
NUMBER: BUL-4926.2

ISSUER: Michelle King, Senior Deputy Superintendent, School Operations, Office of the Superintendent
Debra Duardo, Interim Executive Director Student Health and Human Services

DATE: March 1, 2013

POLICY: The Los Angeles Unified School District (LAUSD) School Board, Superintendent, and staff recognize the importance of the Compulsory Attendance Law. Education Code (E.C.) 48200 underscores each student’s right and obligation to receive an education by attending school daily. Additionally, the Superintendent’s Performance Meter goal for all students is 100% attendance. Therefore, it is the District’s policy that all staff adheres to the guidelines included in this Bulletin and further detailed within the updated Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools. Every school will implement programs and practices that demonstrate a strong commitment to improve student attendance, decrease student dropouts, and thereby increase student achievement and graduation rates.

BACKGROUND
Student attendance and student achievement are closely intertwined. Students who develop patterns of good attendance are much more likely to be successful both academically and socially than students who develop patterns of poor attendance. We recognize that a high school diploma will provide our students the opportunity to become productive and contributing members of society. Each school shall work collaboratively with the entire school community to maintain and create a school culture and climate where students feel safe, welcome, and connected. A positive school environment, conducive to regular daily attendance and learning will result in increased attendance and improved academic achievement. Parents, staff, community, and school leadership are vital in supporting all students to graduate. Parents can be empowered, engaged in, and responsible for the successful completion of their children’s education. Each student can graduate from high school given the appropriate, coordinated services and resources necessary to meet individual needs.

MAJOR CHANGES: This revision replaces BUL-4926.1, Attendance Manual: Policy and Procedures Elementary, Secondary and Option Schools, dated August 23, 2012. This Bulletin provides updated policies and mandatory procedures for school and District staff.
Schools are required to clear and update attendance data and records during the current school year. Corrections and updates to attendance data and records are not allowed after the school year has closed.

In situations where a false address is suspected or may have been used, a school may utilize a paper or electronic database to verify the address of students by a review of property records. This tool may not be used as sole verification of address for any student or as specifically outlined in section IV: Inaccurate, Suspicious/False Addresses, below. The use of this tool must comply with and cannot substitute for the District’s verification of address procedures.

GUIDELINES: Every school within the LAUSD must implement programs and practices consistent with the following guidelines:

I. ATTENDANCE ACCOUNTING OVERVIEW

A. Every principal is responsible for the enforcement of mandated Compulsory Education Laws and for implementing procedures that ensure students are punctual and attend the full length of the school day as stated in E.C. 48200.

B. Every school shall designate an office and/or staff member to address registration, enrollment and attendance issues. The designee/staff member must be accessible throughout the school day and office hours (i.e. 8:00 a.m.- 4:00 p.m.) to serve students and parents/guardians. Each school shall post school hours and notify parents/guardians of school hours twice a year (e.g., Blackboard Connect, beginning of school year packet, school bulletin, monthly school newsletter, etc.).

C. Every school shall have a formal, written, proactive Attendance and Dropout Prevention Plan. E.C. 48340 encourages school districts to adopt student attendance policies based on the active involvement of parents/guardians, students, teachers, administrators, other school personnel, and community members. The principal shall designate an Attendance and Dropout Prevention Team and convene with them at least twice a year to develop, review, and implement a school-wide Attendance and Dropout Prevention Plan consistent with the policy set forth in this Bulletin and the Attendance Manual: Policy and Procedures. This plan shall be incorporated into the Coordinated Safe and Healthy School Plan.

All Attendance and Dropout Prevention Plans (ADPP) must utilize a 3-tiered approach, incorporating strategies and activities for prevention and intervention to support all students with daily, on-time school
attendance. All ADPPs must include:
  - school-wide (universal) support systems;
  - procedures to identify, assess, and intervene with at-risk students (selected);
  - procedures to identify, assess, and intervene with high-risk students (targeted), including potential dropouts;
  - mechanisms to ensure on-going data monitoring, analysis and outcome evaluation

Students identified as at-risk or high-risk must be appropriately assessed and referred to support services both in-school and in the community. All intervention efforts must be documented in each student’s records.

II. REGISTRATION AND ENROLLMENT PROCESS

A. The principal is responsible for the immediate registration and enrollment of all students under his/her supervision. School personnel shall, immediately, register and enroll all known non-enrolled students residing within the school’s attendance boundaries and those with special circumstances (regardless of time of year, testing etc.). When a parent/guardian or caregiver is unable to provide required documentation at the time of enrollment, the Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools outlines procedures to facilitate the student’s immediate enrollment. Schools may contact the Immigrant Student Guidance and Assessment Placement Center (GAP) to assist students and families who are new arrivals to the country. For more information refer to http://gaplausdca.schoolloop.com/. Year-round schools shall place newly enrolled students on tracks that will, as nearly as possible, ensure that students complete a full school year. District Policy does not allow the establishment of track waiting lists to enroll.

III. ENROLLMENT SPECIAL CIRCUMSTANCES

A. Homeless Students must be identified utilizing Appendix G-1: Student Residency Questionnaire and enrolled immediately, regardless of the availability of school records, immunization records, school uniforms or the existence of fines or materials from a prior school. To meet the student’s needs, the District must either continue the student’s education in the school of origin, or enroll the student in the public school serving the attendance area where the student is temporarily residing. Refer to BUL-1570.2, Enrollment/Support of Homeless Children and Youth in Schools, revision in process.
B. Out-of-Home Placement Students, who may present a Department of Children and Family Services (DCFS) Notification to School of Minors Placement Status (Form 1399), shall be immediately enrolled, regardless of the availability of school records, immunization records, school uniforms or the existence of fines or materials from a prior school. Refer to BUL-787.0, Guidelines for School Enrollment of Student in Out of Home Care dated July 1, 2004.

C. Intra-District Permits (Issued by School)
For students who reside within LAUSD boundaries, principals must ensure that students have a current, valid permit. Refer to BUL-5347.1, Intra-District Permits (School to School) and Student Transfers in Elementary and Secondary Schools, revision in process.

D. Inter-District Permits (Issued by Permits Office)
For students who reside outside of the LAUSD boundaries, principals must ensure that appropriate permits are submitted and approved. Refer to BUL-5341.2, Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary Schools, dated January 23, 2013.

E. School staff shall refer to LAUSD Division of Special Education for more information when enrolling students with an Individualized Education Plan (IEP).

IV. INACCURATE, SUSPICIOUS/FALSE ADDRESSES

A. School staff have the right and obligation to conduct a thorough investigation (due diligence) at the time of enrollment if an inaccurate, suspicious, or false address is suspected in order for the principal to take appropriate action. School staff shall utilize the Procedures for Verification of Residence (Attachment 1) and the information and guidelines outlined in the Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools.

B. In situations where a false address is suspected or may have been used, a school may review publicly available documents, in paper form or through an electronic database, to verify the address of students by a review of property records. This tool may not be used as sole verification of address for any student, nor shall this tool be used to verify residence for students living in apartments, under leases or subleases, in foster or probation placements, in the Confidential Address Program, or in homeless situations. The use of this tool must comply with and cannot substitute for the District’s verification of address procedures, which include other strategies that must also be
used in the verification process. Any agreement to use an electronic
database must go through the District’s procurement process and must
comply with all applicable laws and regulations, including the Family
Educational Rights and Privacy Act.

V. ENROLLMENT COMPLETION

A. Enrollment/registration is completed only when all enrollment forms
have been completed and submitted and the student’s attendance has
been recorded in class or every period.

VI. EXEMPTION TO PUBLIC SCHOOL ENROLLMENT

A. Home schooling is authorized in the State of CA. In order to do so a
parent must have an affidavit on file with the CA State Department of
Education. If you have any questions regarding home schooling,
please contact the Office of General Counsel.

B. Students who attend private school are also exempt from public school
education.

VII. RECORD KEEPING

A. The principal is responsible for the daily attendance accounting of all
students under his/her supervision and shall establish clear marking
procedures. Absences, tardies, early leave times, and reasons for
absences are to be recorded. All teachers are mandated by E.C. 44809,
California (CA) Commission on Teacher Credentialing, the UTLA
contract, and District policy to take accurate and timely attendance.
Every school shall have an official, daily attendance-reporting time
which shall be during the first fifteen minutes of each class/class
period. Teachers who habitually do not submit attendance in a timely
manner are to be reported to their principal for guidance and assistance
in meeting this required duty. Continued failure to comply with the
attendance accounting requirements shall result in disciplinary action.
The principal is ultimately responsible for the accuracy and monitoring
of attendance records.

B. The principal is responsible for ensuring the implementation of the
Enrollment/Norm Day procedures in order to obtain accurate Norm
Day counts. The Annual School Program Survey, also known as the
CA Basic Educational Data System (CBEDS), is the means by which
the CA Department of Education (CDE) allocates funds to districts and
calculates school enrollment, high school graduation, and dropout
rates.
VIII. WITHDRAWAL PROCESS

A. Students are expected to attend school on all assigned school days. District policy prohibits schools from conducting mass checkouts/force outs/push outs, telling students to stay home, withdrawing students, etc. Schools shall not finalize grades and withdraw students prior to the end of the school year or semester due to the following reasons: discrepancies with the chronological age calculator, before testing, discipline, etc. These practices violate District policy and CA Education Code, reduce the revenue of per pupil Average Daily Attendance for the District, and are harmful to students.

IX. ABSENCES

A. Every principal shall require satisfactory explanation from the parent/guardian of a student, either in person or by written note, whenever the pupil is absent a part or all of a school day as per California Code of Regulations (CCR), Title 5, section 306. Absences are defined as excused, unexcused or non-compliant. Schools are responsible for promoting and increasing attendance during the school year, especially during end of the year events (i.e. culmination/graduation, prom, grad night, etc.). For suggestions see Appendix B-2: Common Causes for Loss of ADA. When students are absent from school, they miss valuable instructional time.

B. Every effort shall be made by the school staff to notify parents/guardians of students’ uncleared absences and to clear these and all absences. If attempts are made to clear absences with sufficient due diligence, yet no excuse is provided, these absences may be converted to truant after ten school days. This policy is also included in the Parent Student Handbook.

C. Every school is required to clear and update attendance data and records during the current school year. Corrections and updates to attendance data and records are not allowed after the school year has closed. Mandated cost claims for Notification of Truancy (NOT) letters and attendance statistical reports submitted to the State must be accurate at the close of the school year. Any changes to attendance records from any prior school year will result in discrepancies and inaccuracies that are subject to audit.

D. Every principal or designated school staff shall establish notification procedures for irregular attendance, tardies, and early leaves. It is the legal responsibility of the school to notify parents/guardians of their
children’s absence according to E.C. 46011.

E. All extended student absences (five or more consecutive days) shall be investigated. At each school, the principal shall designate a school administrator to be responsible for the verification of the reasons for extended absences.

F. LAUSD authorizes secondary schools, in collaboration with the Educational Service Center, to develop and implement a system of progressive consequences related to grades for students who are excessively absent or tardy without valid excuses.

G. When students are absent, they may be provided with make-up work based upon the reason for the absence. Teachers shall advise their students at the beginning of each semester of the opportunity to complete missed classroom work, homework, or test.

H. A commitment to excellent attendance is expected from school staff in order to meet the District's teacher attendance goal. The District acknowledges that there is a strong correlation between teacher attendance and student performance. Administrators shall provide Appendix Q: Employee Attendance Policy to all employees under their supervision at the beginning of each school year.

X. Mandated Truancy Notifications

A. Truancy has long been identified as an early warning sign of potential delinquent behavior, social isolation, and educational failure. District policy mandates that school staff adhere to the full extent of E.C. 48263.5 to ensure that students comply with regular attendance in order to achieve academic success.

It is District policy that each principal is responsible for the daily attendance accounting of all students under his/her supervision and shall establish clear marking procedures. Absences, tardies, early leave times, and reasons for absences are to be recorded. All interventions related to truancy identification, notification, and intervention must be documented in the student’s record. The principal is ultimately responsible for all attendance records.

B. Central Office will issue the automated Initial Notification of Truancy (NOT) Letter see Appendix N-1a: Sample Initial Truancy Notification Letter as a formal notification that the student between the ages of 6 and 18 years has accumulated three full days of unexcused absences or unexcused tardies of 30 or more minutes, or any combination thereof,
in one school year and is being classified as truant (E.C. 48260).

C. In order for the central office to prepare for the mailing of the Initial NOT Letters, designated staff at each school-site must adhere to the timeline provided each year. Failure to clear absences before the Final Notification Letter Report is generated by Central Office will result in the incorrect mailing of Initial NOT Letters and increased phone calls from concerned parents. Refer to REF-5464.1, Initial Notification of Truancy (NOT) Letter Automation Procedures, dated September 27, 2012.

D. Schools shall establish procedures for sending the 2nd truancy letter Appendix N-2a: 2nd Truancy Notification Letter for students who have received the Initial NOT and have had at least one additional unexcused absence or tardy more than 30 minutes.

This letter requests a conference and notifies the parent/guardian that the student has been absent without a valid excuse four or more days, or tardy for 30 minutes or more (or any combination thereof), during the school year without a valid excuse.

The content of these letters may not be altered, except at the principal’s discretion. A final paragraph may be added to contact an assistant principal, PSA Counselor or other designee. All letters are to be distributed under the principal’s signature. Copies of all truancy notifications shall be stored for three years for audit purposes.

E. School staff shall establish procedures for sending the 3rd truancy letter Appendix N-3a: 3rd Truancy Notification Letter for students who have received the Initial NOT, the 2nd Truancy Notification Letter, and have had at least two additional unexcused absences or tardies more than 30 minutes.

This letter notifies the parent/guardian that the student has been classified as a habitual truant for being absent without a valid excuse five or more days, or tardy for 30 minutes or more (or any combination thereof), during the school year without a valid excuse.

The content of these letters may not be altered, except at the principal’s discretion. A final paragraph may be added to contact an assistant principal, PSA Counselor or other designee. All letters are to be distributed under the principal’s signature. Copies of all truancy notifications shall be stored for three years for audit purposes.
XI. DROPOUT PREVENTION, INTERVENTION AND RECOVERY PROCEDURES

A. Students who withdraw without enrolling in another school increase the District’s dropout rate and lower the enrollment of the last school of attendance. Therefore, it is imperative that schools maintain a system of accurate data collection.

Principals shall establish a system of due diligence for students with ten or more absences or who have been withdrawn from school. Refer to BUL-3720.0, Dropout Prevention, Intervention, and Recovery Strategies, May 23, 2007.

B. Principals shall include specific dropout prevention, intervention, and recovery procedures in their Attendance and Dropout Prevention Plan.

XII. DOCUMENT RETENTION AND CONFIDENTIALITY

A. School employees are obligated under Federal and State laws to maintain pupil records in a manner that protects and maintains the records’ security and confidentiality. Pupil records are legal documents. These include enrollment, attendance, withdrawal, emergency, and other records or reports. For additional information regarding the maintenance and distribution of pupil records, refer to BUL-2469, Pupil Records: Access, Confidentiality Notice of Educational Rights, dated April 24, 2006 and BUL- 1077.1, Information Protection Policy, dated December 05, 2006.

B. All auditable documents shall be retained and stored in a place known to the principal and the custodial staff. The documents shall be securely stored and clearly marked with a “destroy date” on the box as appropriate.

XIII. AUDITS

A. Student enrollment and attendance accounting records and procedures are subject to audit by the District’s Internal Audit Branch, Contract Auditors, and State agencies such as the Office of the Auditor General. Principals are responsible for maintaining enrollment and attendance accounting records in accordance with District policy to ensure their availability for audits.

B. It is highly recommended that principals ensure self-audits are conducted twice a year.
AUTHORITY: This is a policy of the California State Superintendent of Schools. The following legal standards are applied to this policy:

- California Education Code 46011 Verification of Absences
- California Education Code 48260, 48261 Truancy
- California Education Code 48260.5 First Notification
- California Education Code 48262 Habitual Truant
- California Education Code 48263.5 Legal Interventions, Referral
- California Education Code 48340 Pupil Attendance Policies
- California Education Code 44809 Teacher Responsibility
- California Education Code 49064-49078;49602 Pupil Records and Confidentiality
- California Code of Regulations, Title 5, Sec. 306 Explanation of Absence
- Code of civic procedure section 1277 and Government Code section 6200 Confidential Address Program
- Family Educational Rights and Privacy Act of 1974 FERPA

RELATED RESOURCES:

- Attendance Manual: Policy and Procedures
  The attached Attendance Manual is designed to be used as a:
  - Structured process for implementing attendance policies
  - Reference for answering questions
  - Staff development tool
  - Source for resources of support and assistance
- ISIS Phase I Attendance Procedures Handbook for Secondary Schools
- ISIS Phase I Attendance Procedures Handbook for Elementary Schools
- ISIS Phase I Attendance Procedures Handbook for Continuation Schools
- ISIS Phase I Attendance Procedures Handbook for Community Day Schools,
- BUL-787.0, Guidelines for School Enrollment of Student in Out of Home Placement, dated July 1, 2004
- BUL-1077.1, Information Protection Policy, dated December 5, 2006
- BUL-1570.2, Enrollment/Support of Homeless Children and Youth in Schools, revision in process
- BUL-1660.6, Immunization Guidelines for School Admission, dated January 17, 2012
- BUL-2060.1, Pregnant and Parenting Students Educational Rights, revision in process
- BUL-5606.1 Open Enrollment Transfers for Elementary and Secondary Students, dated September 11, 2012
- BUL-2469, Pupil Records: Access, Confidentiality, and Notice of Educational Rights, dated April 24, 2006
- BUL-3720.0, Dropout Prevention, Intervention, and Recovery Strategies, dated May 23, 2007
- BUL-5341.2, Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary Schools, dated January 23, 2013
• BUL-5347.1, Intra-district Permits (School to School) and Student Transfers in Elementary and Secondary Schools, revision in process
• BUL-5655.0, Guidelines for Student Suspension, dated December 6, 2011
• BUL-4478.0, Opportunity Transfers Policy, dated December 15, 2008
• BUL-4655.1, Expulsion of Students - Policy and Procedures, dated August 22, 2011
• BUL-5073.0, California Confidential Address Program Implementation, dated April 7, 2010.

ASSISTANCE: For assistance or further information, please contact Erika Torres, Interim Director of Pupil Services at (213) 241-3844, or your local Education Service Center, PSA Field Coordinator.
PROCEDURES FOR VERIFICATION OF RESIDENCE

The procedures below are compiled from several sections of the Attendance Manual: Policy and Procedures. School staff shall refer to the Attendance Manual for additional or updated information.

Verification of Residence

A school may accept one or more of several types of documents from the parent, guardian, or adult caregiver of a pupil as reasonable evidence that the pupil meets residency requirements for school attendance in the Los Angeles Unified School District. Refer to Appendix D-1a: Guidelines for Verification of Residence. All documentation must be current and identify the parent, guardian, or adult caregiver as the resident. Examples of documents that may be accepted as proof of residence include, but are not limited to any of the following:

- Utility service bills (gas, water, electric)
- Property Taxes, rental or lease agreement
- Official government mail (CalWorks, Social Security)

Other documents may also be considered as proof of residence. However, many of these documents may not be as reliable as those listed above and therefore, may require additional verification. Examples of these documents include, but are not limited to:

- Escrow papers
- Current bank statements (personal checks will not be accepted as proof of residence)
- Moving company receipts
- Verification of residency service letter from a utility company

Any documentation offered as proof of residence must show the name of the parent, guardian, or adult caregiver, a current date and the residence address. The LAUSD does not accept telephone bills or drivers’ licenses as proof of residence.

Affidavit to Verify Residence

In the event that the parent, guardian, or caregiver does not possess documented proof of residency, he/she must be allowed to submit Appendix D-2a: Affidavit for Verification of Residence Form and the school shall accept this sworn statement to verify residence. Follow the procedures below:

- Instruct the parent/guardian or caregiver that he/she will be responsible for providing proof of residence within 30 calendar days.
- Mail Appendix D-3a: Verification of Residence Follow-up Letter the same day the parent/guardian/caregiver completes enrollment as the 30-day period will begin.
- A binder shall be maintained with all original Affidavits to Verify Residence, including a log to monitor follow-ups. Designated staff must check the returned mail on a monthly basis.
- If a parent/guardian or caregiver returns the mailed Affidavit to Verify Residence Letter within 30 days to the school, this is legally sufficient to establish residency.
- If the parent/guardian or caregiver does not return with the Verification of Residence Follow-up letter during the 30 day period, designated school staff shall follow-up with a telephone call to remind the parent/guardian or caregiver of the need to provide proof of residence. Schools should also send or provide the parent/guardian or caregiver with a copy of their signed, original
Affidavit to Verify Residence Form. Certificated school site staff may also conduct home visits as needed to verify residency.

☐ If the letter is returned “Undeliverable” and with new address information, the administrator must notify the parent/guardian or caregiver, in writing, that the student does not reside in the school’s attendance area, determine the school of residence, and transfer the student with the appropriate Pupil Accounting Report (PAR).

**Specialized Populations (Most Common Exceptions)**
*Refer to the Attendance Manual: Policy and Procedures for additional exceptions and guidelines*

**A. Homeless Students**

Homeless students must be identified utilizing Appendix G-1: Student Residency Questionnaire and enrolled immediately, regardless of the availability of school records, immunization records, school uniforms or the existence of fines or materials from a prior school. Federal laws require that students identified as homeless be immediately enrolled and attending school. Students who are identified as homeless have the right to remain at the school of origin (the school they were enrolled in when they became homeless) or to enroll in the public school serving the attendance area where they are temporarily residing. Refer to BUL-1570.2, *Enrollment/Support of Homeless Children and Youth in Schools*, revision in process.

**B. Out-of-Home Placement**

Students residing in out of home placements through the Department of Children and Family Services (DCFS), including foster, relative caregiver, or group homes may present a DCFS Notification to School of Minor’s Placement Status (form 1399) and shall be immediately enrolled, regardless of the availability of school records, immunization records, school uniforms or the existence of fines or materials from a prior school. Refer to BUL-787.0, *Guidelines for School Enrollment of Student in Out of Home Placement*, dated July 1, 2004.

**Enrollment Procedures**

Once the stated residence address provided by the parent/guardian or caregiver is determined to be within the attendance boundaries of the school, the school shall begin the enrollment process. See Appendix E-1: Enrollment Documents (2 pages).

**Inaccurate, Suspicious/False Addresses**

When school officials have reason to believe that the address provided by the parent/guardian is incorrect, or was falsely reported, school staff have the right and obligation to conduct a thorough investigation (due diligence) in order for the principal to take appropriate action. Such an investigation must be documented and include:

- Search District Enrollment in LAUSDMAX using the name of parent, guardian, and/or siblings
- Interview students
- Contact CAL Works, DCFS, Department of Public Social Services (DPSS), Probation Department, or the Housing Authority as appropriate
Appendix I-1a: Release of Information may be signed by the parent/guardian and is required in order to share detailed information.

- Mail a letter to all known current and previous addresses requesting residency verification. Write or stamp “Do Not Forward-Address Correction Requested” on the envelope so that the letter will be returned to the school with the family’s current address.
- If the letter is returned with no forwarding information, the student and their parent/guardian must be contacted to provide new information. If the parent/guardian refuses to provide information the school must immediately initiate the investigative activities outlined above.

- Conduct a home visit (school based PSA Counselor or other certificated staff) to establish residency at either the current or previous addresses.

In situations where a false address is suspected or may have been used, a school may review publicly available documents, in paper form or through an electronic database, to verify the address of students by a review of property records. This tool may not be used as sole verification of address for any student, nor shall this tool be used to verify residence for students living in apartments, under leases or subleases, in foster or probation placements, in the Confidential Address Program, or in homeless situations. The use of this tool must comply with and cannot substitute for the District’s verification of address procedures, which include other strategies that must be used in the verification process. Any agreement to use an electronic database must go through the District’s procurement process and must comply with all applicable laws and regulations, including the Family Educational Rights and Privacy Act.

**Response to Inaccurate/False Residence Information**

If it is determined after due diligence, that the parent/guardian provided inaccurate information regarding their place of residence from the initial time of enrollment, the administrator must request a meeting with the parent/guardian to notify them that the student shall be immediately transferred to the School of Residence. The student shall not be eligible to receive any type of permit at the school where the falsification or inaccuracy occurred until the conclusion of that semester, plus one additional semester.

- If the parent/guardian refuses to attend this meeting, the administrator may withdraw the student to the school where the student has been found to reside (School of Residence) and shall mail Appendix H-2a: Moved, False Address, Forfeiture of Permit notifying the parent/guardian that their residence information has been discovered. The student will be transferred to the School of Residence on the date indicated on the letter.

Verified, new address information for all students should be immediately entered into the student information system(s).

**Moved, Change of Residence**

**A. Reported Change of Address**

If a family reports, in writing, a change of address within 30 days, the student(s) may be granted a Continuing Enrollment Permit for the remainder of the school year. At the end of the year, the
student should be transferred to their School of Residence. Students who move out of the attendance boundaries of a school may qualify for an Inter or Intra-District permit.

Refer to BUL-5347.1, *Intra-district Permits (School to School) and Student Transfers in Elementary and Secondary Schools*, revision in process.

**BUL- 5341.2, Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary Schools**, dated January 23, 2013

**B. Failure to Report Change of Address**

Provided the school meets its responsibility regarding residence verification, a family’s failure to report, in writing, a change of address, within 30 days, shall be cause for forfeiture of the right to a Continuing Enrollment Permit and the student may be withdrawn at the discretion of the Principal. This policy is also included in the Parent Student Handbook. Students who move out of the attendance boundaries of a school may qualify for an Inter or Intra-District permit.

Refer to BUL-5347.1, *Intra-district Permits (School to School) and Student Transfers in Elementary and Secondary Schools*, revision in process.

**BUL- 5341.2, Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary Schools**, dated January 23, 2013

**C. Student moves outside of LAUSD during the school year**

During the first 10 weeks of the semester, the student is to be transferred to the School of Residence immediately.

During the second 10 weeks of the semester, the student should be allowed to complete that semester.

Refer to **BUL- 5341.2, Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary Schools**, dated January 23, 2013
Guidelines for Verification of Residence

A school may accept one or more of several types of documents from the parent or legal guardian of a pupil as reasonable evidence that the pupil meets residency requirements for school attendance in the Los Angeles Unified School District. All documentation must be current and must identify the parent or legal guardian as the resident. Examples of documents that may be accepted as proof of residence include, but are not limited to any of the following:

- Utility service bills (gas, water, electric)
- Property Taxes, rental or lease agreement
- Official government mail (CalWorks, Social Security)

Other documents may also be considered as proof of residence. However, many of these documents may not be as reliable as those listed above and therefore, may require additional verification. Examples of these documents include, but are not limited to:

- Escrow papers
- Current bank statements (personal checks will not be accepted as proof of residence)
- Moving company receipts
- Verification of residency service letter from a utility company

Any documentation offered as proof of residence must show the name of the parent/legal guardian, a current date and the residence address. The LAUSD does not accept telephone bills or driver’s licenses as proof of residence.

In the absence of specific documentation, a prospective parent may provide a written affidavit (See attached form – D2) verifying his or her residence.

Schools may not require the parent/legal guardian to notarize or provide notarized documentation.

At times, a student will be allowed to enroll in school based on special circumstances. In these cases, one of the following should be accepted in lieu of standard proof of residence documentation:

- Homeless Affidavit or Affidavit of Temporary Residence
- DCSF Form 1399 “Notification to School of Minor’s Placement Status”
- Intra or Inter-District Permit
- Special Education IEP
Affidavit to Verify Residence Form

(This form should be used only when the parent/legal guardian cannot provide documented proof of residence.)

I, _____________________, declare I am the parent/legal guardian of

<table>
<thead>
<tr>
<th>Name: First</th>
<th>Middle</th>
<th>Last</th>
<th>Date of Birth</th>
</tr>
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</table>

I currently reside at the address listed below.

Address _____________________________________________________________

City ____________________________ Phone # ____________________________

CA Zip __________________________

At this time, I do not possess any official documentation to prove residency. This is because:

____________________________________________________________________

As soon as I am able to obtain documentation proving my residency, I will provide copies of such documentation to the school’s attendance office.

I declare under penalty of perjury under the laws of California that the above statements are true and correct.

____________________________________________________________________

Print Name of Parent/Legal Guardian

____________________________________________________________________

Signature of Parent/Legal Guardian __________________________ Date ______

Parent/Guardian will be given 30 days to provide the “Proof of Residency” documentation. If not received by _____________________, the student will be checked-out.

____________________________________________________________________

Parent/Guardian Signature

Affidavit to Verify Residence Form- English
(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)
(Address)
(City, State, Zip Code)

Dear Parent/Guardian:

On __________ (insert date) you enrolled your child(ren) at __________ School utilizing the "Affidavit of Residence" form requiring that you provide appropriate documentation of your address within 30 days. You have until _______________ (insert due date) to provide this information.

We are sending this letter to you to establish your ability to receive mail at the address you provided. Please bring this letter and the documentation verifying your address to the school within the time allowed.

Failure to provide this information may result in one or more of the following actions by the school:

- Checking your child(ren) out to the address and appropriate school of residence as established through returned mail.
- Checking your child(ren) out to the last school of residence and attendance which is still your legal placement according to the findings of our investigation.
- Checking your child(ren) out to the school of attendance based on the address that we were able to verify as your legal residence through our investigation.
- Referring you and/or your child(ren) to the School Attendance Review Board or other appropriate school, city, county or state authority.

When you return to the school with this letter and your documentation, please see ___________________________ in the Attendance Office. An appointment can be made by calling ______________________ at your earliest convenience.

Thank you for your cooperation and prompt response.

Sincerely,

Principal
ENROLLMENT DOCUMENTS

Date of Enrollment ______________

Student Name ____________________________ DOB ______________

☐ Appendix E-2: Office Checklist for Student Enrollment (file in Cumulative Record for Audit purposes)

☐ Appendix E-3: Student Enrollment Form* (file white copy in Cumulative Record)

☐ Appendix E-4: Student Emergency Information Form* (Original to Nurse, Optional copy to Attendance Office)
   1. Information on the Student Emergency Information Form should be updated in ESIS/SSIS and ISIS within 5 days.

☐ Temporary/Student Health Card, if student is new to LAUSD.

☐ Immunization History

☐ Appendix E-5b: Oral Health Assessment Letter /Waiver Request Form only for kindergarten or first grade entry

☐ Student Meal Application

☐ Appendix G-1: Student Residency Questionnaire

☐ Appendix E-6: Ethnicity/Race Identification for Students Form

☐ Appendix E-7a: Migrant Education Program Questionnaire

☐ Appendix E-8a: American Indian-Alaskan Native Letter Questionnaire


*Additional languages available on www.lausd.net under Families, Forms and Policies tab.
ENROLLMENT DOCUMENTS
Continued

Provide parent/guardian and students with the following mandatory resources:

- Parent/Student Handbook (updated yearly)
- California School Nurses Organization health update about Pertussis Vaccine Letter Master Academic School Calendar
- District and school attendance policy and procedures related to absences, tardiness and truancy.
- School rules, behavior standards, policies, school map including location of restrooms, bell schedules, pedestrian routes, etc.
- CHAMP Program Brochure
- Appendix E-10a: Family Educational Rights and Privacy Notice (FERPA)

Completed by:__________________________Date:_________

Keep with enrollment documents
Dear Parent/Guardian:

It has come to our attention that you have changed your address and no longer live in the area of [School Name] School. According to LAUSD policy “A family’s failure to report, in writing, a change of address, within 30 calendar days shall be cause for forfeiture of the right to a Continuing Enrollment Permit.” As a result, your child/children will need to enroll and attend the school within the area of your new address.

Your home school is [School Name] School and their phone number is [Phone Number].

Within two days, please pick up the necessary paperwork from the school office to withdraw your child/children from our school and promptly enroll in the new school.

If you have any questions, please call [Contact Information] at [Phone Number].

We wish you and your child/children the very best at your new school.

Sincerely,

Principal
Parent Authorization for Release/Exchange of Information

Date: ___________________________ To Parent/Guardian (s) of: ___________________________

We are requesting your written authorization for release/exchange of information from the individual, agency, or institution indicated below.

The information received shall be reviewed only by appropriate professionals in accordance with then Family Educational Rights and Privacy Act of 1974.

TO: ___________________________________________ RE: ___________________________

Name Pupil (Last name/First name)

_________________________________________ Date of Birth: _______/_____/_____

Agency, Institution, or Department

_________________________________________ Month Date Year

Street Address

_________________________________________ Street Address

City State Zip

City State Zip

I hereby give you permission to release/exchange the following information:

_____ Medical/Health _____ Speech & Language _____ Educational

_____ Psychological/Mental Health _____ Other-Specify ________________________________

The information will be used to assist in determining the needs of the pupil.

THIS INFORMATION IS TO BE SENT TO:

Name ___________________________ Position ___________________________

Address

This authorization shall be valid until ___________________________ unless revoked earlier.

I request a copy of this authorization: _____ Yes _____ No

Signature: __________________________________ Date: ___________________________

Parent/Legal Guardian

Note: This information will become part of the pupil’s educational records and shall be made available, upon request, to the parent or pupil age 18 or older.