

RUSD # _____

R.U.S.D. – Child Welfare & Attendance

260 S. Willow Ave.
Rialto, CA 92376

School Districts of San Bernardino County
Application for Interdistrict Attendance Permit



Parent to complete the following (any blanks can delay the process):

New Request Renewal School Year _____ Grade _____

Student Name _____ Birth date _____ Male Female

School District of Residence RIALTO UNIFIED SCHOOL DISTRICT

Rialto School of Residence _____

School Dist. of Desired Attendance _____ School Requested _____

Parent/Guardian Name _____ **Special Education Student*** Yes No

Parent/Guardian Address _____ Identification Category, if yes _____

City/Zip _____ *RUSD will not be responsible for any **Special Education costs, fees or transportation.**

Telephone _____ / _____ 504 Student Yes No
(Home) (Cell or Work)

Is the student currently under an expulsion order? Yes No

Reason For Request

- Health Reasons: Attach verification from a licensed physician or clinical psychologist
- Pending change of residence this year. Attach a copy of escrow or similar document (90 day limit)
- To complete current year after moving to another attendance area
- Other _____

Attach Separate Sheet if Necessary

Child Care Person/Agency	Employer Information – Father	Employer Information - Mother
Name _____	_____	_____
Address _____	_____	_____
Phone _____	_____	_____

Signature of child care provider _____

TERMS AND CONDITIONS

I declare under penalty of perjury that the above information is accurate to the best of my knowledge. I further acknowledge that attendance in a non-resident district is a privilege and not a right. I understand that it is my responsibility to transport the student to and from school. I understand that the student named herein will be transferred back to his/her district of residence if facilities are not available in the district the student wishes to attend or for unsatisfactory attendance, unsatisfactory scholarship, unsatisfactory citizenship, failure to disclose excess cost program needs or disciplinary status (expulsion) information, or for any other reasons as determined by District policy. Note: Excess costs may relate to, but are not necessarily limited to, space available, specific program needs, limits on enrollment in specific grades or programs, and staffing. I understand that this form will be provided to the district of residence, the district of desired attendance, and that the information provided is subject to verification.

Signed _____ Date _____

THIS BOX FOR SCHOOL DISTRICT USE ONLY

Date Received _____

As the authorized administrator for the district of residence, I recommend the following action (check one):

Approved Denied Reason _____

Authorized Signature _____ Title Agent: Child Welfare and Attendance Date _____

As the authorized administrator for the desired district of attendance, I recommend the following action (check one):

Approved Denied Reason _____

Authorized Signature _____ Title _____ Date _____

Applications are processed from the Rialto Unified School District to a soliciting/requesting district by mail only.

INSTRUCTIONS

Please read these instructions before completing the application.

NOTE: If you live in Rialto Unified School District (which includes parts of Colton, Fontana, and San Bernardino) and wish to attend a school in another district, you must request an Inter-District Attendance Permit (Transfer) using this form. If you live in another district and wish to attend school in Rialto Unified, you must complete the form in the district in which you live.

IDENTIFYING INFORMATION: Complete the identifying information and details about the requested school.

REASON: A transfer may be granted only if one or more of the following reasons apply:

- **Employment:** One or both parents work in the area of attendance more than 51% of the day. You will need to provide the name, address and phone number of the employer.
- **Child Care:** Care is located in the attendance area of school requested. You will need to provide the name, address, and phone number of the childcare provider.
- **Moving:** A transfer may be granted when you have moved from (or are about to move into) the Rialto attendance area during the year and wish for the student to remain at the same school for the remainder of the school year. A transfer may also be granted when the student has moved temporarily and will be returning to the attendance area in one year or less. You will need to provide verification that you are moving by providing lease agreements, escrow papers, or such.

SPECIAL EDUCATION: Indicate whether the student requires Special Education Services. These include Special Day Class (SDC), Resource Specialist Program (RSP), Speech, Language, or any other program which requires an Individualized Education Plan (IEP).

SUSPENSION / EXPULSIONS: Failure to complete this information may result in Denial of requested transfer and will be cause for the other district to void the transfer.

SIGNATURE: Please read the terms of transfer, sign and date the application.

Return the application to the Child Welfare and Attendance Office at 260 S. Willow Ave., Rialto, California 92376. If approved by Child Welfare and Attendance, the application will be sent to the requested district of attendance. The application must be approved by the requested district before the transfer becomes final.

If your request is denied by the Rialto Unified School District's Agent of Child Welfare and Attendance, you may appeal, in writing, to the Lead Agent of Student Services. If your request is denied, you may appeal to the Lead Innovation Agent in the Education Services. After final decision on appeal at the District level, you will have thirty days to appeal to the County Board of Education.