

1st – 5th Grades Registration Frequently Asked Questions

RVSD Elementary Schools & Contact Information

Campus	Administrative Assistant	Contact Number	Email
Brookside	Heather Levi	415-453-2948	hlevi@rossvalleyschools.org
Hidden Valley	Teresa Machado	415-454-7409	tmachado@rossvalleyschools.org
Manor	Maridith Woodward	415-453-1544	mwoodward@rossvalleyschools.org
Wade Thomas	Marlana Kenilvort	415-454-4603	mkenilvort@rossvalleyschools.org

How do I determine what district school my child should attend?

A child's School of Residence is based on his/her residence address. If you are unsure which school is your child's School of Residence, for attendance boundary information, visit our website at www.rossvalleyschools.org/about/boundaries, phone a District school, or contact Marci Trahan, Assistant Superintendent, at 415-451-4064 or mtrahan@rossvalleyschools.org.

How can I learn more about the schools?

Parent/guardian tours are available at each site. Please call the school office for details.

How do I get Registration information?

To learn more about new student registration, please check out our district website at www.rossvalleyschools.org, click on New Student Registration, and then click on the school year you are interested in.

When does Registration begin?

Parents/guardians can begin the online portion of registration on SchoolMint beginning Friday, January 25, 2019 and can return completed registration forms to their District School of Residence in the office beginning Monday, February 4, 2019. School offices are open Monday through Friday from 8:00 a.m. to 4:00 p.m. (except non-student days). Only completed registration packets are accepted, are to be submitted in person, and each is date and time stamped.

To assist the District in enrollment preparations, please return your child's registration packet by March 1. Because many elementary schools and grade levels in the Ross Valley School District are impacted, if more students register at their school of residence than can be accommodated, even if registered by March 1, students may be assigned to another Ross Valley school where space is available. Any reassignments will be determined prior to the student's first day of attendance.

When are student classroom assignments announced?

Schools will notify families via email of their student's class assignments no later than the day before the first day of school.

What if there is no space at my elementary school of residence?

Resident students are guaranteed space in a District school but not necessarily at their school of residence. To assist the District in enrollment preparations, please return your child’s registration packet by March 1.

Because many schools and grade levels in the Ross Valley School District are impacted by increasing enrollment, if more students register than can be accommodated at their school of residence, students may be assigned to another Ross Valley school where space is available. Each completed registration packet is date/time stamped, so even if a registration packet is submitted before March 1, if the grade level or school is impacted, a student may be assigned to a District school where there is space. Any reassignments will be determined prior to the student’s first day of attendance.

If a student is reassigned, when space becomes available at the school of residence, which may occur before or during the school year, the parent/guardian is notified. At that time, the parent/guardian can return their child to their school of residence or remain at the current placement. If they choose to remain at their current placement, the student becomes a resident of the assigned school.

What if I do not want my child to attend his/her school of residence?

Parents/guardians must still register at their school of residence. At the time of registration, parents/guardians can request an Intradistrict Attendance Permit form. Application forms are accepted between February 1 and March 1 for the following school year. Approval for a school of choice for the following year is dependent upon availability of space at the requested site. Please note that students will attend their school of residence until decisions about Intradistrict Attendance are made. If you have questions about Intradistrict Attendance Permit, please contact the Assistant Superintendent’s Office at 415-451-4064.

How can I find out about Before School / After School care on District Elementary Campuses?

Note: While these programs are housed on the school site, they are operated separate entities.

District Campus Location	Facility	Contact #
Brookside	YMCA Child Care	415-460-1050
Hidden Valley	YMCA Child Care	415-457-4465
Manor	YMCA Child Care	415-456-5349
Wade Thomas	Robson Aftercare San Anselmo Afterschool Program	415-497-8848 415-453-3181

Who can I call if I have more questions?

Contact your School of Residence’s office (information listed on the preceding page).