the process and will be denied. Inter-district permits must be renewed each year.**

**All requirements must be attached to the application at the time of submission. Additional information may be requested. Please attach the following to your application:**

- **Verification of address, utility bill under parent's name and no older than 45 days.**
- **Based on the reason of your request, please submit all required documentation.**

**1. Work Related:** Complete Verification of Employment form or provide a letter from employer on company's letterhead stating specific days and hours of employment, i.e. **M-F, 7:00-3:00 p.m.**, and a copy of the **most current paycheck stub**. If **self-employed** provide tax form, valid business license and utility Bill (at least two of these).

**2. Child Care-Grades K-8:** Complete verification of childcare and provide a copy of **childcare's address verification**, i.e. childcare license, most current utility bill with provider's name and address.

**3. Continuing:** Provide a proof of enrollment from current school/district, i.e. copy of most recent report card, district letter requesting renewal or letter from current school.

**4. Sibling:** Provide sibling's last report card and list Sibling's name and school of attendance, and grade on form.

**5. Special Needs:** provide a letter or recommendation from a certified physician, school psychologist, or other appropriate certified personnel.

**6. Relocating:** If you are relocating to the requested district, you need to prove legal documentation as evidence i.e. rental agreement, lease, or escrow documents.

**7. Program:** Specify name of program on the form and attach a description of program from the school catalog or website. Description must include school or district's logo and show that program is sequential.

**8. Other:** Provide a written statement along with any supporting documentation that may better help make a decision on your request. .