Berkeley
PUBLIC SCHOOLS
Berkeley Unified School District

2020 Bonar St #108, Berkeley, CA 94702
(510) 644-6504 Fax: (510) 644-7753
admissions@berkeley.net

Inter District Permit Checklist

Please make sure ALL items on the checklist are included in one email to admissions@berkeley.net
We do not request records from third parties, you must submit all required documents

__ Approved inter district permit from district of residence

__ Enrollment Form (Available online at berkeleyschools.net/admissions/inter-district/ Once you complete the online form a PDF version will be emailed to you in order to submit to us.)

__ Student's birth certificate

__ Current report card for students currently attending grades K-8 or a transcript if attending 9-12

__ School print out of attendance record

__ School print out of disciplinary record (even if there are no entries a print out is required)

__ If student has an IEP, must provide a copy of IEP to leave with the admissions office

__ Parent Identification

__ If BUSD employee, provide most recent paycheck stub

Inter-district requests will be considered beginning mid-August and in some cases late September after the start of the school year when Berkeley residents have been assigned to our schools. Permits submitted on or after the first day of school will be reviewed within 30 business days. Space is very limited in Berkeley Public Schools. Therefore, the approval of inter-district permits is contingent upon the student meeting the requirements established by the Berkeley Unified School District Board of Education of satisfactory attendance, behavior and academic progress. We urge that you do not un-enroll your student from his or her current school. Your student should always be registered in your district of residence in the event that Berkeley Unified is unable to grant the inter-district permit request. Should Berkeley Unified School District grant your inter-district request, we will call you and provide you with enrollment instructions. BUSD retains the right to determine school assignment based on space availability.

I have read and understand the Berkeley Unified inter-district process. I am fully aware that by submitting a permit I am not guaranteed a school assignment and have been advised to have my student enrolled in our home district.

_____ _____ 20 _____- 20 _____

Students Name Grade School Year

_____ _____ _____

Parent name Parent signature Date