



South Pasadena Unified School District
1020 El Centro Street
South Pasadena, California 91030
(626) 441-5810
<http://www.spusd.net>

INTER-DISTRICT PERMIT FREQUENTLY ASKED QUESTIONS (FAQ)

For full-time City of South Pasadena Employees and South Pasadena Business Owners

Q: What documents do I need for the Inter-District transfer?

- A.** 1) All applicants must submit a signed Inter-District Release form from their school district of residence (without a release form a permit cannot be issued for enrollment).
- 2) Full-time employees of the City of South Pasadena must also submit a letter of verification of full-time employment that is embossed with the official seal of the City of South Pasadena (see "Enrollment/Registration Information for South Pasadena City Employees").
- 3) South Pasadena business owners must submit three specific verifications of business residence (see "Enrollment/Registration Information for South Pasadena Business Owners").

Q: When and where do I submit the above documents?

A. Visit the District Office with your documents only on the following Wednesdays, between 2:30 and 3:00 p.m.: May 7, May 14, May 21, May 28, June 4, and June 11. Ask for Ms. Alicia Gonzalez in Room 6. At that time you will also be asked to fill out an additional form, per student.

Q: When can I pick up an enrollment packet, and when do I register my child?

A: Enrollment packets for elementary students will be available at the District Office from Ms. Alicia Gonzalez at the dates and times above, after you have provided the signed release from your school district and the other documents discussed above.

For City of South Pasadena employees, you will then make an appointment to register your elementary age student with Ms. Alicia Gonzalez in Room 6, between 3:00 p.m. to 4:30 p.m., on the following Wednesdays: May 7, May 14, May 21, May 28, June 4, and June 11.

For South Pasadena business owners, you will then make an appointment to register your elementary age student with Ms. Alicia Gonzalez in Room 6, between 3:00 p.m. to 4:30 p.m., on the following Wednesdays: May 21, May 28, June 4, and June 11.

For middle school (Grades 6-8) and high school (grades 9-12) students, you must make an appointment with the middle school or high school registrar for a **pre-registration** appointment (see Boxes 2 & 3 in "Inter-District Permit Policy for the Inter-District Attendance Agreement – 2008-2009"). To guarantee placement, you must complete the actual registration process (not just pre-registration), by appointment, by June 25, 2008. You can make your registration appointment during your pre-registration visit.

Q: My child is enrolling in Kindergarten. Can I also enroll my child in the Kindercare Program?

A: Yes. Kindercare, a fee-based program offered through the SPUSD Extended Day Program, is available for Kindergarten students to extend their school day from 8:00 a.m. to 3:00 p.m.. Call the Extended Day Program at (626) 441-5810, ext. 1125 for more information.

Q: I need after-school/before school day care for my elementary or middle school child. Can my student attend the SPUSD Extended Day Program?

A: Unfortunately, the Extended Day Program is at capacity for all grades K-5, and there is an extensive waiting list for each school site, so you may not enroll your elementary child into the Extended Day Program. The District does have a list of other programs that serve South Pasadena Unified School District that can be provided upon request. (**NOTE:** The District does not endorse nor have any affiliation with any other program other than the District Extended Day Program.) There *may* be available space within the Tiger Club program,

which provides after-school care to students in grades 6-8. Please contact the Extended Day Program at (626) 441-5810, ext. 1125 for more information.

Q: I applied for the Inter-District Transfer within the specified time frame (May 7 – May 21) – when will I know if my child is able to attend, and which school (for elementary)?

A: Placement will be guaranteed for all students who 1) apply within the specified time frame of May 7 through June 11, 2) who meet all requirements listed in the Inter-District Permit Policy, and 3) who have attended a registration (not just pre-registration) appointment at their SPUSD school site (or at the District Office for elementary students) by June 25, 2008. Elementary school placement cannot be determined prior to August 25, and may be delayed until a few days before the start of school.

Q: I am unable to register my child until after June 11th – will I be allowed to attend SPUSD schools?

A: Requests may be submitted after August 25; however, placement will not be guaranteed and requests will be processed on a space-available basis.