



Interdistrict Transfer Out Policy

Interdistrict permits allow students who reside in one district to attend a school in another district; both districts must approve of the transfer. Permits are considered on a case-by-case basis and are approved or denied based on the terms and conditions detailed in each district's board policy and administrative regulations. Once an interdistrict permit is approved, Duarte Unified does not require the annual re-application of the permit if the student continues to attend the school for which the permit was granted initially.

How to Apply for an (Outgoing) Interdistrict Permit to Leave Duarte Unified:

Students in Transitional Kindergarten through grade 12 who reside within the attendance boundaries of Duarte Unified and would like to attend school in another district must obtain a valid interdistrict permit approved by both Duarte Unified and the requested district – it is a two-step process.

STEP 1. REQUEST TO LEAVE DUARTE UNIFIED

- (a) Obtain an interdistrict permit application from the Duarte Unified District website at duarteusd.org.
- (b) Complete the online application. Indicate the specific reason(s) for requesting the permit and attach any documentation that supports the reason(s) for the request.
- (c) Incomplete applications will not be processed and will cause delay.

Required document to be submitted with the completed application:

- Any supporting documents that supports the reason(s) for the request. The supporting documents must pertain to the hardship. **(See second page)**

If Duarte Unified denies the request, information regarding the appeal process will be provided in the letter of denial.

STEP 2. REQUEST TO ATTEND ANOTHER DISTRICT

If Duarte Unified grants the request, an interdistrict permit will be issued. Issuance of an interdistrict permit by Duarte Unified does not guarantee acceptance by the other school district; therefore, keep your student enrolled at his/her school of residence until the process is complete.

TIMELINES

Do not expect to receive an immediate response to a request for permit. The law authorizes districts to process requests within the following time frames:

- If the application is submitted 30 calendar days before the start of a new school year, the district has 14 calendar days into that school year to provide a final response. (*Example:* School starts September 1st. The district does not have to provide a final response until September 14th if the application is submitted any time before August 1st.)
- If the request is submitted beginning 30 calendar days before the start of the school year, the district must provide a final response within 30 calendar days from the date the application is received. (*Example:* School starts September 1st. The district must provide a final response within 30 calendar days if the application is submitted any time after August 1st.)
- If the initial request to either district is denied, the appeal process with a district, and the subsequent appeal of a district's final decision to the county board of education may take at least an additional 45 to 90 days.

<i>Reason for Request</i>	<i>Documentation Required</i>
Hardship (<i>i.e.</i> childcare, parent employment, transportation)	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> - Copy of a recent pay stub - Letter on the employer's stationery verifying schedule (hours and days) and location of employment - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from the adult, center or organization providing child care <ul style="list-style-type: none"> - Name, address and contact information of the adult, center or organization - Child care license number and fees, if applicable - Hours of operation for the center or organization, or hours that the student is under care - Length of time student has been under care by the adult, center or organization ▪ Other letters/documentation in support of the specific reasons for hardship ▪ Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary due to hardship
Mental or physical needs	<ul style="list-style-type: none"> ▪ Letter or report from a doctor, psychologist, or other appropriate person verifying the student's mental or physical needs ▪ Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary due to the student's mental or physical needs
Continuing Enrollment	<ul style="list-style-type: none"> ▪ Copy of the student's last report card ▪ Letter from parent/guardian stating the enrollment history (grade and school/district) of the student since kindergarten
Specialized Program	<ul style="list-style-type: none"> ▪ Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested ▪ Letter from parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the district of residence