

**INTERDISTRICT ATTENDANCE**

The Culver City Unified School District will not knowingly accept students who do not reside within the CCUSD boundaries without a valid interdistrict attendance permit.

The district will post on its web site the procedures and timelines for requesting an interdistrict attendance permit, including a link to BP 5117 - Interdistrict Attendance. The posted information will include, but is not limited to: (Education Code 46600.1, 46600.2)

1. The date upon which the district will begin accepting and processing interdistrict attendance permit applications for the following school year
2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence
3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision
4. A statement that failure of a parent/guardian to meet any timelines established by the district will be deemed an abandonment of the request
5. Applicable timelines for processing a request, including the following statements:
  - a. For an interdistrict attendance permit application received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.
  - b. For an interdistrict attendance permit application received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.
6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

Priority for interdistrict attendance will be given to a student who has been determined, through an investigation by either the district of residence or district of proposed enrollment, to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence. (Education Code 46600)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5131.2 - Bullying)

Until the district is at maximum capacity, the district will accept any student whose interdistrict attendance permit application is based on being the victim of an act of bullying or a child of an active duty military parent/guardian. The district will ensure that such students are admitted through an unbiased process that prohibits an inquiry into or evaluation or consideration of

**INTERDISTRICT ATTENDANCE**

whether or not a student should be enrolled based on academic or athletic performance, physical condition, proficiency in English, family income, or any of the individual characteristics set forth in Education Code 220, including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status. (Education Code 46600)

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons:

- When the student is a victim of an act of bullying as defined in EC 48900(r) committed by a student of the District of Residence (Health & Safety)  
  
(cf. 5131.2 - Bullying)
- To meet the child care needs of the student, only as long as the student's child care provider remains within district boundaries (Child Care)  
  
(cf. 5148 - Child Care and Development)
- When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance (Sibling)
- To allow the student to complete a school year when the student's parents/guardians have moved out of the district during that year (Continuing Enrollment)
- To allow the student to remain with a class in the final year of elementary, middle, or senior high school (Continuing Enrollment)
- To allow a high school senior to attend the same school attended as a junior, even if the student's family moved out of the district during the junior year (Continuing Enrollment)
- When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district (Other)
- When the parent/guardian is employed within the receiving school district's boundaries (Parent/Guardian Employment)
- When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence (SARB)  
  
(cf. 5113.1 - Chronic Absence and Truancy)  
(cf. 5113.12 - District School Attendance Review Board)

**INTERDISTRICT ATTENDANCE**

- When there is valid interest in a particular educational program not offered in the district of residence (Specialized Programs)
- To provide a change in school environment for reasons of personal and social adjustment (Other)

Requests from residents within the Culver City Unified School District to attend schools outside the Culver City Unified School District are submitted to the School and Family Support Services Department on an Outgoing Interdistrict Attendance Permit Application.

Residents of other districts who wish to attend Culver City Unified School District must first be released by the District of Residence and then can apply to Culver City Unified School District.

The Superintendent or designee will ensure that interdistrict attendance permit applications and instructions are available through the School and Family Support Services Department.

The Superintendent or designee will ensure that interdistrict attendance permits specify the terms and conditions for the granting, denial, or revocation of the permit. Once an interdistrict attendance permit has been granted and a student has enrolled, a student is not required to reapply and will be allowed to continue to attend CCUSD unless an interdistrict attendance agreement between the governing boards of the district of residence and the district of enrollment states otherwise.

The District will not rescind existing interdistrict attendance permits after June 30 following a student's completion of grade 10 or for any student entering grade 11 or grade 12 in the subsequent school year. (EC 46600)

An interdistrict attendance permit will be approved by the District for the following reasons:

- Parent/Guardian employed by CCUSD
  - as a benefit of classified and certificated employment by the Culver City Unified School District
- Continuing Enrollment for CCUSD students
  - for students who have attended CCUSD for at least one complete school year or one calendar year and then move out of the District and would like to continue to attend CCUSD.

An interdistrict attendance permit may be approved by the District according to the following priorities:

1. Health and Safety
  - An interdistrict attendance permit may be approved by the District when the student is a victim of an act of bullying as defined in EC 48900(r) committed by a student of the District of Residence (Health & Safety)

(cf. 5131.2 - Bullying)

**INTERDISTRICT ATTENDANCE**

2. Sibling
  - An interdistrict attendance permit by be approved by the District when the student has a sibling attending school in CCUSD to avoid splitting the family's attendance.
3. Parent/Guardian Employment
  - An interdistrict attendance permit by be approved by the District when a parent/guardian is employed within the Culver City Unified School District boundaries.
4. Child Care
  - An interdistrict attendance permit by be approved by the District to meet the child care needs of the student only as long as the student's child care provider remains within the CCUSD boundaries
5. Specialized Program
  - An interdistrict attendance permit by be approved by the District when there is valid interest in a particular educational program not offered in the district of residency.
6. School Attendance Review Board SARB
  - An interdistrict attendance permit by be approved by the District when recommended by the School Attendance Review Board or by County child welfare, probation or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

(cf. 5113.1 *Chronic Absence and Truancy*)

7. Change in Residence - Provisional (Temporary)
  - When the student's family moves out of the District during the school year, the student may be granted a Provisional Permit to continue until the end of the academic term. If the family would like the student to continue in the District beyond the end of the academic term, the family must apply for an interdistrict attendance permit at the time they move out of the district boundaries.

Other supporting documents or information may be required by the District for verification purposes. Transportation will not be provided for students attending on interdistrict attendance permits.

(cf. 3250 – Transportation Fees)

(cf. 3540 – Transportation)

***Special Education Permits***

**INTERDISTRICT ATTENDANCE**

Permits may be approved in keeping with Special Education Local Plan Area agreements. If a student is receiving Special Education services and the student resides in a district outside the Special Education Local Plan Area (Tri-City SELPA), the student needs an approved Inter/Intra-SELPA Agreement for Individuals with Exceptional Needs, in addition to the Interdistrict Attendance Permit. The Agreement is initiated by the District of Residence and approved or denied by the requested District of Attendance.

Requests will be considered only in accordance with the above procedures.

***Interdistrict Attendance Permits May Be Denied When Requests Exceed Capacity Limits.***

The Superintendent or designee may deny requests for interdistrict attendance permits if the request would exceed capacity limits at the relevant grade level, class, program and/or school building, or based on other considerations that are not arbitrary.

The Superintendent or designee is hereby directed to leave sufficient room in each class, grade level, program, and school for new Culver City residents who may move into the District over the summer or enroll during the school year. Therefore:

"Capacity," pursuant to Interdistrict Attendance Permit Applications, is defined as follows:

For All Student Programs:

Each grade level will be considered at capacity for Interdistrict Attendance Permit Application purposes when the school-wide average reaches a student:teacher ratio of 22:1 in Grades TK-3 and a student:teacher ratio of 28:1 in Grades 4 and 5.

Culver City Middle School will be considered at capacity for Interdistrict Attendance Permit Application purposes when enrollment in Grades 6, 7 and 8 reaches 550 students, or when the total school enrollment reaches 1650.

Culver City High School will be considered at capacity for Interdistrict Attendance Permit Application purposes when enrollment in Grades 9 and 10 reaches 550 and when enrollment in Grades 11 and 12 reaches 500 students, or when the total school enrollment reaches 2100.

The Culver City Unified School District does not place interdistrict attendance permit applicants at alternative educational settings or programs.

For Special Education Classes and Programs:

The Resource Program (RSP)/Specialized Academic Instruction/Mild to Moderate Needs, will be considered at capacity for Interdistrict Attendance Permit Application purposes either when the case carrier's caseload reaches a student:case carrier ratio of 22:1 at the requested school(s) or the requested grade is at capacity.

**INTERDISTRICT ATTENDANCE**

The Special Day Class Program/Specialized Academic Instruction/Moderate to Intensive Needs, will be considered at capacity for Interdistrict Attendance Permit Application purposes either when enrollment in the program at the requested grade reaches a student:teacher ratio of 10:1 or the requested school is at capacity.

The Basic Skills (Intensive) Program Classes will be considered at capacity for Interdistrict Attendance Permit Application purposes when enrollment in the program at the requested school reaches a student:teacher ratio of 7:1.

The Adult Transition Program (ages 18-22) will be considered at capacity for Interdistrict Attendance Permit Application purposes when enrollment in the program reaches a student:teacher ratio of 7:1.

The Speech Services Program will be considered at capacity for Interdistrict Attendance Permit Application purposes either when district-wide average enrollment in the program or at the requested school(s) reaches a student:therapist ratio of 40:1.

Adaptive Physical Education (APE) will be considered at capacity for Interdistrict Attendance Permit Application purposes when district-wide average enrollment in the program reaches a student:teacher ratio of 37:1.

The Occupational Therapy (OT) program will be considered at capacity for Interdistrict Attendance Permit Application purposes when district-wide average enrollment in the program reaches a student:therapist ratio of 25:1.

As the District establishes new or different classes or programs for which a capacity limit is not included herein, it may establish an appropriate capacity, for Interdistrict Attendance Permit Application purposes, for any such class or program.

Capacity limits are intended to allow space for new resident growth. These capacity limits are intended to allow space for District residents who enroll during the summer or enroll during the school year. Establishment of these capacity limits are intended to assure that there is sufficient space in each class, grade level, program, and school for all students to receive the maximum support and service by District staff.

The District will describe the terms and conditions under which the interdistrict attendance permit may be approved, denied, revoked, or rescinded. (Education Code 46600)

***Approval and Denial of Interdistrict Attendance Permits***

The Superintendent or designee may deny an interdistrict attendance permit for the following reasons:

1. A parent/guardian made false statements or misrepresentations in applying for the student's interdistrict attendance permit.

**INTERDISTRICT ATTENDANCE**

2. The student has a history of chronic absenteeism as defined by Education Code 48263.6
3. In the two (2) years preceding the interdistrict attendance permit application, the student has been expelled, suspended, or otherwise disciplined, or has demonstrated a pattern of behavioral concerns by the transferring district or any other school as a result of any violation of Education Code 48900(a)(1), 48900(a)(2), 48900(b), 48900(c), 48900(d), 48900(e), 48900(r), 48900.2, 48900.3, 48900.4, 48900.7, 48915(a)(1)(A), 48915(a)(1)(B), 48915(a)(1)(C), 48915(a)(1)(D), 48915(a)(1)(E), 48915(c)(1), 48915(c)(2), 48915(c)(3), 48915(c)(4), 48915(c)(5).
4. The student does not demonstrate satisfactory academic achievement. To be admitted to a District school on an interdistrict attendance permit, elementary students must be approaching or meeting grade level standards, and make appropriate academic efforts and secondary students must have satisfactory work habits and cooperation and a 2.5 grade point average or higher with no failing grades.
5. The student's enrollment has been accomplished by falsification of address, for example, submitting to either district in writing a false address within school district boundaries while residing at an address outside of school district boundaries.
6. The attendance of the student would increase the District's class size above the maximums established by the State of California or above the maximums set in a negotiated teacher contract or would place the District at risk of violating such standards, or, in the case of middle or high schools, enrollment would interfere with the appropriate scheduling of the student or other students, as determined by the Superintendent or designee.

If a student's interdistrict attendance permit request is denied, the Superintendent or designee will, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial. (Education Code 46600.2)

(cf. 5145.6 - Parental Notifications)

***Revocation of Interdistrict Attendance Permits***

The Superintendent or designee may revoke an interdistrict attendance permit for the following reasons:

1. A parent/guardian made false statements or misrepresentations in applying for the student's interdistrict attendance permit.
2. The student has been expelled or suspended as a result of any violation of Education Code Section 48900(a)(2), 48900.2, 48900.3, 48900.4, 48900.7, 48915(a)(1)(A), 48915(a)(1)(B), 48915(a)(1)(C), 48915(a)(1)(D), 48915(a)(1)(E), 48915(c)(1), 48915(c)(2), 48915(c)(3), 48915(c)(4), 48915(c)(5).

***Procedural Terms and Conditions for Revocation***

**INTERDISTRICT ATTENDANCE**

Before deciding to revoke an interdistrict attendance permit to attend CCUSD, the Superintendent or designee will first invite the pupil and parent or guardian to attend an informal conference at which the pupil and parent or guardian will be informed of the reason for the proposed revocation and the grounds on which it is based, and given an opportunity to respond. The opportunity to attend such an informal conference will be the sole procedure by which a pupil, parent, or guardian is entitled to challenge a proposed revocation, and the decision of Superintendent or designee following an opportunity for such an informal conference will be final.

***Students Expelled from Other Districts***

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance permit denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)  
(cf. 5144.1- Suspension and Expulsion/Due Process)

Legal Reference:

EDUCATION CODE

46600-46611 Interdistrict attendance agreements

ATTORNEY GENERAL OPINIONS

84 Ops. Cal. Atty. Gen. 198 (2001)

Students AR 5117(h) INTERDISTRICT ATTENDANCE

**CULVER CITY UNIFIED SCHOOL DISTRICT**

Culver City, California

Regulation Reviewed: January 20, 1998

Regulation Reviewed: February 6, 2001

Regulation Reviewed: July 8, 2008

Regulation Revised: July 22, 2008

Regulation Reviewed: September 13, 2011

Revised Regulation Adopted: February 14, 2012

Regulation Reviewed: October 11, 2022

Regulation Revised and Adopted: January 10, 2023