

January 2016

Dear Parents/Guardians,

Between February 1 and March 1, 2016, applications for Intradistrict Attendance Permits for the 2016-17 school year may be submitted. Intradistrict attendance applies to a student who resides within District attendance boundaries and wishes to attend a District school other than his/her school of residence (note that there is a different process to follow if a student does not reside within District boundaries). School offices are open on school days between 8:00am-4:00pm.

Once an intradistrict attendance permit is approved and the student attends his/her school of choice, an intradistrict transfer student shall not have to reapply as long as continuous enrollment is maintained. **Therefore, current students who have an approved Intradistrict Attendance Permit do not have to reapply.**

An Intradistrict Attendance Permit form must be completed for each child in a family who wishes to attend a school other than his/her school of residence. Approval of an Intradistrict Attendance Permit for one child does not guarantee approval for his/her siblings. However, siblings of students who were approved for intradistrict attendance for the 2011-12 school year or in school years before 2011-12 shall be approved for transfer consistent with board policy in place before the 2012-13 school year.

If interested in an Intradistrict Attendance Permit for the 2016-17 school year, please read the attached Intradistrict Attendance Board Policy and Administrative Regulation 5116.1. Complete the Intradistrict Attendance Permit form (Exhibit 5116.1) and return it to your District School of Residence no later than 4:00pm on March 1, 2016 for consideration for the 2016-17 school year. Each submitted request is date and time stamped. Any Intradistrict Attendance form submitted after March 1 may be considered after all those that have been submitted within the established time frame have been processed.

Please note that the Ross Valley School District has been experiencing increased enrollment and impacted facilities. Approval of Intradistrict Attendance Permits is dependent upon availability of space at the requested site. Since a priority is to ensure students are able to attend their school of residence, we may not be able to make decisions about Intradistrict Attendance requests until after the new school year begins. As such, students may have to begin the school year at their school of residence. All Intradistrict Attendance requests will be finalized no later than the 5th day of school.

If you have any questions, please contact your District School of Residence or me at 415-451-4064 or mtrahan@rossvalleyschools.org.

Sincerely,

Marci Trahan
Assistant Superintendent