

**SAMPLE FIRST LETTER OF WARNING FOR  
INTERDISTRICT ATTENDANCE PERMIT**

**REVOCAATION (USE SCHOOL SITE LETTERHEAD)**

**(Date)**

**(Parent Name)**

**(Address)**

**(City, State Zipcode)**

Dear **(Parent Name)**:

RE: **(Student's Full Name)**

**(Student's Name)** is currently enrolled at **(school name)** with an Interdistrict Attendance Permit. This permit allows **(him/her)** to attend **(school name)** even though **(he/she)** does not live in the San Diego Unified School District boundaries. Students attending **(school name)** are expected to maintain satisfactory grades, attendance, and citizenship. Students who fail to meet these standards can and will have their transfers revoked. When this happens, the student will have to return to his or her school of residence, and there is no appeal process.

You have received this letter because **(student's name)** is deficient in at least one of the three areas mentioned above. **(Explain reason and request a parent meeting regarding the issues.)**

**(Student's Name)** will be provided **(amount of time)** to improve **(reason: citizenship, grades, or attendance)** before the permit is revoked. During this time, the student will need to demonstrate **(identify specifics such as "no grade below a C-, no disciplinary referrals, or no unexcused absences or tardies," etc.)**.

Sincerely,

**(Principal)**

c: Marceline Marques, Operations Support Officer, Neighborhood Schools, and Enrollment Options Office