

Changes in the Permit Policies From Board Meeting 2-21-08

This memo contains information about changes in the interdistrict and intradistrict permit policies, including new deadlines and selection procedures. All forms will be available on line. Permit information is available on line and at 310 450-8338 ex 216.

New Interdistrict Permit Changes

- New interdistrict permit applications will be accepted from all interested parties.
- Applicants must fill out a Waiting List Form, SMMUSD Interdistrict Application Form and get a release from their district of residence. All documents must be returned to the District office.
- Priority will continue to be given to employees of SMMUSD, SMC, and the City of Malibu and Santa Monica.

Intradistrict Transfer Changes

- Only district residents may apply for an Intradistrict transfer. Students currently on Interdistrict permits may not transfer from school to school within the district.
- Parents must complete the Intradistrict Open Enrollment form and return it to the District office (1651 16th Street) by May 31. Late applications will not be accepted.
- NEW INTRADISTRICT TRANSFER SELECTION PROCEDURES
During the month of June the Superintendent or designee will survey schools to identify the ones that have space available for additional students.
- The district will designate the last week of school as Intradistrict Transfer Week. During that week, a random, unbiased lottery will be held to select students from the eligible applicant pool who will receive Intradistrict Transfers.
- The selection process will be conducted by the staff of the permit office under the supervision of the Director of Pupil Services.
- A waiting list will also be established, in the event that the students selected for transfer decline the offer.
- All Intradistrict transfers will be completed in June, based on space available at the time. No further transfers will take place until the following school year.
- Edison and SMASH will continue existing enrollment procedures.

Interdistrict Permit Renewals

- All permits must be renewed annually.
- Parents must complete the SMMUSD Interdistrict Permit Application Form, requesting enrollment in the Santa Monica-Malibu Unified School District. No child will be enrolled without this form.
- Employees of SMMUSD, SMC or the City of Malibu or Santa Monica, must attach proof of employment.
- **NEW DEADLINE:** Parents must mail or deliver all documents together to the SMMUSD District Office by **June 30, 2008. This is a new deadline.**
- Do not send or deliver documents separately. Incomplete applications will not be processed and permits will not be renewed. **No faxes will be accepted.**
- No applications will be accepted after June 30, 2008.

PERMIT INSTRUCTIONS FOR PARENTS

YOU MAY DUPLICATE THE FOLLOWING MATERIAL TO HELP PARENTS APPLY FOR OR RENEW PERMITS.

HOW TO APPLY FOR AN INTRADISTRICT TRANSFER

(GREEN FORM)

1. You must be a resident of Santa Monica or Malibu. Students currently on interdistrict permits may not transfer from school to school within the district.
2. Complete the Intradistrict Open Enrollment Application.
3. Return the form to the District office by May 31, 2008.
4. Intradistrict transfers will be chosen by a lottery.
5. You will be notified by June 30 if your transfer is approved.

HOW TO RENEW YOUR INTERDISTRICT PERMIT

1. Renew your permit from your district of residence, allowing you to leave that district. This does not give you permission to attend a school in SMMUSD.
2. Complete the **SMMUSD Interdistrict Permit Application Form**, requesting enrollment in the Santa Monica-Malibu Unified School District. No child will be enrolled without this form.
3. If you are an employee of SMMUSD, SMC or the City of Malibu or Santa Monica, attach proof of employment.
4. Mail or deliver all of these documents together to the SMMUSD District Office by **June 30, 2008**. Do not send or deliver documents separately. Incomplete applications will not be processed and your permit will not be renewed. **No faxes will be accepted.**
5. No applications will be accepted after **June 30, 2008**. **This is a new deadline.**

HOW TO APPLY FOR A NEW INTERDISTRICT PERMIT

If you do not live in Santa Monica or Malibu, you may apply for an interdistrict permit to attend school in the Santa Monica-Malibu District. To apply:

1. Complete the Waiting List form. Fill out one for each child.
2. Complete the SMMUSD Request for Permit form for each child.
3. Request a permit from your district of residence, allowing you to leave that district. This does not give you permission to attend a school in SMMUSD.
4. Return or mail all documents to the District Office (1651 16th Street, SM, 90405). Do not FAX forms.
5. You will be notified if your permit is granted.