

## **OUTGOING PERMIT PROCEDURES**

### **TUSD Residents - Outgoing Interdistrict Permits:**

**Interdistrict permits for Torrance residents requesting to attend school in a district other than Torrance.** Permits are granted on a case-by-case basis.

Parents/Guardians must fill out, and be granted, a Release Permit from Torrance Unified School District before applying to the new district. Receipt of a Release Permit from TUSD does not guarantee acceptance at the requested school/district.

### **Procedure:**

- **Grades TK/K – 12:**
  - **Where to apply:**
    - Family Welcome Enrollment Center  
2336 Plaza del Amo  
Torrance, CA 90501
  - **What you will need:**
    - TUSD Outgoing Permit Application
    - Parent/Guardian photo ID
    - One Proof of residence in the parent/guardian name (please refer to information provided on New Student Enrollment for acceptable proofs of residence)
    - Students most recent report card
  
- **Terms and Conditions:**
  - Issuance of an Inter-District Release Permit by TUSD does not guarantee acceptance by the requested school or district
  - Once an Interdistrict Permit has been granted, a student is not required to reapply unless an agreement between the governing boards of the district of residence and the district of enrollment states otherwise.
  - No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
  - The parent/guardian is responsible for providing transportation to and from school.

### **CONTACT INFORMATION:**

For more information on permits, including specific dates, please visit our website at [fwec.tusd.org](http://fwec.tusd.org) or contact the Family Welcome Enrollment Center by phone at (310) 972-6280.

# 2019-2020 TUSD OUTGOING INTERDISTRICT PERMIT

PRINT CLEARLY IN INK – INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

DISTRICT & SCHOOL REQUESTED			
SCHOOL REQUESTED TO ATTEND	DISTRICT REQUESTED TO ATTEND	SCHOOL CURRENTLY OR LAST ENROLLED	TUSD SCHOOL OF RESIDENCE

STUDENT INFORMATION			
LEGAL LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
DATE OF BIRTH	AGE	GRADE LEVEL APPLYING FOR	
RESIDENCE ADDRESS (WHERE YOU LIVE, NO PO BOX)		APT/SPACE	CITY
			ZIP CODE
HAS THE STUDENT BEEN DETERMINED TO BE ELIGIBLE FOR AN IEP? <input type="checkbox"/> YES <input type="checkbox"/> NO		HAS THE STUDENT BEEN DETERMINED TO BE ELIGIBLE FOR ACCOMMODATIONS PURSUANT TO A 504 PLAN? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		WAS STUDENT RETAINED (HELD BACK)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE STUDENT CURRENTLY PENDING DISCIPLINARY ACTION, UNDER AN EXPULSION ORDER, OR PENDING AN EVALUATION TO DETERMINE ELIGIBILITY FOR AN IEP OR 504? <input type="checkbox"/> YES <input type="checkbox"/> NO		(IF YES, IT IS YOUR RESPONSIBILITY TO INFORM THE RECEIVING SCHOOL DISTRICT)	

PARENT INFORMATION		
PARENT / GUARDIAN		
FIRST NAME	LAST NAME	<input type="checkbox"/> LIVES WITH STUDENT
ADDRESS IF DIFFERENT FROM STUDENT		
PRIMARY CONTACT #	SECONDARY CONTACT #	EMAIL ADDRESS

PARENT / GUARDIAN		
FIRST NAME	LAST NAME	<input type="checkbox"/> LIVES WITH STUDENT
ADDRESS IF DIFFERENT FROM STUDENT		
PRIMARY CONTACT #	SECONDARY CONTACT #	EMAIL ADDRESS

REASON FOR PERMIT REQUEST			
<input type="checkbox"/> CONTINUING STUDENT	<input type="checkbox"/> PARENT EMPLOYMENT	<input type="checkbox"/> CHILD CARE (K-8)	<input type="checkbox"/> SIBLING
<input type="checkbox"/> OTHER (EXPLAIN):			

I UNDERSTAND AN APPROVED PERMIT FROM TUSD DOES NOT GUARANTEE ACCEPTANCE BY THE REQUESTED SCHOOL DISTRICT AND THAT A PERMIT IS NOT GRANTED UNTIL ACCEPTED BY THE RECEIVING SCHOOL DISTRICT. I ALSO UNDERSTAND IF THIS PERMIT IS APPROVED IT IS MY RESPONSIBILITY AS THE PARENT/GUARDIAN TO PROVIDE SAFE AND TIMELY TRANSPORTATION (TO AND FROM SCHOOL) FOR MY STUDENT.

I, THE UNDERSIGNED, CERTIFY UNDER PENALTY OF PERJURY THAT ALL OF THE ABOVE INFORMATION AND STATEMENTS ARE TRUE AND CORRECT AND THAT I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS FOR INTERDISTRICT PERMITS.

**PARENT/LEGAL GUARDIAN'S SIGNATURE** X \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE USE ONLY	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	REASON(S) _____
_____ AUTHORIZED BY	_____ DATE