

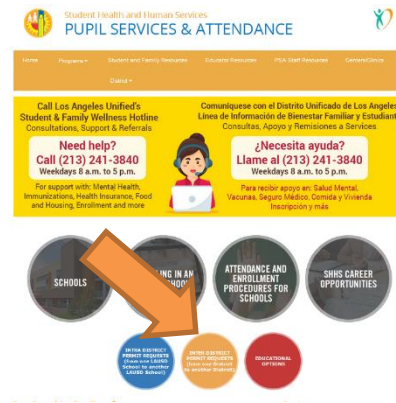


Pupil Services and Attendance

Office of Permits and Student Transfers
How to Upload Documents

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 that says “Inter District Permits Requests (from one District to another District).”



STEP TWO: Scroll down to “Outgoing Inter-District Permits (Entering the LAUSD),” click on “Upload Documents.” Then click on the button that says, “Upload Documents.”



Outgoing Inter-District Permit (Leaving the LAUSD)

May be granted for students who reside within the boundaries of the LAUSD, but are requesting to attend another school district. These types of permits are processed by the Office of Permits and Student Transfers and require prior release from the LAUSD prior to enrollment in the desired school district.


The **outgoing** inter-district permit application period is opens on February 1st for the next school year and closes on April 30th annually. All requests, other than parent employment, made outside of this designated application period will be referred to the Los Angeles County Office of Education (LACOE) for appeal.

Applications must be submitted online. Paper applications will not be accepted.

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| 1. Outgoing Information Packet |
| 2. Apply Online for an Outgoing Permit |
| 3. Childcare Affidavit |
| 4. Check Status |
| 5. Upload Documents |



STEP THREE: Enter the student's "First Name, Last Name, Date of Birth, and Confirmation #." Then, click on the "Upload Document" button. Then click on the "Browse" button and look for your document you want to upload. Open the document and click on the "Add File" button.



Los Angeles Unified School District
Student Application For Inter-District Permit

Please enter the student data on the permit application.

First Name: *

Last Name: *

Date Of Birth: (mm/dd/yyyy) *

Confirmation # *

* Required fields

Add document

You can only upload WORD/PDF/JPG/PNG/TIFF documents and files less than 4MB:

No file selected.

STEP FOUR: Click on the "Download Receipt" button to confirm the attachments.

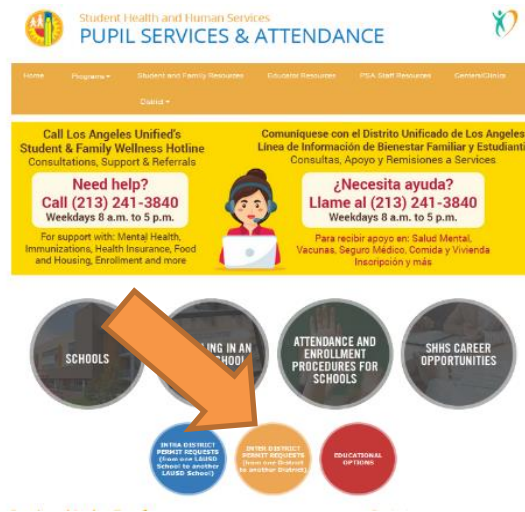


Pupil Services and Attendance

Oficina de Permisos y Traslados Estudiantiles
Cómo Subir Documentos

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: Desplazase hacia abajo hasta "Permisos salientes entre distritos/ Outgoing Inter-District Permits (Leaving the LAUSD)", haga clic en numero 5 " subir documentos/Upload Documents".



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5. Upload Documents



PASO DOS: Ingrese el "Primer nombre," "Apellido," "Fecha de Nacimiento" y "Número de Confirmación" del estudiante. Haga clic en el botón que dice "Subir documentos." Haga clic en el botón que dice "Buscar/Browse," y busque el documento que guste subir. Abra el documento y haga clic en el botón que dice "Agregar el Archivo."

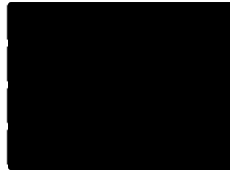
Favor de entrar los datos del alumno en la solicitud de permiso.

Nombre: *

Apellido: *

Fecha de nacimiento: (mm/dd/yyyy)*

Núm. de confirmación*



* Datos requeridos

Añade el documento

Sólo se puede subir a la red documentos y archivos de WORD/PDF/JPG/PNG/TIFF de menos de 4MG:

No file selected.

PASO CUATRO: Haga clic en el botón que dice "Imprima el recibo" para confirmar los documentos adjuntos.