

Interdistrict attendance permit requests will be accepted and processed beginning on May 1 of each year for the following school year. Interdistrict attendance permits must be renewed on an annual basis.

The steps for requesting an interdistrict attendance permit are:

1. Complete and submit an interdistrict attendance permit to the district of residence.
2. District of residence reviews and approves or denies permit request. If the request is approved, the district forwards to the district of requested attendance for review and approval or denial.

For an interdistrict attendance permit received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.

For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.

An IDT may be approved for any of the following reasons:

- To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel
- When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance
- To allow the student to complete a school year when the student's parents/guardians have moved out of the district during that year
- When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district
- When the student will be living out of the district for one year or less
- When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district shall not deny continued attendance because of overcrowded facilities at

the relevant grade level. The district's decision shall be final.

3. The district of requested attendance reviews and approves or denies the interdistrict attendance permit.

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial. An appeal should be sent to:

Ms. Suzanne Carrig
Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 95131

Failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request.

An interdistrict transfer permit may be revoked or rescinded if the following conditions exist: Pending a decision by the two districts or by the County Board on appeal, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

Please view the Loma Prieta Joint Union School District Board Policy addressing interdistrict transfers here: <http://gamutonline.net/district/lomaprieta/DisplayPolicy/763937/5>