

INCOMING PERMIT PROCEDURES

Non-Residents – Incoming Interdistrict Permits:

Interdistrict permits allow students from districts outside of Torrance to apply to attend Torrance schools. Receipt of an approved "Release Permit" from your resident school district does not guarantee acceptance by the Torrance Unified School District and you **MUST KEEP YOUR STUDENT ENROLLED IN HIS/HER DISTRICT OF RESIDENCE OR PRIVATE/CHARTER SCHOOL OF CHOICE**. Interdistrict permits are approved on a case-by-case basis and are subject to availability and approval by the school requested. The Torrance Unified School District's decision to accept your student's permit will be based on the following criteria: space available at the Torrance school requested, satisfactory grades, attendance, and behavior. If your student's permit is granted it is subject to annual review by the school site principal. Students attending TUSD on permit are required to maintain satisfactory grades, attendance, and behavior. If these standards are not maintained your student's permit can be revoked.

- ❖ **FUTURE TERM PERMIT REQUESTS:** Complete Permit Applications received up to 15 calendar days before the start of the school year are considered future term requests. Notification of acceptance or denial will be provided as soon as possible, but no later than 14 calendar days after the beginning of instruction for TUSD's school year.
- ❖ **CURRENT YEAR PERMIT REQUESTS:** Complete Permit Applications received 15 calendar days before the start of the TUSD school year or anytime thereafter are considered current year requests. Notification of acceptance or denial will be provided within 30 calendar days from the date the request was received.

Procedure:

- **All Students Grades TK/K – 12:**
 - Parent/Guardian must obtain a "Release Permit" from their resident (home) district for each new student requesting to attend a Torrance school.
- **Grades TK/K – 8:**
 - **Where to apply:**
 - Family Welcome Enrollment Center (2336 Plaza del Amo, Torrance, CA 90501)
 - **What you will need to bring:**
 - Release Permit from your district of residence
 - TUSD Incoming Permit Application
 - TK & Kinder applicants must submit the "TK/K Supplemental Readiness Checklist" along with their application or it will be considered incomplete and will not be processed.
 - Student's most recent report card (If applying for a future term you must return with your student's final report card or your application will be considered incomplete and will not be processed)
 - Student's most recent IEP or 504 Plan (If applicable – documents must be submitted along with your permit application or it will be considered incomplete and will not be processed)
- **Grades 9-12:**
 - **Where to apply:**
 - Apply for a permit at the High School you wish to attend
 - **North High School** – turn your application in to the Principal's Office
 - **South High School** – turn your application in to the Assistant Principal's Office
 - **Torrance High School** – turn your application in to the Counseling Office
 - **West High School** – turn your application in to the Principal's Office
 - **What you will need to bring:**
 - Release Permit from your district of residence
 - TUSD Incoming Permit Application
 - Student's most recent report card (If applying for a future term you must return with your student's final report card or your application will be considered incomplete and will not be processed)
 - Student's most recent IEP or 504 Plan (If applicable – documents must be submitted along with your permit application or it will be considered incomplete and will not be processed)
 - **Grade 9 Applicants** – In addition to the items listed above you will need to submit the following documents along with your student's permit application
 - Student's middle school grades
 - Student's middle school behavior and attendance records
 - **Grade 10-12 Applicants** – In addition to the items listed above you will need to submit the following documents along with your student's permit application
 - Student's unofficial transcript
 - Student's behavior and attendance records

**All of the above referenced documents must be present at the time the permit application is submitted.
Incomplete applications will not be processed.**

- **Please be advised of the following:**
 - Only one permit application may be submitted per student / per school year. Once submitted you cannot make any changes.
 - Any falsification and/or omission of information on the application constitutes immediate grounds for denial and/or revocation.
 - The site administrator may contact the parent/guardian to arrange for an interview.
 - Grades TK-12: You will be notified by **email or phone** of the decision.
 - If the permit is granted, you will need to enroll your student at the Family Welcome Enrollment Center (2336 Plaza del Amo).
 - Siblings are not automatically accepted into the district, you must apply for each child separately.
 - If the permit is granted and the parent/guardian accepts placement the student cannot change schools and will follow the assigned feeder pattern for middle/high school.
 - If the parent/guardian does not accept the placement offered the permit is then void.
 - If the parent/guardian fails to meet any timelines established by TUSD it will be deemed an abandonment of the request.

CONTACT INFORMATION:

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

2019-2020 TUSD INCOMING INTERDISTRICT PERMIT

COMPLETED APPLICATION DUE BY: JULY 12, 2019 at 4:00pm

PRINT CLEARLY IN INK (Black or Blue) – INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

DISTRICT OF RESIDENCE	SCHOOL OF RESIDENCE	DISTRICT CURRENTLY OR LAST ENROLLED	SCHOOL CURRENTLY OR LAST ENROLLED
TUSD SCHOOL REQUESTED			

Please list in order of preference:

(Once submitted you cannot make any changes)

1. _____
2. _____
3. _____

If the three schools listed above are at capacity the Torrance Unified School District may offer placement at an alternate school site.

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
IS THE STUDENT IN THE PROCESS OF BEING ASSESSED?	YES <input type="checkbox"/> NO <input type="checkbox"/> (IF YES, WHERE IS THE CHILD BEING ASSESSED _____)		
HAS THE STUDENT BEEN DETERMINED TO BE ELIGIBLE FOR SPECIAL EDUCATION?	YES <input type="checkbox"/> NO <input type="checkbox"/> (ATTACH A COPY OF MOST RECENT IEP)		
HAS THE STUDENT BEEN DETERMINED TO BE ELIGIBLE FOR ACCOMMODATIONS PURSUANT TO A 504 PLAN?	YES <input type="checkbox"/> NO <input type="checkbox"/> (IF YES, ATTACH A COPY OF THE MOST RECENT 504 PLAN)		
IS THE STUDENT CURRENTLY PENDING DISCIPLINARY ACTION OR UNDER AN EXPULSION ORDER?	YES <input type="checkbox"/> NO <input type="checkbox"/> (IF YES, IT IS YOUR RESPONSIBILITY TO INFORM TUSD AND YOU MUST PROVIDE DOCUMENTATION)		

PARENT / LEGAL GUARDIAN INFORMATION		
PARENT / LEGAL GUARDIAN #1		
FIRST NAME	LAST NAME	<input type="checkbox"/> LIVES WITH STUDENT
ADDRESS IF DIFFERENT FROM STUDENT		
PRIMARY CONTACT #	SECONDARY CONTACT #	EMAIL ADDRESS
PARENT / LEGAL GUARDIAN #2		
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"/> OTHER (EXPLAIN): _____
IS THERE A SIBLING ALREADY ATTENDING TUSD?		<input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES LIST STUDENT(S) BELOW)	
ARE YOU APPLYING FOR A PERMIT FOR MORE THAN ONE STUDENT?		<input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES LIST STUDENT(S) BELOW)	
STUDENT NAME	GRADE LEVEL	TUSD SCHOOL ATTENDING OR APPLYING FOR	
		<input type="checkbox"/> ATTENDING <input type="checkbox"/> APPLYING	
		<input type="checkbox"/> ATTENDING <input type="checkbox"/> APPLYING	

I UNDERSTAND AN INTERDISTRICT PERMIT IS NOT GRANTED UNTIL ACCEPTED BY THE TORRANCE UNIFIED SCHOOL DISTRICT AND IF GRANTED THE STUDENT CANNOT CHANGE SCHOOLS NOR FEEDER PATTERN. A STUDENT'S INTERDISTRICT AGREEMENT MAY BE DENIED OR REVOKED BECAUSE OF POOR SCHOLASTIC ACHIEVEMENT, UNSATISFACTORY EFFORT, EXCESSIVE TARDIES, ABSENCES, TRUANCY, CONTINUAL DISRUPTION OF THE EDUCATIONAL PROGRAM, IMPACTED PROGRAMS, OR FALSIFICATION AND/OR OMISSION OF ANY ENROLLMENT DOCUMENTS. ONCE A STUDENT'S PERMIT IS REVOKED, THE FAMILY MAY NOT REAPPLY FOR 12 MONTHS FOR THAT STUDENT. IF THIS PERMIT IS APPROVED, I UNDERSTAND TRANSPORTATION WILL NOT BE PROVIDED FOR STUDENTS ADMITTED PURSUANT TO AN INTERDISTRICT ATTENDANCE PERMIT. (AR 5117)

I have read and fully understand the incoming permit procedures, and I certify under penalty of perjury under the laws of the State of California that all information on this form is true and correct. I understand the above information may be verified at any time by the Torrance Unified School District and that an approved permit from my resident school district does not guarantee acceptance by the Torrance Unified School District.

I ALSO UNDERSTAND THAT MY STUDENT MUST BE ENROLLED IN THEIR DISTRICT OF RESIDENCE OR PRIVATE/CHARTER SCHOOL OF CHOICE UNTIL I AM NOTIFIED OF PERMIT ACCEPTANCE BY THE TORRANCE UNIFIED SCHOOL DISTRICT.

DATE

PARENT/GUARDIAN NAME

PARENT/GUARDIAN SIGNATURE