

**Inter district Permit Information**

If you wish for your child to attend a Berkeley Unified public school for the 2015-16 school year and you do not reside in Berkeley, you must obtain an inter district permit from your current public school of residence. **There is no guarantee your permit will be approved by BUSD.**

The inter district permit is required for anyone living outside of Berkeley who wishes to attend a Berkeley school. **Even if the student has never attended a public school in their home district, the inter district permit must be signed before a request to attend a school in BUSD can be considered.**

**Steps for New Inter district permits:**

1. Complete an inter district permit form available from your home district. (Below is a short list of neighboring districts)
2. **Enroll in your home district to ensure your child has a school assignment** (in case BUSD is unable to approve your permit due to lack of space).
3. Once the permit has been approved by your district they will forward the permit to our office for review. We will begin accepting permits March 2015. In addition to the permit you will need to submit a copy of parent identification, your student's birth certificate, most recent report card or transcript, attendance and discipline record. If your student has an IEP, we will also need a current copy.
4. We will begin to review permits early to mid-August after Berkeley residents have enrolled. **Keep in mind that notification could be as late as the last week in August and in some cases after the start of the school year.**
5. If approved we will call to notify you, at that time you will be given instructions for enrollment.
6. If your inter district permit is approved by BUSD you will need to renew your permit each school year. It is an annual permit and must be on file for each school year. Continuing students will not receive a school assignment for the following school year if a permit is not received by the end of the current school year. The approval of the inter district permit is contingent on a student maintaining satisfactory standards of academic progress, behavior and attendance. The permit can be revoked at any time if these standards are not met.

District	Office	Address	Phone
Oakland	Student Assignments	746 Grand Av #A	(510) 273-1647
West Contra Costa	Transfer Office	1108 Bissell Av, #108, Richmond	(510) 307-4535
Albany	Enrollment Office	1051 Monroe St	(510) 558-3762
Emery	Enrollment Office	1275 61st	(510) 601-4907