

\_\_\_\_\_  
(School Year)

**SPECIAL ATTENDANCE PERMIT REQUEST**  
(Transfer Between Schools WITHIN the National School District)

Pupil's Name \_\_\_\_\_ Grade \_\_\_\_\_ Component (check one): English Spanish  
Last First

Date of Birth \_\_\_\_\_ School Now Attending or Last Attended \_\_\_\_\_

School of Residence \_\_\_\_\_ School of Desired Attendance \_\_\_\_\_

- Childcare
- Continuing Student
- Program Improvement School
- Alternative Course of Study
- Expected Change of Residence
- Health Issues
- Other (please specify below)

Please Explain Reason (guidelines on reverse): \_\_\_\_\_

\_\_\_\_\_  
Parent Name (print) Address Telephone

\_\_\_\_\_  
Signature of Parent or Guardian Email Date

**CHILD CARE INFORMATION:** If reason for request is due to childcare arrangements, complete this section.

Name of person responsible for child care \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

Signature of Person Responsible for Child Care

**RECOMMENDATION OF SCHOOL OF RESIDENCE**

- Concurrence with School of Desired Attendance
- Disapprove

Reason for Denial / Comments \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

School Administrator

**RECOMMENDATION OF SCHOOL OF DESIRED ATTENDANCE**

- Student is on a class list for current or coming school year. Permit may be approved
- Space currently available for this student. Permit may be approved
- No space currently available for this student
- Revoke attendance permit (state reason) \_\_\_\_\_
- Other \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

School Administrator

**FINAL RECOMMENDATION**

- Permit Granted
- Permit Denied

Reason for Denial / Conditions: \_\_\_\_\_

Signed \_\_\_\_\_ Decision sent to parent and schools \_\_\_\_\_

Attendance Administrator

Date

Date

**NOTE: This permit is valid only while conditions stated are maintained, and as long as the student's attendance, citizenship and scholarship are satisfactory to the district of attendance. A permit may be revoked for cause at any time. False or misleading information may be cause for denial or revocation. Individual district policies pertain to each permit.**

**Parent Initials**

**REGULATIONS AND POLICIES GOVERNING SPECIAL ATTENDANCE PERMITS  
WITHIN THE NATIONAL SCHOOL DISTRICT**

1. Complying with the Education Code the Governing Board has set up within the limits of the National School District attendance boundaries for each elementary school.
2. All pupils are required to attend the school in whose district they reside, except when special permission to attend another school has been granted by the Administration.
3. The school administration has set up as nearly as possible equal educational opportunities in all the schools within the district, and it is obliged to use the existing facilities to the best advantage by avoiding crowded conditions and such serious inconvenience to pupils as follow indiscriminate pupil placement. As a result of this obligation and in order to treat all public school patrons on an equal basis, it has been necessary to rule out requests made for reasons of convenience or personal preference, such as transportation, after-school activities, preference for one school as opposed to another, and preference for a school because the older children of the family have attended or do now attend it.
4. Special Attendance Permits, however, may be granted for the following reasons:
  - a. Childcare arrangements in another attendance boundary, with verification.
  - b. Continuing student.
  - c. Program Improvement School
  - d. Alternative Course of Study.
  - e. Expected change of residence accompanied with specific and written evidence that a home in another attendance boundary has been chosen.
  - f. Health conditions that prevent a child from going to a particular school, verified by a physician.
5. Special Attendance Permits valid only while the conditions maintain for which the Permit is granted and as long as the pupil's attendance, citizenship and scholarship are satisfactory to the school of special attendance.
6. Finally, since it is the endeavor of the school administration to grant all permits in rigid fairness, the following procedure for applying has been established:
  - a. Application forms may be secured by parents from either school or the Administration Office.
  - b. Parents will fill in the reason for their request on the form and file it with the administrator of the school where the child is attending.
  - c. Administrator of each school shall record recommendations and forward to the Attendance Supervisor for approval/disapproval.
  - d. After the request has been studied, the parent and the schools will be notified of the outcome by email.
  - e. This application is NOT a Permit. While the study is pending, the pupil must attend the school of residence or the school that he/she has been attending up to the time of the application.