



Culver City Unified School District

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Questions & Answers for LAUSD Permit Applicants

Culver City Unified School District's permit timeline will be extended for permit applicants.

How do I apply for a release from LAUSD for my child to attend CCUSD?

- Beginning April 1, 2010 you must submit an online application for an Outgoing LAUSD Permit via the LAUSD website: <https://permits.lausd.net/App/ApplicationOut.aspx>.
- LAUSD is no longer accepting paper permit applications.
- If your home school is an LAUSD charter school you can no longer get released directly from your charter school. You will need to apply online to LAUSD.
- Before you submit your application to LAUSD, please print a copy for your records.
- After you have submitted your online application, mail supporting documentation (including employment verification) to LAUSD (Office of Permits and Student Transfers, PO Box 3307, Los Angeles, CA 90051) or fax it to (888) 299-1943. Include the confirmation number you received when you submitted your application online, student's name, student's date of birth and your contact information on all documents you submit. Keep a copy of everything you submit for your records/appeals.

What type of permits may LAUSD approve?

- Parent Employment Permits.** To qualify for a Parent Employment Permit, one parent must work inside the geographical boundaries of CCUSD. You must provide proof of employment for the parent who works within CCUSD boundaries. Acceptable proof of employment is:
 1. A copy of a recent pay stub and a letter on employer's stationery verifying schedule (hours and days) and location of employment.
 2. If self-employed, a copy of a valid current business license and a letter on parent's business stationery verifying schedule (hours and days) and location of employment.
- Senior Status Permits.** To qualify for a senior status permit a student must have attended the CCUSD during the 2009-2010 school year and must be entering grades 5, 8, or 12 for the 2010/2011 school year. You must provide LAUSD with:
 1. A copy of your student's last report card or current transcript verifying current school enrollment.
- Exceptions to the above (i.e. Continuing Enrollment, Child Care, Specialized Program, etc.).** CCUSD Specialized Programs are El Marino Language School, La Ballona's Dual Language Program, and Culver City High School's Academy for Visual and Performing Arts (AVPA). To apply for a Specialized Program Permit, you must provide:
 1. Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested.
 2. Letter from parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the district of residence.

How will I be notified of LAUSD's decision to issue a permit for my child?

- LAUSD will notify you of their decision by mail or e-mail.
- **If your permit is approved you must submit the LAUSD permit release document along with the CCUSD permit application to the CCUSD Permit Office.**
- If LAUSD denies your application, **the LAUSD Application to Appeal Form** (available at their website) http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/STUDENT_HEALTH_HUMAN_SERVICES/SHHS/PUPIL/UNITS_PROGRAMS/PUPIL_PERMITS/APPEAL%20FORM%20PDF1.PDF **must be completed and any supplemental documentation must be received in the Office of Permits and Student Transfers within 14 calendar days from the date of denial. Faxed appeals will not**

be accepted. The physical address of the new LAUSD Office of Permits and Student Transfers is: 1430 S. San Julian Street, Building 7, Los Angeles, CA 90015. Their mailing address is: PO Box 3307, Los Angeles, CA 90051. Their new phone number is: 213-765-2880.

- If LAUSD denies your appeal, you may appeal to the Los Angeles County Office of Education (LACOE). Please see below for permit request considerations that would be considered by LACOE.
- You must complete the LAUSD appeal process before you can appeal to LACOE.

How do I appeal to Los Angeles County Office of Education (LACOE) if LAUSD denies my child's permit?

- The LACOE Appeal Packet can be downloaded at www.LACOE.edu and from the "New LAUSD Permit Procedures" tab on the CCUSD website at www.CCUSD.org. A hardcopy of the LACOE Appeal Packet is also available at the CCUSD Permit Office.
- **Appeal documents must be physically received by the LACOE Child Welfare and Attendance Unit within thirty (30) calendar days following the failure or refusal of a district to issue a permit.**
- **Specifically, the 30-day time period begins from the date of the final letter of notice from the district, not the date of receipt by the parent.**
- To file your appeal, please complete the one-page LACOE appeal form. Be sure to attach the following supporting documents and return them to the LACOE office:
 - A copy of the original request for interdistrict transfer permit (if available);
 - Copies of all correspondence between parent and the district denying the permit. Be sure to include the final denial from the local governing board;
 - Additional documents (limit 10 pages total) supporting your reason(s) for the permit appeal;
 - An Interpreter Assistance Request form (required whether or not an interpreter is needed).

What other reasons, other than those permitted by LAUSD, does LACOE consider appropriate to request a permit?

- The student has expressed a genuine interest in an educational class or program which is both available and beneficial to the student, which cannot be reasonably provided by the district of residence, and the student is in fact eligible for, and has committed to taking or has been accepted into, the desired class or program.
- There is evidence of threat or injury to the student, or evidence that the student's health, welfare or safety are otherwise in clear, present, and continuing jeopardy or danger in the district of residence. Written documentation and/or supporting information from doctors, psychologists, or other persons should be provided to verify health-related issues.
- There is evidence that the student has a genuine and substantial fear of attending the district of residence. Written documentation and/or supporting information should be provided to verify the presence of substantial fear and/or impact on the student.
- Transportation problems exist which create a hardship for the student which are resolved by transfer to the district of attendance.
- The receiving school in the district of attendance is geographically closer to the student's residence and such proximity to the school is required for child care services or other substantial family needs.
- The district of attendance will accept the student.
- There is present intent to change residence and a substantial likelihood that the change of residence will occur. Supporting information, such as escrow documents, should be provided to verify intent.
- The proposed transfer would not create a significant, adverse financial or educational impact on student programs or classes in the district of residence or in the district of attendance.
- Continued enrollment in the district of attendance will promote an important level of continuity that is in the best interest of the student.
- Such other considerations as the County Board may deem appropriate in each case to render a decision on the merits.

If you need assistance in completing your appeal to LACOE, please check the CCUSD website (www.ccusd.org) for upcoming workshops on appeals and/or contact the CCUSD Permit Office at 310-842-4220 x 4237.