



Dear Parents/Guardians,

Between February 1 and March 1, applications for Intradistrict Open Enrollment for the following 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.

Approval of Intradistrict Open Enrollment 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 that was in place at that time.

### **New Students**

New students must first register at his/her school of residence and then submit an Intradistrict Open Enrollment Application to the school office between February 1 and March 1.

If any new registrants residing in District boundaries between February 1 and March 1 submit their Intradistrict Open Enrollment Application after March 1, the application will be placed on a wait list in the order received.

For new families who move into district boundaries and register after March 1, applications must be submitted prior to the close of business the day before the random lottery date which is held on the first business day in April – so the application must be received no later than March 30. Any requests received after the date of the lottery will be placed on a wait list in the order received.

Once an intradistrict open enrollment application is approved and the student attends his/her school of choice, an intradistrict transfer student shall not have to reapply as long as district residency and continuous enrollment are maintained.

### **Current Students**

If a currently attending student is not a resident of that school attendance area but lives within district boundaries, and you wish for him/her to continue at the current school, please be sure to provide the school with [Verification of Residency](#) and submit an Intradistrict Open Enrollment Application to the school office between February 1 and March 1. If the residence address changes after March 1, the application must be submitted prior to the close of business the day before the random lottery date which is held on the first business day in April – so the application must be received no later than March 30. Any requests received after the date of the lottery will be placed on a wait list in the order received.

Once an intradistrict open enrollment application is approved and the student attends his/her school of choice, an intradistrict transfer student shall not have to reapply as long as district residency and continuous enrollment are maintained. *Current students who already have an approved Intradistrict Attendance Permit do not have to reapply. If residency address has changed since the intradistrict permit was granted, please provide the school office with your new address and complete [Verification of Residency](#).*

### **How to Apply**

An Intradistrict Open Enrollment Application must be completed for each child who wishes to attend a school other than his/her school of residence.

- If interested in Intradistrict Open Enrollment, please read the [Intradistrict Open Enrollment Board Policy and Administrative Regulation 5116.1](#). Approval of Intradistrict Open Enrollment is dependent upon availability of space at the requested site and in accordance with policy.
- Complete the [Intradistrict Open Enrollment Application](#) and return it to your District School of Residence between February 1 and March 1. Each submitted request is date and time stamped.

We will begin to notify parents/guardians regarding their student's/s' transfer request in the last week of April and thereafter on a rolling basis until the start of the new school year. If the transfer is not granted by the start of the new school year, the student will remain on a wait list for that school year. The wait list will be dissolved at the end of the school year. If the student continues to have interest in a transfer beyond that year, a new request for the following year must be submitted in accordance with the policy as outlined above.

If you have any questions, please contact your District School of Residence or Teresa Machado, Executive Assistant to the Superintendent, at 415-451-4060 or [tmachado@rossvalleyschools.org](mailto:tmachado@rossvalleyschools.org).