

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.

- ❖ **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:

- **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
 - Documentation to support the reason for the request
- **Terms and Conditions:**
 - Only one permit application may be submitted per academic year.
 - 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.

2020-2021 TUSD OUTGOING INTERDISTRICT PERMIT



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

TIME STAMP

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	LEGAL 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, <u>NO</u> 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 / LEGAL GUARDIAN		
FIRST NAME	LAST NAME	<input type="checkbox"/> LIVES WITH STUDENT
ADDRESS IF DIFFERENT FROM STUDENT		
PRIMARY CONTACT #	SECONDARY CONTACT #	EMAIL ADDRESS (MUST BE LEGIBLE)

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

REASON FOR PERMIT REQUEST			
<input type="checkbox"/> CONTINUING STUDENT – MUST PROVIDE A COPY OF STUDENTS MOST RECENT REPORT CARD	<input type="checkbox"/> PARENT EMPLOYMENT – MUST PROVIDE A LETTER OR MOST RECENT PAY STUB FROM PARENT EMPLOYER	<input type="checkbox"/> CHILD CARE (K-8) – MUST PROVIDE A LETTER OR PROOF OF ENROLLMENT FROM THE CHILD CARE PROVIDER	<input type="checkbox"/> SIBLING – MUST PROVIDE A COPY OF SIBLINGS MOST RECENT REPORT CARD
<input type="checkbox"/> OTHER (EXPLAIN, USE ANOTHER PAPER IF NEEDED): MUST PROVIDE SUPPORTING DOCUMENTATION			

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