

# 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 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

**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.
- 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 9-12:** will be notified by **email/U.S. mail/phone.**
- If the permit is granted, you will need to enroll your student at the Family Welcome Enrollment Center which is located at
- 2336 Plaza Del Amo ~ Torrance, CA 90501.

# 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>
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**TUSD HIGH SCHOOL REQUESTED (You can only submit to one High School)**

- NORTH HIGH     
  SOUTH HIGH     
  TORRANCE HIGH     
  WEST HIGH

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> <input type="checkbox"/> <b>Approved</b>                      School: _____                      Date Acceptance Sent: _____                 </p>	<p> <input type="checkbox"/> <b>Denied</b>                      Reason(s): _____                      Date Denial Sent: _____                 </p>