Berkeley
PUBLIC SCHOOLS
Berkeley Unified School District

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

Inter District Permit Checklist

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 permit from district of residency

__ Student's birth certificate

__ Parent Identification

__ 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 unofficial transcript (for grades 6-12)

__ School print out of attendance record

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

Inter-district requests will be considered beginning early-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 child 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. Should Berkeley Unified School District grant your inter-district request, we will email you and provide you with 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 child enrolled in our home district.

_____ _____ 20 _____- 20 _____

Students Name Grade School Year

_____ _____ _____

Parent name Parent signature Date