



EL MONTE UNION HIGH SCHOOL DISTRICT INTRADISTRICT PERMIT CRITERIA

All requests must include a completed online transfer application, available at emuhsd.org/intradistrict, and must include the appropriate supporting documents. Once all supporting documentation is obtained, please deliver them to the Pupil Services Office at 3537 Johnson Ave., El Monte, CA 91731.

CHILD CARE

Child Care permits are only issued when **BOTH** parents are employed full-time or are in school on a full-time basis.

Required Documentation:

1. The following proof must be attached for **BOTH** parents/guardians:
 - a. A copy of a recent pay stub and a letter on the employer's stationary verifying schedule (days and hours) and location of employment for each parent/guardian **OR**
 - b. If self-employed, attach a copy of a valid current business license and a letter on the parent's business stationary verifying schedule (days and hours) and location of employment
2. Child care provider must complete the Child Care Affidavit and the parent must sign the form.
 - a. Provider may not be a school-based program.
 - b. Provider's address must be in the boundaries of the requested school's attendance area.

CONTINUING ENROLLMENT

Students may be allowed to continue with their peers from a feeder school if they were previously granted a permit to transfer schools.

Required Documentation:

1. Enrollment history from their current school of attendance must be provided **AND**
2. Copy of a previously granted permit.

SAFETY AND PROTECTION

A student may be given priority for a permit to the requested school when special verifiable circumstances exist that may be harmful or dangerous to the student at their school of residence. School sites must be made aware of the circumstances and must have had an opportunity to address the circumstances prior to permit consideration. **Verification will be required.**

SIBLING UNIFICATION

A permit may be granted when a student's sibling attends a school which is different than their address-based home school. In order to qualify, the sibling at the requested school must be in good standing and eligible to enroll at the school site for the requested school year. Permits will not be granted if the sibling graduates prior to the younger sibling enrolling at the requested school.

SPECIALIZED INSTRUCTIONAL PROGRAM/ SPECIALIZED NEED

Permits may be issued to allow students access to a specialized instructional program that is not available in their school of residence.

Required Documentation:

- A letter from an administrator on school stationery stating that the student will be accepted
- Documentation/medical note will be required for requests based on specialized mental or physical need.