



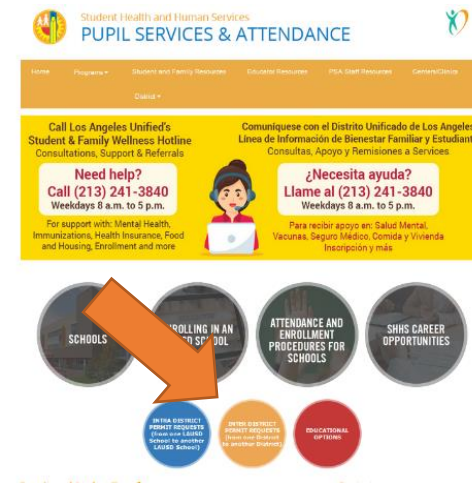
Pupil Services and Attendance

Office of Permits and Student Transfers

How to Check or Change a Student's Home Address 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 that says "INTER DISTRICT PERMIT REQUESTS (from one District to another District)."



STEP TWO: Scroll down to "Incoming Inter-District Permits (Entering the LAUSD)," click on "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.

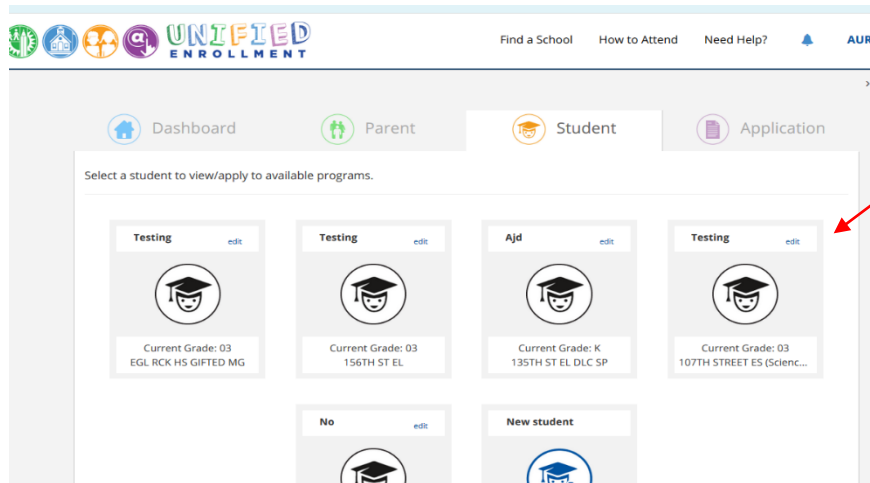


Apply Online for an Incoming Permit

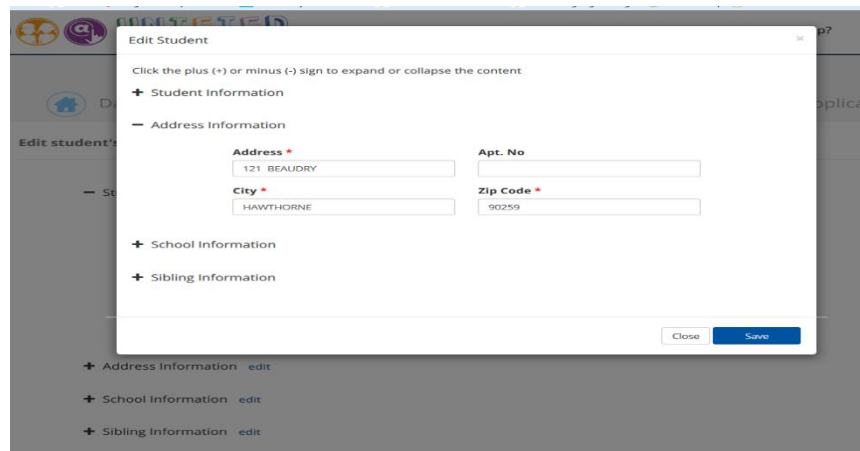
- 3. Administrative Recommendation Form
- 4. Childcare Affidavit

**Pupil Services and Attendance**

**STEP THREE: Log In to your Parent Portal account or “Register” for an account, and then click on the student tab. Select the student and click on “Edit” next to the student’s name.**



**STEP FOUR: Select “Address Information” and click on “Edit.” Change the address and then click “Save.”**



Once the change has been made in the Parent Portal, you should be able to apply for an incoming inter-district permit.

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

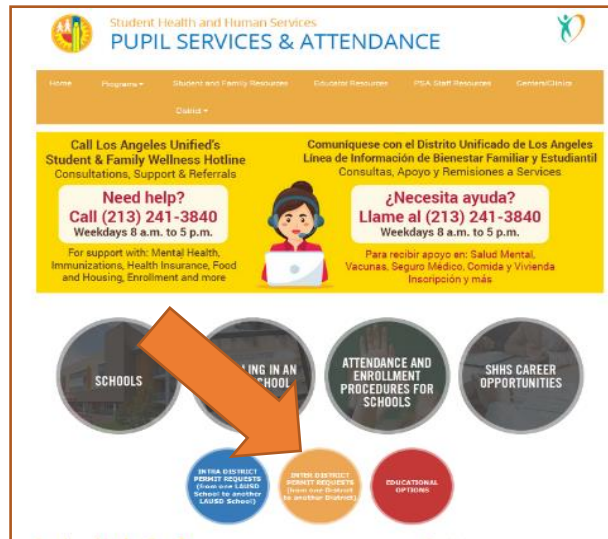


Pupil Services and Attendance

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 para Permiso Entrante/ Apply Online for 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.
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Apply Online for an Incoming Permit

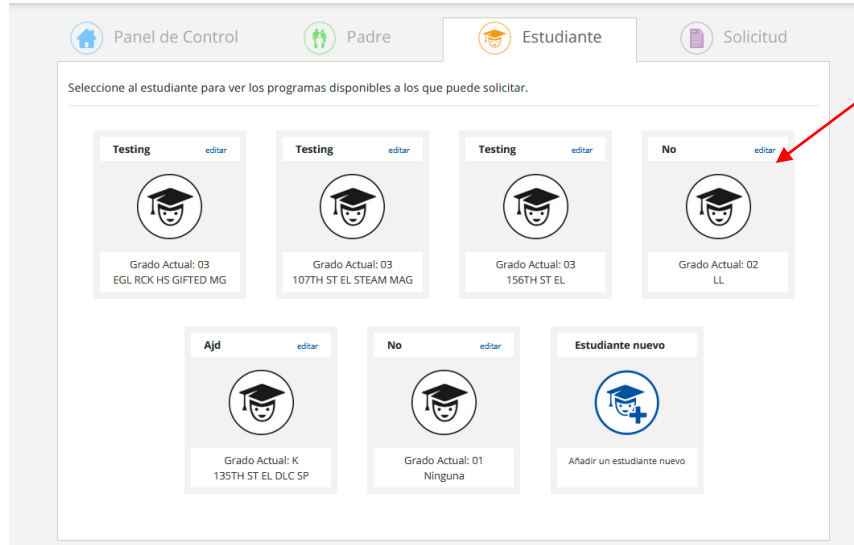
*Safari is not compatible with LAUSD's application system. It is recommended that you switch your internet browser to Firefox, Google Chrome, or Internet Explorer.*

3. Administrative Recommendation Form

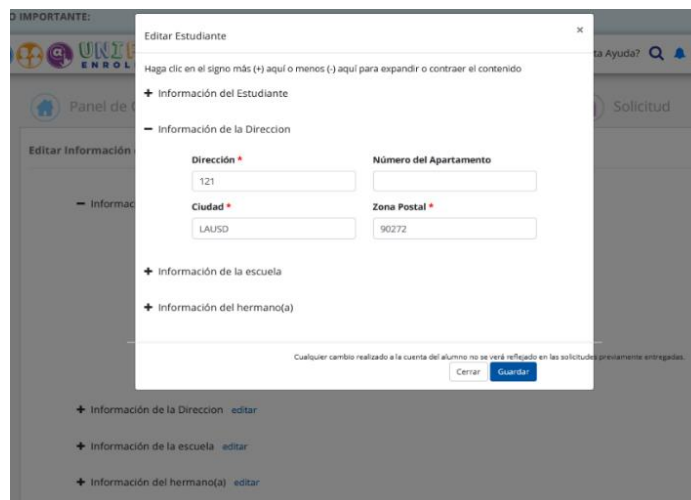
4. Childcare Affidavit

**Pupil Services and Attendance**

**PASO TRES: Inicie sesión en su cuenta del Portal para Padres y a continuación seleccione "Estudiante." Haga clic en "Editar" junto al nombre del estudiante.**



**PASO CUATRO: Seleccione "Información de la Dirección" y haga clic en "Editar." Cambie la dirección y a continuación haga clic en "Guardar."**



Una vez que se haya realizado el cambio en el Portal para Padres, usted debe ser capaz de solicitar un permiso entrante entre distritos.

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