

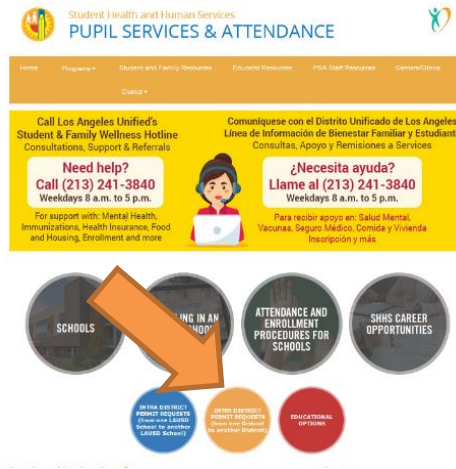


Pupil Services and Attendance

Office of Permits and Student Transfers  
How to Create an Account in the Parent Portal

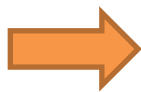
Starting on February 1<sup>st</sup> annually, the LAUSD will accept inter-district permit applications for the upcoming school year. The application will close on April 30<sup>th</sup> for outgoing permits. There is no closing date for incoming permits.

STEP ONE: Go to <http://studentpermits.lausd.net> and click on the orange button “INTER DISTRICT PERMIT REQUESTS (from one District to another District).”



STEP TWO: Scroll down to “Incoming Inter-District Permits (Entering the LAUSD),” and click on “Apply Online for an Incoming Permit.” Then, click on the button “Apply Online for an Incoming Permit”.

Incoming Inter-District Permit (Entering the LAUSD)



1. Guidelines: Incoming Information Packet
2. Apply Online for an Incoming Permit

The incoming inter-district permit application period is open all year, starting on February 1st for the next school year.

**Application Process:**

- The parent must fill out the incoming inter-district permit application online.
- The parent will be instructed to set up an account and then select “inter-district permit”.
- After submitting application, the parent will receive a confirmation number. A copy of the confirmation number should be recorded for future reference.
- The parent must upload the required supporting documents to the student’s on-line application.

**Incoming Inter-District Permit requests can be based upon:**

- Parent Employment
- Specialized Program
- Continuing Enrollment
- Sibling
- Childcare
- Victim of an Act of Bullying
- Child of an Active Duty Military Parent
- Exception

Required documents will vary, depending on the type of permit requested.

LAUSD schools may provisionally enroll an incoming student for a period not to exceed two school months, which begins on the first day of the student’s attendance. Within that timeframe, the student must obtain an official inter-district permit in order to remain in attendance. If no inter-district permit is issued, the student will not be allowed to continue and must enroll in the District of Residence.

**\*PLEASE NOTE:** Students cannot apply for an Incoming Inter-district Permit for LAUSD Magnet Schools. Magnet Schools are reserved for LAUSD residents only.

Apply Online for an Incoming Permit

*Safari is not compatible with LAUSD’s application system. It is recommended that you switch your internet browser to Firefox, Google Chrome, or Internet Explorer.*

3. Administrative Recommendation Form
4. Childcare Affidavit



### STEP THREE: Select "Register."

Welcome to Inter-District Permits Application  
Permit Requests from one school district to another school district

PARA ESPAÑOL  
HAGA CLIC AQUÍ

Incoming LAUSD Permit  
Incoming LAUSD Permit Click Here  
Incoming Permit Check Status  
Incoming Permit Upload Document

Outgoing LAUSD Permit  
Outgoing LAUSD Permit Click Here  
Outgoing Permit Check Status  
Outgoing Permit Upload Document

Login

Username

Password

Forgot your password?

Register Log In

### STEP FOUR: Complete the requested information and then click "Register."

Your email address is your username. To create a parent account, enter a valid email address e.g. parent@webmail.com.

A parent account allows you to:

- Apply to multiple school choice programs offered by L.A. Unified.
  - eChoices (Magnet, Permits With Transportation and Dual Language), Zones of Choice, Incoming Inter-District Permits, District K-12 Open Enrollment and Conservatory of Fine Arts.
- Manage your application(s).
- Access Parent portal to monitor student's attendance, final grades, update emergency telephone numbers, track student's progress towards completion of graduation requirements and many more...

Parent First Name: \*


Parent Middle (optional)

Parent Last Name: \*


Email Address: \*

Re-enter Email: \*

Please enter the numbers below for security purposes \*



OR



Cancel Register

### STEP FIVE: You will receive an email to activate your account.

Dear Parent/Guardian,

Thank you for registering to set-up your LAUSD Account. Please click on the link below to complete your account activation.

[Activate my LAUSD Account](#)

Thank you,

Los Angeles Unified School District

*Note: Please do not reply to this message. This e-mail message was sent from a notification-only address that cannot accept incoming*

**STEP SIX: After you activate your account, you will be asked to “Create Your Password.”**

The screenshot shows the 'Los Angeles Unified School District Account Activation' page. At the top, there is a navigation bar with 'Register/Login' and social media icons. Below that is a header with the district logo and name. A secondary navigation bar includes links for 'Home', 'How to Apply', 'Find a School', 'View/Update Profile', and 'User Guide'. The main content area is titled 'Los Angeles Unified School District Account Activation' and contains 'Password Rules' and a form. The rules list requirements for password length, uniqueness, and complexity. The form has fields for 'Your Name', 'Create Password', and 'Confirm Password', with a 'Submit' button and a 'Cancel' button. A footer section contains contact information and a copyright notice.

Register/Login

Los Angeles Unified School District  
Activation

Home How to Apply Find a School View/Update Profile User Guide

Los Angeles Unified School District Account Activation

**Password Rules**

- Password must be between 8 and 20 characters in length and no spaces.
- Password cannot be the same as the user ID.
- Password must consist of a mix of alphabetic and numeric characters.
- Password cannot contain more than 1 repeating character. For example, "aaaa" in your password would make it invalid.
- Passwords that are commonly used will not be accepted. Commonly used passwords include values like "abcd1234" or "password1".

Your Name:

Create Password:

Confirm Password:  Password must match Confirm Password

Enter your password to activate your account.

[Return to Main Menu](#)

Questions? Review the [User Guide](#)  
Still have questions? Contact: [Applyforschools@lausd.net](mailto:Applyforschools@lausd.net) or [Contact Us](#)

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**\*\*\*Please see PDF on How to Add a Student to Your Parent Portal\*\*\***

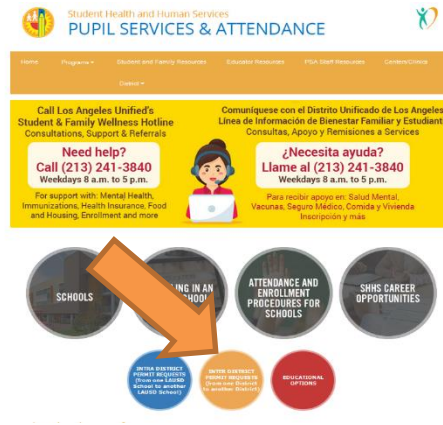


Pupil Services and Attendance

Oficina de Permisos y Traslados Estudiantiles  
Cómo Crear una Cuenta en el Portal para Padres

A partir del 1º de febrero de cada año, el LAUSD aceptará solicitudes de permisos entre distrito para el próximo año escolar. La solicitud se cerrará el 30 de abril para los permisos de salida. No hay fecha límite para los permisos entrantes.

PASO UNO: Vaya a <http://studentpermits.lausd.net> y haga clic en el botón anaranjado que dice "Solicitudes de Permisos Entre Distritos (de un distrito a otro distrito)."



PASO DOS: Desplazarse hacia abajo hasta "Permisos Entrantes Entre Distritos (Ingresando al LAUSD) / Incoming Inter-District Permits (Entering the LAUSD)," haga clic en numero 2, "Solicitar en línea un Permiso Entrante/ Apply Online for an Incoming Permit. " Luego, haga clic en el botón "Solicitar en línea un Permiso Entrante/ Apply Online for an Incoming Permit."

**Incoming Inter-District Permit (Entering the LAUSD)**

1. Guidelines: Incoming Information Packet

**2. Apply Online for an Incoming Permit**

The incoming inter-district permit application period is open all year, starting on February 1st for the next school year.

**Application Process:**

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**Apply Online for an Incoming Permit**

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3. Administrative Recommendation Form

4. Childcare Affidavit

**PASO TRES:** Haga clic en el botón que indica "En Español ." Haga clic en "Permiso Entrante del LAUSD Haga clic aquí" y luego haga clic en "Registrarse" para obtener una cuenta.

**PASO QUATRO:** Complete la información solicitada y a continuación haga clic en "Registrarse."


**Registro de cuenta del Distrito Escolar Unificado de Los Angeles**

Su correo electrónico es su nombre del usuario. Para crear una cuenta, introduzca un correo electrónico válido e.g. usuario@webmail.com  
Una cuenta para padres le permite:

- Solicite a varios programas de opciones que ofrece el distrito Unificado de L.A.
  - echoices( Magnet, Permisos con Transporte y Programas de Lenguaje dual), Zonas de Opciones, Permisos Interdistritales para entrantes
- Maneja sus solicitudes
- Monitorear la asistencia, las marcas finales, actualizar los números de teléfono de emergencia, seguir la pista del progreso hacia el cumplimiento de los requisitos para la graduación de los estudiantes y much más...

<b>Nombre:*</b>	<b>Segundo nombre (opcional):</b>
<input type="text"/>	<input type="text"/>
<b>Apellido:*</b>	
<input type="text"/>	
<b>correo electrónico:*</b>	<b>Ingrese el correo electrónico de nuevo:*</b>
<input type="text"/>	<input type="text"/>

Por motivos de seguridad, por favor Ingrese los números de abajo \*

No soy un robot 

[cancelar](#)

[Registrarse](#)

**PASO CINCO:** Recibirá un correo electrónico para activar su cuenta.

Dear Parent/Guardian,

Thank you for registering to set-up your LAUSD Account. Please click on the link below to complete your account activation.

[Activate my LAUSD Account](#)

Thank you,

Los Angeles Unified School District

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**PASO SEIS: Después de activar su cuenta, se le pedirá “Crear su Contraseña.”**

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- Passwords that are commonly used will not be accepted. Commonly used passwords include values like "abcd1234" or "password1".

Your Name:

Create Password:

Confirm Password:  Password must match Confirm Password

Enter your password to activate your account

Submit Cancel

[Return to Main Menu](#)

Questions? Review the [User Guide](#)  
Still have questions? Contact [ApplyforSchools@lausd.net](mailto:ApplyforSchools@lausd.net) or [Contact Us](#)

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**\*\*\* Consulte el PDF (Formato de Documento Portable) sobre Cómo Agregar un Estudiante a su Portal para Padres\*\*\***