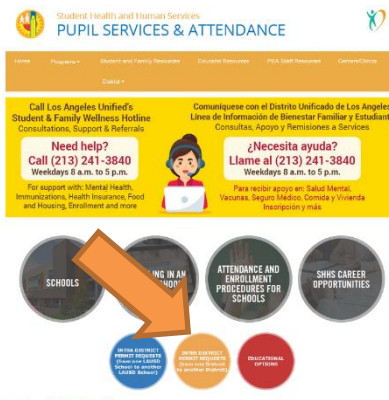




Office of Permits and Student Transfers How to Add a Student to Your Parent Portal

Starting on February 1st annually, the LAUSD will accept inter-district permit applications for the upcoming school year. The application will close on April 30th 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 Permit (Entering the LAUSD),” and click on “Apply Online for an Incoming Permit.”

May be granted for students to attend a school in the LAUSD, instead of their District of Residence. These types of permits are processed by the Office of Permits and Student Transfers and require release from the District of Residence and acceptance by the desired LAUSD school.

The incoming inter-district permit application period is open all year long, starting on February 1st for the following school year. Applications must be submitted online. Paper applications will not be accepted.



Incoming Inter-District Permit (Entering the LAUSD)



1. Guidelines: Incoming Information Packet
2. Apply Online for an Incoming Permit
3. Administrative Recommendation Form
4. Childcare Affidavit
5. Check Status
6. Upload Documents

[Expand All](#)

STEP THREE: Then, click on the button “Apply Online for an Incoming Permit.”

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 retained 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 Programs
- Continuing Enrollment
- Enabling
- 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 an 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.

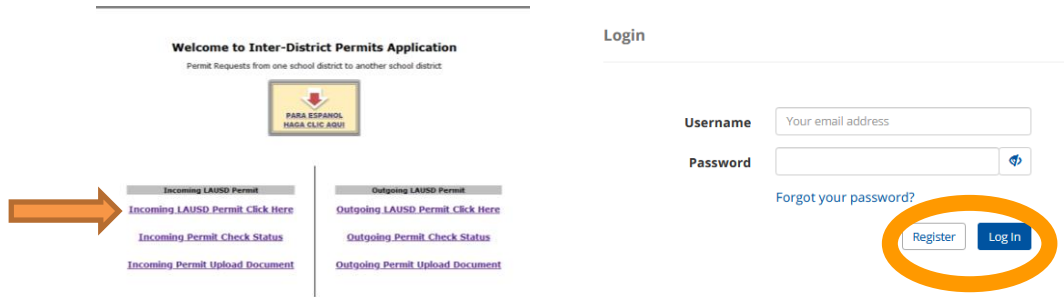
[Apply Online for an Incoming Permit](#)

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

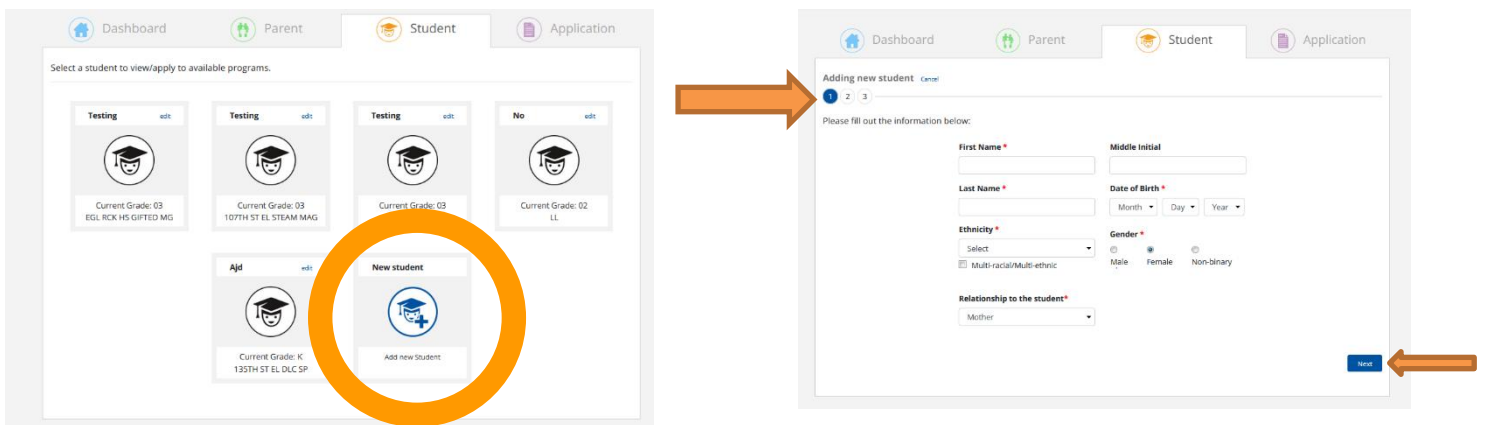


3. Administrative Recommendation Form

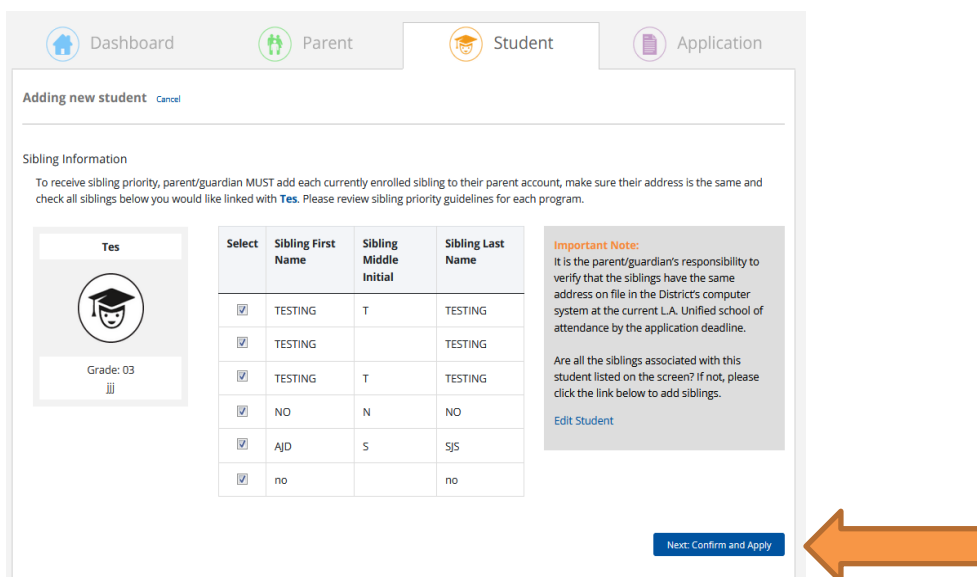
STEP FOUR: Click on “Incoming LAUSD Permit Click Here,” then click on “Log In” to your Parent Portal account or “Register” for an account.



STEP FIVE: Click on the “Student Tab” and select “New Student”. Enter the student’s information for steps 1, 2 and 3. Once completed, click on “Next.”



STEP SIX: Click on “Next: Confirm and Apply.”



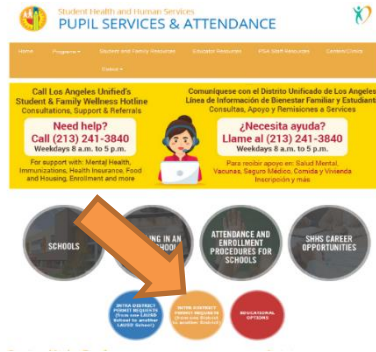


*****Please see PDF on How to Apply for an Incoming Inter-District Permit*****

**Oficina de Permisos y Traslados Estudiantiles
Cómo Agregar un Estudiante a su Portal para Padres**

A partir del 1º de febrero de cada año, el LAUSD aceptará solicitudes de permisos entre distritos 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 para el Permiso Entrante/ Apply Online for an Incoming Permit."

May be granted for students to attend a school in the LAUSD, instead of their District of Residence. These types of permits are processed by the Office of Permits and Student Transfers and require release from the District of Residence and acceptance by the desired LAUSD school.
The incoming inter-district permit application period is open all year long, starting on February 1st for the following school year. Applications must be submitted online. Paper applications will not be accepted.

Incoming Inter-District Permit (Entering the LAUSD)

1. Guidelines: Incoming Information Packet
2. Apply Online for an Incoming Permit
3. Administrative Recommendation Form
4. Childcare Affidavit
5. Check Status
6. Upload Documents

[Expand All](#)

PASO TRES: Entonces, haga clic en el botón "Solicitar en línea para un Permiso Entrante/ Apply Online for an Incoming Permit."

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 must be contacted to set up their student "inter-district permit".
- After submitting applications, 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 Programs
- Continuing Enrollment
- Childcare
- Victims 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 occasionally 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

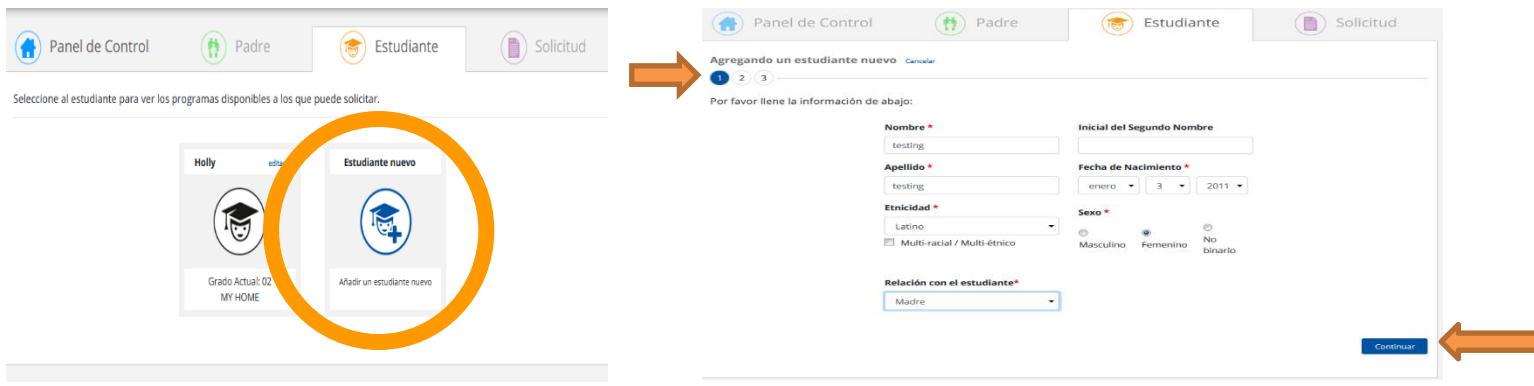
Safe to use compatible with LAUSD's application system. It is recommended that you switch your internet browser to Firefox, Google Chrome, or Internet Explorer.

3. Administrative Recommendation Form

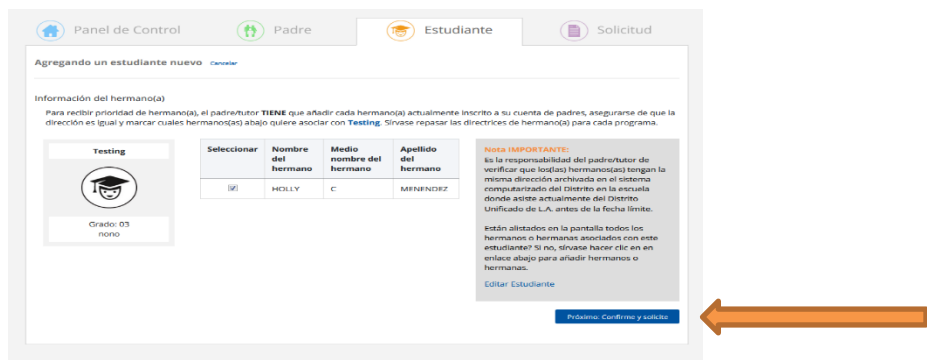
PASO CUATRO: Haga clic en el botón en la opción "En Español." Haga clic en "Permiso entrante del LAUSD Haga clic aquí" luego haga clic en "Iniciar Sesión" en su cuenta del Portal para Padres o "Registrarse" para obtener una cuenta.



PASO CINCO: Haga clic en la sección del "Estudiante". Seleccione "Estudiante Nuevo." Ingrese la información del estudiante para los pasos 1, 2 y 3. Una vez completado, haga clic en "Siguiente."



PASO SEIS: Haga clic en "Siguiente: Confirmar y Aplicar."



*****Consulte con el PDF (Formato de Documento Portable) sobre Cómo Solicitar un Permiso Entrante Entre Distritos *****