



Outgoing Permit Application

Part I: Application Process

This application is for a student who resides within the boundaries of the Santa Monica-Malibu Unified School District (SMMUSD) who seeks to enroll in a school outside SMMUSD.

Application Process

1. Complete the SMMUSD Outgoing Permit Application. One application must be completed for each student requesting an outgoing permit.
2. Sign and submit the completed application to SMMUSD. **Incomplete applications will not be processed. Do not fax the application.**

**Submit to: Santa Monica-Malibu Unified School District
 Student Services Department
 1651 16th Street
 Santa Monica, CA 90404**

3. Allow five (5) days for Student Services to process the request and notify the applicant. Issuance of the outgoing permit by SMMUSD does not guarantee acceptance by the requested school or district.

Part II: To be completed by parent/guardian (Please print)

School Year 2021-2022			
Student Last Name	First Name	Date of Birth	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Grade Requested	Date of Request	Special Education: <input type="checkbox"/> Yes <input type="checkbox"/> No	Currently under Expulsion: <input type="checkbox"/> Yes <input type="checkbox"/> No
From (School of Residence)		To (Requested School)	
From (District of Residence) Santa Monica-Malibu Unified School District		To (Requested District)	
Parent/Guardian Name		Relationship to Student	
Address		City & Zip Code	
Email Address		Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Reason for Request			
<input type="checkbox"/> Black/African American	<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Filipino
<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> White, Non-Hispanic	<input type="checkbox"/> Other:

Parent/Guardian Signature: _____ Date: _____

For Office Use Only

Received by: _____ Date & Time Received: _____

Approval: Approved Denied

Administrator: Mrs. Tara Brown
Director of Student Services