



Dear Parents/Guardians,

Interdistrict Attendance applies to a student who resides within one school district's boundaries and wishes to attend school in another school district.

For students who reside within RVSD attendance boundaries and wish to attend a school outside RVSD attendance boundaries, although an 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. Please note, though, that the district to which you wish to apply may have a timeline for application submissions, so be sure to check in with the desired school district to learn about their process.

For transfers into the Ross Valley School District, in accordance with the RVSD Interdistrict Attendance Board Policy (BP) and Administrative Regulation (AR) 5117, please note the following information:

- If a student would like to attend school in the Ross Valley School District for the next school year, a Request for Interdistrict Transfer Permit must be submitted to the student's district of residence between March 1 and April 1. Once processed by the district of residence, they will send it to RVSD. If approved by both the district of residence and RVSD, an Interdistrict Attendance Permit will be granted annually by RVSD through 8<sup>th</sup> grade as long as a request is submitted annually between March 1 and April 1 and continuous enrollment in RVSD is maintained.
- If a currently attending student is a resident of RVSD and his/her residence address changes to a residence outside of District boundaries after the April 1 deadline, the Permit must be submitted to the student's district of residence within 10 days of relocation.
- If a currently attending student is a resident of RVSD and his/her residence address changes to a residence outside of District boundaries once the school year begins and s/he wishes to complete the school year in Ross Valley, an Interdistrict Attendance Permit must be submitted to the student's district of residence within 10 days of relocation. If approved by the district of residence and RVSD, the student will be able to complete the school year. An Interdistrict Attendance Permit must then be submitted to the district of residence between March 1 to April 1 for consideration for the following school year. If approved by both districts for the following year, an Interdistrict Attendance Permit will be granted annually until the student completes 8<sup>th</sup> grade as long as a request is submitted annually between March 1 and April 1 and continuous enrollment in RVSD is maintained.
- For students whose Interdistrict Attendance Permit is approved, the RVSD Interdistrict Attendance Contract must be completed (this form will be provided upon approval of the Permit). The Contract outlines the academic performance, attendance, and behavior conditions that must be upheld. Failure to uphold the terms of the Contract may result in revocation of the Interdistrict Attendance Permit and/or denial for the following year.

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

- Read the attached BP/AR 5117 - Interdistrict Attendance.
- If interested in attending a school outside RVSD boundaries, complete and return the attached Request for Interdistrict Transfer Permit form (one form per child) to the Ross Valley District Office at 110 Shaw Drive, San Anselmo, CA 94960.
- If interested in attending a school within RVSD boundaries, complete and return the attached Request for Interdistrict Transfer Permit form (one form per child) to your district of residence between March 1 and April 1 or within 10 days of relocating outside the Ross Valley School District boundaries.

For students who reside outside the Ross Valley School District (RVSD) attendance boundaries and wish to attend a RVSD school, please note that approval of an Interdistrict Attendance Permit into the Ross Valley School District is dependent upon space availability at the requested site, timely submission of the Interdistrict request, and students on an approved transfer must maintain the Contract terms. Please note that approval for one child does not guarantee approval for a sibling. Parents/guardians will receive a response about their child's application within 30 calendar days of submission. Since it is a District priority that resident students can attend their school of residence, decisions about Interdistrict Attendance requests may not be made until after the new school year begins but will occur no later than 14 calendar days after the commencement of instruction in the school year for which interdistrict attendance is sought. Until a transfer is approved by both the district of residence and Ross Valley, a student must attend school in their district of residence.

If you have any questions, please contact me by email at [tlouer@rossvalleyschools.org](mailto:tlouer@rossvalleyschools.org) or by phone at 415-451-4066.

Sincerely,

Teri Louer  
Director of Student Services