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# Ontario-Montclair School District

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*Director, Child Welfare  
Attendance & Records*

## CHILD WELFARE, ATTENDANCE & RECORDS

DATE

Re: Interdistrict Attendance Permit Annual Renewal

Dear Parent/Guardian,

The purpose of this letter is to inform you that the Ontario-Montclair School District (District) requires annual renewal for Interdistrict Attendance Permits. The District recognizes that families who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district. However, due to limited available resources, it's necessary to manage school capacity effectively to meet the needs of as many students as possible.

As a result, all students must reapply for an Interdistrict Attendance Permit each school year. Please note that the deadline for submitting your request is **January 15** for the following school year. Below are the next steps to complete your permit renewal:

1. Complete the Renewal Application by January 15: Please complete the Interdistrict Attendance Permit renewal form, which can be found on District website at <https://www.omsd.net/Page/3641> or obtained from your school's office.
2. Await Confirmation: Once your application is received, district staff will review the submissions and determine the number of spaces available. Decisions regarding permits will be based on the submission date, space availability at the requested grade level, and the capacity of district programs. You can expect to receive confirmation of your status by **March 1**, or sooner if possible.

Thank you for your cooperation and understanding regarding this policy. If you have any questions or need assistance, please contact the Department of Child Welfare, Attendance & Records at (909) 418-6477. You may also contact your school's office directly, which will provide confirmation of your status.

Respectfully,

Hugo Lopez  
Director of Child Welfare, Attendance & Records

For more information regarding Policy 5117: Interdistrict Attendance, please visit our website at <https://simbli.eboardsolutions.com/Index.aspx?S=36030621>.