



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

**Inter District Permit Checklist for BUSD Employees
Submitting Documents During Round One of Enrollment
For current 5th Grade Students Entering Middle School**

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

You will need to submit the items below when completing the online enrollment form:

- Student's birth certificate
- Parent Identification
- Most recent BUSD paycheck stub

Please note: Space in Berkeley Public Schools is extremely limited. Approval of inter-district permits is therefore contingent upon the student maintaining satisfactory attendance, behavior, and academic progress, as outlined by the Berkeley Unified School District (BUSD) Board of Education.

Families are advised to have their student enrolled in their district of residence in case Berkeley Unified is unable to grant the inter-district permit request. BUSD reserves the right to determine school placement based on space availability.

By signing below, I acknowledge that I have read and understand the Berkeley Unified inter-district transfer process. I understand that submitting a permit does not guarantee school placement and that I should ensure my child is enrolled in our home district.

_____ **By initialing here, I also understand that in order to complete the process I must submit an approved inter district permit from my district of residence by end of March.**

Students Name

20 _____ - 20 _____

School Year For 6th Grade

Parent Name

Parent Signature

Date