



EASTSIDE UNION SCHOOL DISTRICT  
**INTRADISTRICT PERMIT APPLICATION**

2025-2026

STUDENT INFORMATION				
STUDENT LAST NAME		FIRST NAME	MIDDLE NAME	GENDER
DATE OF BIRTH	AGE	CLASSIFICATION <i>(if applicable)</i>		
<input type="checkbox"/> Special Education <input type="checkbox"/> Section 504 <input type="checkbox"/> McKinney-Vento <input type="checkbox"/> Foster <input type="checkbox"/> English Learner				
HOME ADDRESS			CITY	ZIP CODE

INTRADISTRICT REQUEST INFORMATION			
<b>SCHOOL OF RESIDENCE</b>	<b>PROGRAM ENROLLED</b>	<b>SCHOOL REQUESTED</b>	<b>PROGRAM REQUESTED</b>
<input type="checkbox"/> Columbia <input type="checkbox"/> Eastside <input type="checkbox"/> Enterprise <input type="checkbox"/> Tierra Bonita <input type="checkbox"/> Gifford C. Cole	<input type="checkbox"/> Traditional Learning <input type="checkbox"/> Independent Study <input type="checkbox"/> Course-based Independent Study (Virtual Learning) 2024-2025 GRADE LEVEL	<input type="checkbox"/> Columbia <input type="checkbox"/> Eastside <input type="checkbox"/> Enterprise <input type="checkbox"/> Tierra Bonita <input type="checkbox"/> Gifford C. Cole	<input type="checkbox"/> Traditional Learning <input type="checkbox"/> Independent Study <input type="checkbox"/> Course-based Independent Study (Virtual Learning) 2024-2025 GRADE LEVEL
<b>REASON(S) FOR REQUEST</b>			
<input type="checkbox"/> Continued enrollment <input type="checkbox"/> Parent/Guardian employment <input type="checkbox"/> Academic program <input type="checkbox"/> Change in residence <input type="checkbox"/> Parent/Guardian employed at the school <input type="checkbox"/> Victim of an act of bullying <input type="checkbox"/> Childcare <input type="checkbox"/> Sibling already attending the school <input type="checkbox"/> Other <i>(explain below)</i>			
<b>ADDITIONAL INFORMATION</b> ( <input type="checkbox"/> Check if supporting documents are attached)			

PARENT/GUARDIAN INFORMATION			
NAME OF PARENT/GUARDIAN 1		NAME OF PARENT/GUARDIAN 2	
HOME ADDRESS		HOME ADDRESS	
CITY	ZIP CODE	CITY	ZIP CODE
PHONE: <input type="checkbox"/> HOME <input type="checkbox"/> CELL <input type="checkbox"/> WORK	PHONE: <input type="checkbox"/> HOME <input type="checkbox"/> CELL <input type="checkbox"/> WORK	PHONE: <input type="checkbox"/> HOME <input type="checkbox"/> CELL <input type="checkbox"/> WORK	PHONE: <input type="checkbox"/> HOME <input type="checkbox"/> CELL <input type="checkbox"/> WORK
EMAIL ADDRESS		EMAIL ADDRESS	

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRICT ADMINISTRATION USE ONLY			
<input type="checkbox"/> Request is granted, student is to enroll at the requested school on or before:		<input type="checkbox"/> Request is denied for the following reason(s):	
District Administrator Signature		Date	

**EASTSIDE UNION SCHOOL DISTRICT**  
**BOARD POLICY 5116.1: INTRADISTRICT OPEN ENROLLMENT (12/16/2020)**

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also maximizing the efficient use of district facilities and resources. The Superintendent or designee has established procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of their residence within the district. (Education Code 35160.5)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

**Enrollment Priorities**

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

The Superintendent or designee shall grant priority for the enrollment of a student in a district school outside of the student's attendance area, if the student:

1. Is enrolled in a district school designated by the California Department of Education (CDE) as "persistently dangerous". (20 USC 7912; 5 CCR 11992)
2. Is a victim of a violent crime while on school grounds.
3. Is a victim of an act of bullying committed by another district student, as determined through an investigation following the parent/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Education Code 234.1. (Education Code 46600). If the district school requested by the student is at maximum capacity, the Superintendent or designee shall accept an intradistrict transfer request for another district school. (Education Code 46600)
4. Is currently enrolled in a district school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families as determined pursuant to 20 USC 6313(a)(3). (20 USC 6311)
5. Is experiencing special circumstances that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)
  - a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official or a social worker, or a properly licensed or registered professional, including, but not necessarily limited to, a psychiatrist, psychologist, marriage and family therapist, clinical social worker, or professional clinical counselor
  - b. A court order, including a temporary restraining order and injunction
6. Is a sibling of another student already attending that school
7. Has a parent/guardian whose primary place of employment is that school

**Application and Selection Process**

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law and Board policy, applications for intradistrict open enrollment shall be submitted between January 1 - March 31 of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for the enrollment priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine which students shall be admitted whenever a district school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance. However, existing entrance criteria may be used for enrolling students in specialized schools or programs, provided that the criteria are uniformly applied to all applicants. In addition, academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

**Transportation**

In general, the district shall not be obligated to provide transportation for students who attend school outside their attendance area, unless required by law (Education Code 46600, BP 5116.1).