



SOUTH PASADENA UNIFIED SCHOOL DISTRICT – OFFICE OF INSTRUCTIONAL SERVICES  
1020 EL CENTRO STREET • SOUTH PASADENA, CALIFORNIA 91030 • (626)441-5810 EXT. 1120 • <http://www.spusd.net>

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## INTERDISTRICT PERMIT INFORMATION for the Interdistrict Attendance Agreement – 2010-2011

### *For students of South Pasadena who wish to attend public school outside of South Pasadena:*

1. Complete an interdistrict release form from SPUSD: These forms can be obtained at the District Office in Room 4 – please see Cathleen Hoadley. Be advised that even if the student in question has never attended public school in SPUSD, this form must be completed.
2. Submit form: Submit the completed form to Ms. Hoadley. If the release is approved, the parents will be notified to pick up the signed form. If denied, parents will be notified.
3. Submit signed release to school of attendance: The release form is then submitted to the school outside of SPUSD that the student will attend. ***This process must be repeated each year – the approved release is valid for only one school year.***

### *For students who reside outside of South Pasadena, but wish to attend SPUSD schools:*

Parents or guardians who are not residents of South Pasadena can request that their children attend South Pasadena schools through the acceptance of an interdistrict permit, but there is no guarantee of acceptance. See Student Criteria (pgs. 2 and 7). Priority categories are as follows, in this order:

1. Parent or legal guardian of student is an employee of SPUSD or SPEF (*see Box 1, pg. 2*).
2. Parent or legal guardian of student is a full-time employee of the City of South Pasadena (*see Box 2, pgs. 2-3*) **OR** the legal owner of a South Pasadena business in the 91030 zip code (*see Box 3, pgs. 3-4*).
3. Parent or legal guardian of student owns a commercial or residential rental property in South Pasadena in the 91030 zip code (*see Box 4, pgs. 4-5*).
4. Parent or guardian of student is a federal employee at the South Pasadena U.S. Post Office (*see Box 5, pg. 5*).
5. Parent or guardian of student is an employee of a South Pasadena business in 91030 zip code (*see Box 5, pg. 5*).
6. All others (*see Box 6, pg. 6*).



*Criteria considerations for students applying for interdistrict permits:*

Be advised that no interdistrict transfers are guaranteed. Students are considered on a case-by-case basis according to the factors below:

1. Students are first considered according to the priority list above and also considered by the date and time the application is received in the Office of Instruction, beginning Mon., May 3, 2010.
2. Students must have a signed release from their school district of residence before they may complete SPUSD's Interdistrict Permit Application.
3. Students must meet the criteria articulated on the Student Criteria page at the end of this document.
4. Students will then be considered for placement only if there is room within their grade level after registration of students who are residents of South Pasadena is completed in late August.

*Parents will be notified about the transfer status as soon as possible, but notification could be delivered as late as the last week in August, 2010.*

*For employees of South Pasadena Unified School District (SPUSD) or the South Pasadena Educational Foundation (SPEF):*

1. Complete an interdistrict release form from the school district that serves your home address: These forms can be obtained at the District Office of your district of residency. Please be advised that even if the student in question has never attended public school in said district, this form must be signed by the home attendance area district before a request to attend school in South Pasadena can be considered.
2. Bring the signed interdistrict release form and Student Criteria documents (if the student is new to the District) to the SPUSD District Office: Submit to Cathleen Hoadley in Room 4, between 8:30 and 4:30 p.m., Monday through Friday. At that time you will complete an SPUSD Interdistrict Attendance Agreement.
3. Make appointment/s for registration: If you have students entering elementary school, you can also pick up elementary registration packets at that time and make an appointment to register your elementary student/s. For older students, you must call the middle school or high school to make a pre-registration appointment. Call Larry Parkhill at (626) 441-5830, ext. 3908 at the middle school, or Rebecca Quiñones at (626) 441-5820, ext. 2906 at the high school.

*For full-time employees of the City of South Pasadena:*

1. Complete an interdistrict release form from the school district that serves your home address: These forms can be obtained at the District Office of your district of residency. Please be advised that even if the student in question has never attended public school in said district, this form must be signed by the home attendance area district before a request to attend school in South Pasadena can be considered.



*For full-time employees of the City of South Pasadena, con't:*

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2. Obtain the Student Criteria documents (see page at the end of this document).
3. Obtain a letter of verification of employment: This letter must be written on official letterhead of the City of South Pasadena, and must be embossed with the official City seal.
4. Submit documents listed above in 1, 2, and 3 to the SPUSD District Office: Documents will be processed only on ***Tuesdays, Wednesdays, and Thursdays from 1:00-3:00 p.m.*** in Room 4 at the SPUSD District Office by Cathleen Hoadley. Forms will not be accepted on any other days or at any other times.
5. Complete the SPUSD Interdistrict Attendance Agreement: This form (which is also the application for interdistrict transfer) will be given to you for completion at the time you submit the above two documents, one for each student, if they meet the student criteria.
6. Approval/Denial: You will be notified as soon as possible if your application for interdistrict transfer has been granted, but keep in mind that the notification could be as late as the last week in August, 2010. At that time, you will be given instructions for registration.

*For South Pasadena business owners:*

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1. Complete an interdistrict release form from the school district that serves your home address: These forms can be obtained at the District Office of your district of residency. Please be advised that even if the student in question has never attended public school in said district, this form must be signed by the home attendance area district before a request to attend school in South Pasadena can be considered.
2. Obtain the Student Criteria documents (see page at the end of this document).
3. Obtain business residency verification: You must have the following original documents of business residency verification from Categories A, B, and C below; all must have the business name and/or business owner's name listed, and the South Pasadena business address listed:

**CATEGORY A:** (Choose one [1] of the documents listed below):

- Rental/Lease Agreement for the South Pasadena business with the business name or business owner's name and the name, address, telephone number, and signature of the landlord/management company
- Deed of Trust
- Mortgage payment receipt – ***dated within the past month***
- Property tax bill – ***dated within the past year***
- Closing escrow papers



*For South Pasadena business owners, con't.:*

**CATEGORY B:** (Choose one [1] of the documents listed below which must be *dated within the past month and containing the South Pasadena business name & address and/or business owner's name:*

- Utility bill (example: Southern California Edison, The Gas Company, water bill)
- Telephone bill

**CATEGORY C:** (Choose one [1] of the documents listed below):

- Bank statement for South Pasadena business w/South Pasadena business address listed – *dated within the past month*
- Current Federal or State tax forms for South Pasadena business – *dated within the past year*

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4. Submit documents listed above in 1, 2, and 3 to the SPUSD District Office: Documents will be processed only on ***Tuesdays, Wednesdays, and Thursdays from 1:00-3:00 p.m.*** in Room 4 at the SPUSD District Office by Cathleen Hoadley. Forms will not be accepted on any other days or at any other times.
5. Complete the SPUSD Interdistrict Attendance Agreement: This form (which is also the application for interdistrict transfer) will be given to you for completion at the time you submit the above two documents, one for each student, if they meet the student criteria.
6. Approval/Denial: You will be notified as soon as possible if your application for interdistrict transfer has been granted, but keep in mind that the notification could be as late as the last week in August, 2010. At that time, you will be given instructions for registration.

*For South Pasadena commercial or residential rental property owners:*

1. Complete an interdistrict release form from the school district that serves your home address: These forms can be obtained at the District Office of your district of residency. Please be advised that even if the student in question has never attended public school in said district, this form must be signed by the home attendance area district before a request to attend school in South Pasadena can be considered.
2. Obtain the Student Criteria documents (see page at the end of this document).
3. Obtain property ownership verification: You must have one of the following original document of property ownership verification below with the owner's name listed:
  - Deed of Trust
  - Mortgage payment receipt – *dated within the past month*
  - Property tax bill – *dated within the past year*
  - Closing escrow papers

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*For South Pasadena commercial or residential rental property owners, con't.:*

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4. Submit documents listed above in 1, 2, and 3 to the SPUSD District Office: Documents will be processed only on **Tuesdays, Wednesdays, and Thursdays from 1:00-3:00 p.m.** in Room 4 at the SPUSD District Office by Cathleen Hoadley. Forms will not be accepted on any other days or at any other times.
5. Complete the SPUSD Interdistrict Attendance Agreement: This form (which is also the application for interdistrict transfer) will be given to you for completion at the time you submit the above two documents, one for each student, if they meet the student criteria.
6. Approval/Denial: You will be notified as soon as possible if your application for interdistrict transfer has been granted, but keep in mind that the notification could be as late as the last week in August, 2010. At that time, you will be given instructions for registration.

*For employees of the South Pasadena U.S. Post Office or employees of a South Pasadena business (zip code 91030):*

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1. Complete an interdistrict release form from the school district that serves your home address: These forms can be obtained at the District Office of your district of residency. Please be advised that even if the student in question has never attended public school in said district, this form must be signed by the home attendance area district before a request to attend school in South Pasadena can be considered.
2. Obtain the Student Criteria documents (see page at the end of this document).
3. Obtain a letter of verification of employment: This letter must be written on official company letterhead, and contain employee's name, position, and date of hire.
4. Provide a recent paycheck stub: The paycheck stub must be original, not a copy, and dated within the last 30 days.
5. Submit documents listed above in 1, 2, 3, and 4 to the SPUSD District Office: Documents will be processed only on **Tuesdays, Wednesdays, and Thursdays from 1:00-3:00 p.m.** in Room 4 at the SPUSD District Office by Cathleen Hoadley. Forms will not be accepted on any other days or at any other times.
6. Complete the SPUSD Interdistrict Attendance Agreement: This form (which is also the application for interdistrict transfer) will be given to you for completion at the time you submit the above two documents, one for each student, if they meet the student criteria.
7. Approval/Denial: You will be notified as soon as possible if your application for interdistrict transfer has been granted, but keep in mind that the notification could be as late as the last week in August, 2010. At that time, you will be given instructions for registration.



*For all others:*

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1. Complete an interdistrict release form from the school district that serves your home address: These forms can be obtained at the District Office of your district of residency. Please be advised that even if the student in question has never attended public school in said district, this form must be signed by the home attendance area district before a request to attend school in South Pasadena can be considered.
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5. Approval/Denial: You will be notified as soon as possible if your application for interdistrict transfer has been granted, but keep in mind that the notification could be as late as the last week in August, 2010. At that time, you will be given instructions for registration.

*Important Note:*

*The entire interdistrict transfer process  
must be repeated each school year  
for registration.*

If you are enrolling a student in SPMS or SPHS, also see additional document requirements listed on  
“Enrollment/Registration Information for South Pasadena City Employees”  
or “Enrollment/Registration Information for South Pasadena Business Owners.”

*We know that the above instructions are complicated – if you have any questions, please call  
Cathleen Hoadley at (626) 441-5810, ext. 1120.*



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## STUDENT CRITERIA FOR CONSIDERATION OF INTERDISTRICT TRANSFERS

Please note below the eligibility criteria for all *new* permits. Official copies of report cards, transcripts, and CST scores must be submitted with the interdistrict application (see below). The documents are grade-level specific. For renewal permits, students are held to the same criteria, but do not need to submit documents as their eligibility is monitored throughout the year.

<i>Criteria / Documents</i>	<i>Documents required at each grade level</i>											
	1	2	3	4	5	6	7	8	9	10	11	12
Most recent report card with at least a <b>2.5 academic GPA</b> and <i>no more than one Unsatisfactory</i> citizenship mark						✓	✓	✓	✓	✓	✓	✓
Transcript with at least a <b>2.5 cumulative academic GPA</b> and <i>no more than one Unsatisfactory</i> citizenship mark									✓	✓	✓	✓
Most recent report card with <b>above average grades</b> and <b>citizenship</b> marks, as determined by the Assistant Superintendent of Instruction, or designee	✓	✓	✓	✓	✓	✓						
Most recent, official CST test results or other standardized test scores, with <i>no more than one basic</i> with the balance being <b>proficient</b> or above			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
No IEP or 504 plans, due to the additional cost of services to SPUSD, unless the district of residence agrees to pay for <b>all services</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓