

Inter district Permit Information

If you wish for your child to attend a Berkeley Unified public school 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 approved by your district of residence 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. In addition to the approved permit you will need to submit the **IDP checklist (available online), your student’s birth certificate, most up to date transcript, attendance and discipline records (even if there are no entries), BUSD parent preference form (available online) and a copy of parent identification. If your student has an IEP, please provide a current copy.**
4. We will begin to review permits in August after Berkeley residents have enrolled. **Keep in mind that in some cases notification could be as late as the last week in September after the start of the school year.**
5. If approved we will notify you; at that time, you will be given instructions for enrollment. BUSD retains the right to determine school assignment based on space availability.
6. If the 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) 273-1600
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