



South Pasadena Unified School District
1020 El Centro Street
South Pasadena, California 91030
(626) 441-5810
<http://www.spusd.net>

INTER-DISTRICT PERMIT POLICY for the Inter-District Attendance Agreement – 2008-2009

For students of South Pasadena who wish to attend public school outside of South Pasadena:

1. Complete an Inter-District Release form from SPUSD: These forms can be obtained at the District Office in Room 4 – please see Cathleen Hoadley. Be advised that even if the student in question has never attended public school in SPUSD, this form must be completed.
2. Submit form: Submit the completed form to Ms. Hoadley. When the release is approved, the parents will be notified to pick up the signed form.
3. Submit signed release to school of attendance: The release form is then submitted to the school outside of SPUSD that the student will attend. This process must be repeated each year – the approved release is valid for only one school year.

For students who reside outside of South Pasadena, but wish to attend SPUSD schools:

Parents or guardians who are not residents of South Pasadena can request that their children attend South Pasadena schools through the acceptance of an inter-district permit. The criteria is as follows:

1. Parent or legal guardian of student must be a full-time employee of SPUSD (see Box 1 below).
2. Parent or legal guardian of student must be a full-time employee of the City of South Pasadena (see Box 2 on page 2).
3. Parent or legal guardian of student must be the legal owner of a South Pasadena business (see Box 3 on pages 2 and 3).

For full-time employees of South Pasadena Unified School District:

1. Complete an Inter-District Release form from the school district that serves your home address: These forms can be obtained at the District Office of your district of residency. Please be advised that even if the student in question has never attended public school in said district, this form must be signed by the home attendance area district before a request to attend school in South Pasadena can be considered.
2. Bring the signed Inter-District Release form to the SPUSD District Office: Submit to Cathleen Hoadley in Room 4, between 8:30 and 4:30 p.m., Monday through Friday. At that time you will complete an Inter-District Attendance Agreement for SPUSD for each child.

For full-time Employees of the City of South Pasadena:

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1. Complete an Inter-District Release form from the school district that serves your home address: These forms can be obtained at the District Office of your district of residency. Please be advised that even if the student in question has never attended public school in said district, this form must be signed by the home attendance area district before a request to attend school in South Pasadena can be considered.
 2. Obtain a letter of verification of employment: This letter must be written on official letterhead of the City of South Pasadena, and must be embossed with the official City seal.
 3. Submit both above documents to the SPUSD District Office: See Alicia Gonzalez in Room 6 **only** between 2:30 and 3:00 p.m. on the following Wednesdays: May 7, May 14, May 21, May 28, June 4, and June 11. Forms will not be accepted on any other dates or times.
 4. Complete the SPUSD Inter-District Attendance Agreement: This form will be given to you for completion at the time you submit the above two documents, one for each student.
 5. Receive the Inter-District Transfer Verification form: When Ms. Gonzalez has verified your documents, she will give you the Inter-District Transfer Verification form embossed with the SPUSD seal – one for each student attending South Pasadena Middle School and/or South Pasadena High School (she will retain the form for elementary students). This form must be submitted to the registrars at the respective schools at the time of registration (see #6 below).
 6. Make appointment for registration: For elementary students, you will make an appointment with Ms. Gonzalez. For older students, you must call the middle school or high school to make a pre-registration appointment. Call Larry Parkhill at (626) 441-5830, ext. 3908 at the middle school, or Rebecca Quiñones at (626) 441-5820, ext. 2906 at the high school.

For South Pasadena business owners:

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1. Complete an Inter-District Release form from the school district that serves your home address: These forms can be obtained at the District Office of your district of residency. Please be advised that even if the student in question has never attended public school in said district, this form must be signed by the home attendance area district before a request to attend school in South Pasadena can be considered.
 2. Obtain business residency verification: You must have the following original documents of business residency verification from Categories A, B, and C below; all must have the business name and/or business owner's name listed, and the South Pasadena business address listed:

CATEGORY A: (Choose one [1] of the documents listed below):

- Rental/Lease Agreement for the South Pasadena business with the business name or business owner's name and the name, address, telephone number, and signature of the landlord/management company
- Deed of Trust
- Mortgage payment receipt – **dated within the past month**
- Property tax bill – **dated within the past year**
- Closing escrow papers

Continued 

For South Pasadena business owners (continued from previous page):

2. Obtain business residency verification (continued):

CATEGORY B: (Choose one [1] of the documents listed below which must be **dated within the past month and must contain the South Pasadena business name & address and/or business owner's name:**

- Utility bill (example: Southern California Edison, The Gas Company, water bill)
- Telephone bill

CATEGORY C: (Choose one [1] of the documents listed below):

- Bank statement for South Pasadena business w/South Pasadena business address listed – **dated within the past month**
- Current Federal or State tax forms for South Pasadena business – **dated within the past year**

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3. Submit above **four** documents to the SPUSD District Office: See Alicia Gonzalez in Room 6 **only** between 2:30 and 3:00 p.m. on the following Wednesdays: May 7, May 14, May 21, May 28, June 4, and June 11. Forms will not be accepted on any other dates or times.

4. Complete the SPUSD Inter-District Attendance Agreement: This form will be given to you for completion at the time you submit the above four documents, one for each student.

5. Receive the Inter-District Transfer Verification form: When Ms. Gonzalez has verified your documents, she will give you the Inter-District Transfer Verification form embossed with the SPUSD seal – one for each student attending South Pasadena Middle School and/or South Pasadena High School (she will retain the form for elementary students). This form must be submitted to the registrars at the respective schools at the time of registration (see #6 below).

6. Make appointment for registration: For elementary students, you will make an appointment with Ms. Gonzalez. For older students, you must call the middle school or high school to make a pre-registration appointment. Call Larry Parkhill at (626) 441-5830, ext. 3908 at the middle school, or Rebecca Quiñones at (626) 441-5820, ext. 2906 at the high school.

Important Note:

The entire Inter-District Transfer process

must be repeated each school year

for registration.

If you are enrolling a student in SPMS or SPHS, also see additional document requirements listed on "Enrollment/Registration Information for South Pasadena City Employees" or "Enrollment/Registration Information for South Pasadena Business Owners."

We know that the above instructions are complicated – if you have any questions, please call Cathleen Hoadley at (626) 441-5810, ext. 1120, or Kim Kadletz at (626) 441-5810, ext. 1121.