

Request For Pupil Attendance  
In Other than District Of Residence  
**Process Checklist**

**LEVEL I**

Parent/Guardian Steps

1. \_\_\_\_\_ Parent/Guardian picks up an Inter-District Agreement Form (pages 1 and 2) from the District of Residence. This form is also available online at [www.humboldt.k12.ca.us/sps/seif.php](http://www.humboldt.k12.ca.us/sps/seif.php)
2. \_\_\_\_\_ Parent/Guardian completes page 1.
3. \_\_\_\_\_ Parent/Guardian delivers or mails Form, page 1 and 2, to the District of Residence.
4. \_\_\_\_\_ Parent/Guardian delivers or mails Form, page 1 and 2, to the Desired District. If approved, enroll your child at desired school. If denied by either district, you may wish to appeal. (See Level II in **Inter-District Attendance Brochure**.)

Districts Steps

4. \_\_\_\_\_ The District of Residence completes page 2 and returns to the parent/guardian.
5. \_\_\_\_\_ The Desired School completes page 2 and sends completed copy to the parent/guardian and Humboldt County Office of Education.

**LEVEL II**

If the Request was Not Successful,  
Parent/Guardian Next Steps

6. \_\_\_\_\_ Contact the Humboldt County Office of Education at 707/445-7043 and request an Appeal form. It is also available online at [www.humboldt.k12.ca.us/sps/seif.php](http://www.humboldt.k12.ca.us/sps/seif.php)
7. \_\_\_\_\_ Complete the Appeal form and return to the County Office within 30 calendar days of the date parent/guardian was notified of either District's decision to not grant the request.

Humboldt County Office of Education Steps

8. \_\_\_\_\_ Review completed materials.
9. \_\_\_\_\_ Notify parent/guardian and both Districts of either
  - 1) the date and time of the scheduled hearing or
  - 2) why the request for appeal cannot go forward due to insufficient information requirements of Ed. Code 46601-03, inclusive.
10. \_\_\_\_\_ Notify parent/guardian and both Districts of Board action on the Interdistrict Appeal Request.