

**Alvord Unified School District  
REQUEST FOR INTER-DISTRICT ATTENDANCE PERMIT**

(Use Separate Form for Each Student)

New

Renewal

Email application and documentation to: [studentservices@alvordschools.org](mailto:studentservices@alvordschools.org)  
or send through U.S. mail to Student Services 9 KPC Parkway Corona, CA 92879

School Year: <b>2022-2023</b> <b>2023-2024</b>
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Student's Last Name	Student's First Name	Date of Birth	Grade Requested	Gender: Male    Female Non Binary
Parent/Legal Guardian		Relationship to Student	Phone Number: Home:	Cell:
Residential Address		City/Zip Code		
Mailing Address if different		City/Zip Code		
E-mail Address <i>(We will notify this email of the decision)</i>				
District of Residence: Alvord Unified School District		School of Residence:		
District of Desired Attendance		School of Desired Attendance		
District Now or Last Attended		School Now or Last Attended		

**Reason for request:** *(Conditions on back of page)*

Child Care	Planned Change of Residence
Complete School Year at Current School	Specialized High School Program
Continuing Enrollment	Senior Student
Parent Employed at Requested School District	Other <i>(Please specify)</i> _____

Check appropriate boxes below:

Individualized Education Program (IEP)	No	Yes	If yes, attach IEP
Section 504 Accommodations	No	Yes	If yes, attach 504 plan
Specialized program/class (i.e. GATE)	No	Yes	If yes, name program _____
Currently suspended or expelled	No	Yes	If yes, attach suspension or expulsion order

**TERMS & CONDITIONS:** This permit is valid only for the school year granted, while conditions stated are maintained, and as long as the student's attendance, citizenship/behavior, and grades are satisfactory to the district of attendance. A permit may be revoked for cause at any time. False or misleading information may be cause for denial or revocation. Approval is subject to space availability in the district.

Parent Initials \_\_\_\_\_

I have read and understand the regulations and policies governing Inter-District attendance permits (on reverse side) and hereby submit my application. **I declare under penalty of perjury that I am parent/legal guardian of this student and that the information provided above is true and accurate.** I understand that this form will be provided to the district of residence and the district of desired attendance. Information provided is subject to verification.

\_\_\_\_\_  
Parent/Legal Guardian Name (PLEASE PRINT)

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

<b>District of Residence</b>
<b>As the authorized administrator for the District of Residence, I recommend the following action:</b>
<input type="checkbox"/> Approved for release pending acceptance at proposed district.
<input type="checkbox"/> Denied
Authorizing Signature: _____
Date: _____

<b>District of Proposed Enrollment</b>
<b>As the authorized administrator for the District of Proposed Enrollment, I recommend the following action:</b>
<input type="checkbox"/> Approved to attend requested district.
<input type="checkbox"/> Denied
Reason for denial: _____
Authorizing Signature: _____
Date: _____

Alvord Unified School District  
Regulations and Policies Governing Inter-District Attendance Permits

1. In accordance with California Education Code Sections 46600 to 46609, the school districts of Riverside County establish Inter-District agreements annually which provide for the exchange of students.
2. The enrollment of students from districts, other than that of residence, is not mandatory. If there is sufficient room in the district, school, and program of desired attendance, requests will be considered, provided the reasons are justifiable and in accordance with district governing board policy.

Inter-District Attendance Permits to *leave* the district of residence may be granted for the following reasons when conditions described are met:

- a. **Senior Student** – The district may permit those students who are in the highest grade of elementary, middle or senior high school permission to graduate from the school which they have attended just prior to their move to another district.
  - b. **Specialized High School Program** – Availability of a **specialized high school program** in the district of desired attendance is not available in the district of residence. If the district of residence has a similar program at any school within the district, the student does not qualify under this category. Note: One or two classes does not constitute a "program". **Acceptance into the program must be included.**
  - c. **Planned Change of Residence** – Specific and written evidence must be given that a residence in the district of desired attendance is being obtained. Such permit should not be issued for longer than *three* months.
  - d. **School District Employment** – Parent/legal guardian is a permanent employee of the school district of desired attendance. **Verification must be provided in the form of a recent paystub.**
  - e. **Child Care** – These are to be initially granted only to kindergarten through eighth grade school age students, when it is impossible to arrange adequate childcare or supervision in the district of residence. **Verification must be provided.**
  - f. **Bullying** – Student has been determined by personnel of either the district of residence or the proposed district of attendance to have been the victim of a “severe or pervasive” act of bullying by a student of the district of residence, as defined in California Education Code Section 48900(r) **and attempts by the district have not led to resolution of the problem.**
3. Requests based upon convenience or personal preference may not be considered.
  4. Transportation is the responsibility of the parent/legal guardian.
  5. Procedure for making application for Inter-District attendance:
    - a. Complete the Request for Inter-District Attendance Permit and fill in “reasons for request” in space provided. Provide any additional support documents as needed. Be sure to sign and date the application.
    - b. Submit the request for approval to the authorized district administrator in the district of residence.
    - c. The parent/legal guardian will be notified by e-mail of the final decision regarding the request.
    - d. The district of residence will notify the district of desired attendance of the approval/denial of the transfer request.

**If you have any questions pertaining to the procedure outlined above, the office from which you obtained this form in the school district of residence will assist you.**

6. An Inter-District Attendance Permit for Inter-District attendance is valid only during the school year for which it is issued. It is furthermore valid only while the conditions stated in the request are maintained; and will be continued in force only as long as the student's attendance, citizenship/behavior, and grades are satisfactory to the school of attendance.
7. Falsification of any information stated on this request is cause for immediate revocation of an Inter-District transfer and no further application will be considered.
8. California Interscholastic Federation grades 9-12 athletic eligibility may be negatively affected by this transfer. (CIF Southern Section Blue Book section 206)

**IMPORTANT**

**You must appeal to the district that denied your request prior to appealing to the Riverside County Board of Education.**