

Intra-District Permit Process and Procedures

All Intra-district transfer request begin at the school site

- **New student to the district or matriculating**– start at desired/requested school
 - **New student with an IEP** – must start at the District office - Department of Special Education
- **Existing C-VUSD student** – start at your school of residence

Steps for requesting a transfer into from one school to another:

- **New to the district or matriculation from one grade span to the next (e.g., elementary to middle school)**
 - Go to desired/requested school complete and submit application
 - Provide a copy of your student’s most recent attendance records, and cumulative discipline records
 - If applicable to your child, provide a copy of the most recent 504 Plan
 - If your child has an IEP, you must go to the District office with the most recent IEP
 - Provide supporting documentation for your request

Existing C-VUSD student

- Obtain a release from your school of residence by completing **Intra-District Transfer of Attendance Application**
- If approved by school of residence, take application to desired/requested school
- Provide a copy of your student’s most recent transcript/report card, attendance records, and cumulative discipline records
- If applicable to your child, provide a copy of the most recent 504 Plan
- If your child has an IEP, the Director of Special Education must approve your request prior to the change of placement/transfer
- Provide supporting documentation for your request

Intra-district Timeline

C-VUSD will begin processing inter-district permits in February each year.

- For the current school year requests, a final decision will be provided to parent(s)/guardian(s) as soon as possible, but no later than 30 calendar days from the date of receipt of the request
- For a future year request, a final decision will be provided to parent(s)/guardian(s) as soon as possible, but no later than 14 calendar days following the beginning of the school year for which enrollment is sought

Appeal Procedures- The following appeal procedure is established in Administrative Regulation 5116.1.

C-VUSD Board Policies and Administrative Regulations can be found on the website - www.c-vusd.org under the “Board of Education” tab.

Intra-district transfer requests that are denied by site administration may be appealed by the parent/guardian:

- 1) To the Director of Student Services within ten (10) calendar days of the date of denial. Please complete and submit an Intra-district Attendance Appeal form. You may fax your appeal to (626) 974-7060 attention: Director of Student Services. The Director of Student Services shall review your appeal based on our Administrative Regulation, state law, consultation with school site(s), and the appropriate Assistant Superintendent as needed. If necessary, the Director may request a meeting with the parent(s)/guardian(s).
- 2) The decision of the Director of Student Services will be final.

Revocation of Permits

A permit may be revoked at any time for any of the following reasons:

- Student has unsatisfactory attendance (e.g., excessive tardies, excessive absences regardless of whether excused or unexcused)
- Student fails to uphold appropriate behavioral standards (e.g., multiple entries in discipline file, any violations/suspensions under California Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915)
- Student fails to make academic progress (e.g., poor grades)
- Providing false or misleading information

***Note:** Revocation of intra-district permits are not eligible for appeal through the Los Angeles County Board of Education