



100 Shaw Drive, San Anselmo, CA 94960 | Phone: 415.454.2162 | Fax: 415.454.6840 | www.rossvalleyschools.org

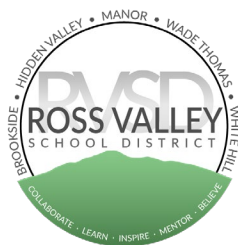
**ROSS VALLEY SCHOOL DISTRICT
TRANSITIONAL KINDERGARTEN (TK) INTRADISTRICT TRANSFER PROCESS
FOR THE 2023-24 SCHOOL YEAR**

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.

Process
A student's registration must be completed (ie. online and in-person components) before a transfer application will be accepted.
Approval of a transfer is dependent upon availability of space at the requested site.
Students who have a sibling already attending the requested school will be given priority over a request for other reason.
An approved transfer will only be for the student's Transitional Kindergarten (TK) year and will expire in June 2024. Beginning in the 2024-25 school year, my child will return to their school of residence.
A student who wishes to remain at their transfer school beyond TK will need to reapply. If approved for Kindergarten, the transfer is valid (ie. the student will be able to remain) through the end of 5th grade.
Approval of a transfer for one child does not guarantee approval for his/her sibling/s in the same or future year

Timeline
Tk students must first register at their school of residence and then submit a TK Intradistrict Transfer 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 TK Intradistrict Transfer 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.
Parents/guardians will be notified regarding their student's transfer request the last week of May. Any that we are not able to approve at that time will be revisited on a rolling basis (June 17 and August 10). Any that are not able to be approved by the start of school will remain on a waitlist for the school year.

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



ROSS VALLEY SCHOOL DISTRICT

TRANSITIONAL KINDERGARTEN (TK) INTRADISTRICT TRANSFER APPLICATION FOR THE 2023-24 SCHOOL YEAR

Student's Name _____

RVSD School of Residence: _____ Brookside _____ Hidden Valley _____ Manor _____ Wade Thomas

Requested RVSD School: _____ Brookside _____ Hidden Valley _____ Manor _____ Wade Thomas

My child is receiving Special Education Services: _____ Yes _____ No

Please check the applicable box below:

1: _____ My TK student has a sibling already in attendance at the requested school. (*Note: approval of an intradistrict attendance request for one child is not a guarantee that subsequent requests for that child's siblings will be approved.*)

2: _____ Other

Comments:

By initialing each box below, I acknowledge and understand the following:

_____ If the transfer request is approved, I will confirm acceptance or denial of the transfer within 2 business days.

_____ An approved transfer will only be for my child's Transitional Kindergarten (TK) year in the 2023-24 school year. Beginning in the 2024-25 school year, my child will return to their school of residence. If I would like for my child to continue at the requested school or a school other than my child's school of residence, I will need to reapply for the 2024-25 school year (note: if approved, the transfer is valid through the end of 5th grade).

_____ A transfer approved for one child does not guarantee approval for a sibling.

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____ Date _____

Residence Address/City _____

Phone Number _____ Email _____

For Office Use

At time of registration

When verified residency

After March 1st