

Parent name

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

Inter District Permit Checklist for BUSD Employees

Please note: We cannot request records from third parties, you must provide all required documents

You will need to submit the items below after completing the online enrollment form: (Do not complete the enrollment form until you have an approved inter district permit) __ Approved inter district form district of residence __ Student's birth certificate __ Parent Identification __ Most recent BUSD paycheck stub __ If student has an IEP, must provide a copy of IEP to leave with the admissions office If your child is currently attending a school, Transitional Kinder through 12th grade, you will also need to provide the following: Current school year report card (for grades TK-5) or transcript (for grades 6-12) School print out of attendance record School print out of disciplinary record (even if there are no entries) 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 child from his or her current school. Your child should always be registered in your district of residence in the event that Berkeley Unified is unable to grant the inter-district permit request 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 child enrolled in our home district. 20 ____- 20 ____ Students Name Grade School Year

Parent signature

Date