

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 15 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 August 16th. The district does not have to provide a final response until August 29th if the application is submitted before August 1st.) This is considered a “future year request”.
- If the request is submitted beginning 15 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 August 16th. The district must provide a final response within 30 calendar days if the application is submitted any time after August 1st.) This is considered a “current year request”.
- 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 that has jurisdiction over the district may take at least an additional 45 to 90 days.

The following chart lists the required documentation that must be submitted with the application to support the reason(s) for the request for an interdistrict permit.

<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 Duarte Unified