

BURBANK UNIFIED SCHOOL DISTRICT

Department of Student Services

1900 W. Olive Avenue, First Floor, Burbank, CA 91506
(818)729-4467

2010-2011 SCHOOL YEAR: the first day of school is August 16, 2010

INTERDISTRICT PERMIT APPLICATION REQUIREMENTS

Applications will be accepted beginning March 1, 2010. The application process must be completed in person at the Department of Student Services.

NO EXCEPTIONS

Interdistrict Permits will be considered for students whose parent(s)/legal guardian(s) are **permanent, full-time employees or you own and operate a business** within the Burbank Unified School District boundaries.

THE FOLLOWING ITEMS MUST BE PRESENTED AT TIME OF APPLICATION:

1. Original, certified birth certificate or other legal document verifying student's date of birth.
2. **High School Requirements** – Academic transcript; grades in progress, attendance, and discipline record.
Elementary and Middle School Requirements – Most recent report card, attendance and discipline record.

If student is receiving Special Education services, you must also provide most recent Individualized Educational Program (IEP) documentation.

3. Verification of Employment or Business within Burbank District boundaries
 - Payroll verification (most recent, original paycheck stub) **and**
 - Employer letter specifying work hours on business letterhead
 - For businesses located within Burbank, your business license and renewal receipt from the City of Burbank (must be valid during the time of the 2010-2011 school year)

You must obtain an Interdistrict Transfer Release from your district of residence. Do not wait to receive their release before applying for our permit.

The District does not guarantee student placement in the District or at a particular school. Placement is based on space and grade level availability at a site determined by the District.

The student must maintain satisfactory grades, attendance, and/or discipline, as evidenced through official school records. Records will be reviewed at time of application, and annually thereafter for permit issuance and/or renewal.

The District will **not** grant any interdistrict attendance permit to any student under a current order of expulsion or a pending disciplinary action from another school district.
(Education Code Section 48915)