

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:

- **Grades TK/K – 8:**
 - **Where to apply:**
 - Family Welcome Enrollment Center (2336 Plaza del Amo, Torrance, CA 90501)
 - **What you will need to bring: ****Please note that if any of the required documents are not turned in, your permit application will be considered incomplete and will not be processed******
 - Release Permit from your district of residence
 - TUSD Incoming Permit Application (completely filled out in blue or black ink)
 - Student's most recent IEP or 504 Plan if applicable
 - **Future Term Applicants**
 - Student's most recent report card followed by the final report card at the end of their school year.
 - Attendance records if no attendance is provided on the report card
 - **Current Term Applicants**
 - Student's most recent report card/progress report along with complete grades and attendance from the previous school year
 - Attendance records if no attendance is provided on the report card

It is the responsibility of the parent/guardian to ensure all of the above referenced documents are submitted with the permit application.

Incomplete applications will not be processed.

Please read each of the following statements. By submitting your signed permit application you are indicating that you have read, understand, and agree to each of the following statements:

- Receipt of an approved "release permit" from you resident school district does not guarantee acceptance by TUSD.
- Only one permit application may be submitted per student / per school year. Once submitted you cannot make any changes.
- I must keep my student enrolled in his/her district of residence or private/charter school of choice until I am notified of permit acceptance by TUSD.
- Acceptance of your student's permit is based on the following; space availability, satisfactory grades/attendance/behavior.
- Any falsification and/or omission of information constitutes immediate grounds for denial and/or revocation.
- 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.
- Notification of Acceptance/Denial: **Grades TK-8:** will be notified by **email**,
- If the permit is granted, you will need to enroll your student at the Family Welcome Enrollment Center

2020-2021 TUSD INCOMING INTERDISTRICT PERMIT



COMPLETED APPLICATION DUE BY: JULY 10, 2020 at 4:00pm

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

<p><u>TIME STAMP</u></p>

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	
PRIMARY CONTACT #	SECONDARY CONTACT #	EMAIL ADDRESS			
PARENT / LEGAL GUARDIAN #2					
FIRST NAME		LAST NAME		<input type="checkbox"/> LIVES WITH STUDENT	
PRIMARY CONTACT #	SECONDARY CONTACT #	EMAIL ADDRESS			
REASON FOR PERMIT REQUEST					
IS THE STUDENT LISTED ABOVE CURRENTLY ATTENDING A TUSD SCHOOL?			<input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES WHICH SCHOOL) _____		
IS THERE A SIBLING ALREADY ATTENDING TUSD ON PERMIT?			<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 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

OFFICE USE ONLY	
<p><u> </u> Approved School: _____ Date Acceptance Sent: _____</p>	<p><u> </u> Denied Reason(s): _____ Date Denial Sent: _____</p>