

All applications must include a copy of the most current transcript/report card. Please note that incomplete applications will not be processed. Requests will be considered based on local board policies and on individual merit.

Reason for Request	Documentation Required
Child Care	<ul style="list-style-type: none"> <li>▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> <li>- Copy of a recent pay stub</li> <li>- Letter on the employer's stationery verifying schedule (hours and days) and location of employment</li> <li>- If self-employed, letter stating schedule (hours and days) and location of employment</li> </ul> </li> <li>▪ Letter from the adult, center or organization providing child care <ul style="list-style-type: none"> <li>- Name, address and contact information of the adult, center or organization</li> <li>- Child care license number and fees, if applicable</li> <li>- Hours of operation for the center or organization, or hours that the student is under care</li> <li>- Length of time student has been under care by the adult, center or organization</li> </ul> </li> <li>▪ Letter from parent/guardian explaining the circumstances that an intra-district permit is necessary under child care reasons</li> </ul>
Parent Employment	<ul style="list-style-type: none"> <li>▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> <li>- Copy of a recent pay stub</li> <li>- Letter on the employer's stationery verifying schedule (hours and days) and location of employment</li> <li>- If self-employed, letter stating schedule (hours and days) and location of employment</li> </ul> </li> <li>▪ Letter from parent/guardian explaining the circumstances that an intra-district permit is necessary under parent employment reasons</li> </ul>
Sibling	<ul style="list-style-type: none"> <li>▪ Name, grade and school where the sibling attends (sibling must already attend the proposed school of attendance)</li> <li>▪ Copy of the sibling's last report card</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>▪ Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issues (if applicable)</li> <li>▪ Police or school report supporting safety-related issues (if applicable)</li> <li>▪ Letter from parent/guardian explaining the circumstance that an intra-district permit is necessary under health and safety reasons</li> </ul>
Specialized Program	<ul style="list-style-type: none"> <li>▪ Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested</li> <li>▪ Letter from parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the school of residence</li> </ul>
Continuing Enrollment	<ul style="list-style-type: none"> <li>▪ Copy of the student's last report card</li> <li>▪ Letter from parent/guardian stating the enrollment history (grade and school/district) of the student since kindergarten</li> </ul>
Final Year	<ul style="list-style-type: none"> <li>▪ Copy of the student's last report card</li> </ul>
Change in Residence	<ul style="list-style-type: none"> <li>▪ Copy of escrow documents</li> </ul>
Social Adjustment	<ul style="list-style-type: none"> <li>▪ Letter from parent/guardian stating the situation</li> </ul>
Transitional Kindergarten Placement	<ul style="list-style-type: none"> <li>▪ Request from a student to attend Transitional Kindergarten at a designated school in the Garvey School District.</li> </ul>
Dual Language Program	<ul style="list-style-type: none"> <li>▪ Approval by District office</li> </ul>

#### TERMS AND CONDITIONS

- An intra-district permit is granted or denied per the terms and conditions stipulated in board policy.
- An intra-district permit is granted for one academic school year and must be renewed annually.
- **A permit may be revoked at any time by the district for the following reasons:**
  - Student is excessively tardy or absent from school, or student is brought to school excessively early or picked-up excessively late.
  - Student fails to uphold appropriate behavior standards.
  - Student fails to make appropriate academic efforts.
  - False or misleading information was provided.
  - Classroom becomes overcrowded.
  - Other conditions that occur that would render continuance inadvisable, such as failure on the part of the parent/guardian to cooperate with school/district officials.
- **Approval is subject to space availability** in the school.
- No financial obligation shall be incurred by the Garvey School District for services rendered under this agreement.
- **The parent/guardian is responsible for providing transportation to and from school.**