



February 2018

Dear Parents/Guardians,

Interdistrict Attendance applies to a student who resides outside the Ross Valley School District (RVSD) attendance boundaries but wishes to attend a RVSD school. The window for submitting an Interdistrict Attendance Permit for consideration of attending a school in RVSD for the 2018-19 school year is open from March 1 to April 1, 2018.

Interdistrict attendance also applies to a student who lives within RVSD attendance boundaries but wishes to attend a school outside RVSD attendance boundaries. Although the application must be made on an annual basis, there is no deadline for submitting an Interdistrict Attendance Permit for a transfer out of Ross Valley.

In accordance with the RVSD Interdistrict Attendance Board Policy and Administrative Regulation 5117, please note the following information:

- If a currently attending student resides outside District boundaries and is not on an approved Interdistrict Attendance Permit and wishes to complete the school year in the Ross Valley, an Interdistrict Attendance Permit must be submitted within 10 days of relocation. If granted, the student will be able to complete the school year. An Interdistrict Attendance Permit must then be submitted for consideration for the following school year.
- If a student would like to attend school in the Ross Valley School District in the 2018-19 school year, a Request for Interdistrict Transfer Permit must be submitted between March 1 and April 1, 2018. If approved, an Interdistrict Attendance Permit will be granted annually until the student completes the highest grade offered by the district as long as continuous enrollment is maintained.
- For students whose Interdistrict Attendance Permit is approved, the Interdistrict Attendance Contract must be completed on an annual basis (this form will be provided upon approval of the Permit).
- If a current student is a resident of RVSD and his/her residence address changes to outside District boundaries after April 1, 2018, the Permit must be submitted within 10 days of relocation.
- The Superintendent or designee also may approve an Interdistrict Attendance Permit under the following circumstances for a student whose parent/guardian(s) relocate outside the District's boundaries during the school year if a request for an Interdistrict Attendance Permit is received by the Superintendent or designee within ten (10) calendar days of relocation.

- Approval of an Interdistrict Attendance Permit into RVSD for one child does not guarantee approval for his/her siblings.

If interested in an Interdistrict Attendance Permit, please do the following:

- Read the [Interdistrict Attendance Board Policy and Administrative Regulation 5117](#).
- Complete and return the [Request for Interdistrict Transfer Permit form](#) (one form per child) to the Ross Valley District Office or to your district of residence between March 1 and April 1, 2018 or within 10 days of relocating outside the District boundaries if after April 1. The RVSD District Office is open all school days between 8:00am-4:00pm.

Please note that approval of an Interdistrict Attendance Permit is dependent upon availability of space at the requested site as well as upon timely submission of the Interdistrict request. Since a priority is to ensure students are able to attend their school of residence, we may not be able to make decisions about Interdistrict Attendance requests for the 2018-19 school year until after the new school year begins. As such, students begin the school year at their district of residence, and no later than the 5th day of school, we will finalize all Interdistrict Attendance requests.

If you have any questions, please contact Marci Trahan, Assistant Superintendent, by email at [mtrahan@rossvalleyschools.org](mailto:mtrahan@rossvalleyschools.org) or by phone at 415-451-4063.

Sincerely,

Marci Trahan  
Assistant Superintendent