

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 23, 2022

To: Principals, Vice Principals, Counselors and Enrollment Staff

Subject: INTERDISTRICT ATTENDANCE PERMITS

**Department and/or
Persons Concerned:** Principals, Vice Principals, Counselors and Enrollment Staff

Reference: Board Policy (BP) 5117
Administrative Regulation (AR) 5117

Action Requested: Verification of permit for students residing outside SDUSD's boundary

Brief Explanation:

Students who reside outside the boundaries of San Diego Unified School District and are enrolled via Choice in a district school must also have an approved Interdistrict Attendance Permit (IAP) on file. Students originally enrolled in SDUSD as residents, and then move out of district boundaries during the school year may be permitted to remain and complete the year and must also obtain the approved IAP.

Families begin the process in their district of residence. Interdistrict Attendance Permits may not be approved and signed by principals, counselors, or enrollment personnel at the school site. Interdistrict Attendance Permits must be processed remotely through the Neighborhood Schools and Enrollment Options Office. Families fill out and sign permit form, attach all required documentation, and scan and email to iap@sandi.net.

As new out-of-district students are accepted from the PowerSchool Enrollment Options Seated List (Choice), schools should contact the Neighborhood Schools and Enrollment Options Office for verification of permit. Students accepted into a school may generally continue through articulation to the next level school (elementary to middle, middle to high school). With the exception of a few neighboring districts who require annual renewals, a new or renewed permit is necessary when a student moves from one level to the next (elementary-middle or middle-high) or when the student changes their resident district. Additionally, renewal applications for students with IEPs who reside out of district must be reviewed with the Special Education Department to ensure that programs continue to have space available.

An Interdistrict Attendance Permit may be revoked for the following reasons:

- Falsification of information stated on an interdistrict application is cause for immediate revocation.
- Unsatisfactory attendance, citizenship, or academic grades (below 2.0 GPA).

- Lack of parental support and compliance with site or district policies and procedures.

For these reasons, sites are strongly urged to identify pupils early in the school year who are enrolled via IAPs, and to monitor attendance, citizenship, and academics closely, and ensure parental compliance and support. The revocation process includes a verbal warning (date and reason should be documented), a written warning (Attachment A), and then a final letter of revocation (Attachment B).

Exceptions to the IAP process include Special Education pupils enrolled via InterSELPA, and Foster or Homeless pupils who are attending an SDUSD school of origin, but are residing outside of district boundaries. IAPs are not granted into specialized programs that cannot be Choiced into (examples: Riley/New Dawn/Whittier, Garfield Alternative, Twain, etc.).

Questions regarding Interdistrict Attendance Permits should be directed to Yvonne Torres, Manager, Neighborhood Schools and Enrollment Options Office at (619) 260-2410.

APPROVED:

Marceline Marques
Operations Support Officer
Neighborhood Schools and Enrollment Options Office

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Attachments:

- Attachment A: [Sample First Letter of Warning for Interdistrict Attendance Permit](#)
- Attachment B: [Sample Revocation Letter of Interdistrict Attenance Permit](#)
- Attachment C: [Application for Interdistrict Attendance Permit \(Form 341\)](#)
- Attachment D: [Solicitud de Permiso para Asistencia Interdistrial \(Forma 341\)](#)