



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

**Division of Educational Services
(925) 552-2914 • FAX (925) 743-3902**

MEMORANDUM

TO: K-12 Principals, Office Managers, and Registrars
FROM: Christine Williams, Assistant Superintendent
DATE: February 17, 2009
RE: **Diversions, Intras, Inters Clarification**

This memo is to recap the priority order of acceptance for enrollment: BP 5116(a)

1. residents
2. diversions
3. intradistrict transfers
4. Allen Bill interdistrict transfers (work related)
5. interdistrict transfers (non work related)

Residents: These students are automatically placed into your school providing space availability.

Diversions: Known diversions will be placed by August 25, 2009, at the latest. AR 5116

Intradistrict Transfers:

- Students who have been previously accepted on intradistrict transfers are considered residents of your school. AR 5116(b)
- Approved intras are accepted on an individual basis and are not for the entire family.
- Intras are due to the district office on or before March 15. AR 5116(c)
- Requests that do not exceed established capacities will be honored by the opening day of school. AR 5116(d)
- In the case of intra requests to attend a school in excess of capacity, a random, unbiased selection process shall be utilized to determine which students will be enrolled.

Allen Bills (Work-Related Interdistrict Transfers):

- Currently attending K-8 Allen Bill students (grid code 9999 with "IE" in the permit field) do not need to reapply yearly, although employment verification must be submitted yearly to the district office between June and August.
- New Allen Bill interdistrict transfer requests, with employment verification attached, are due to the district office on or before March 15. AR 5116(c)
- Requests will be reviewed and students placed into the schools by the end of the first week of school. AR 5116(d)

Interdistrict Transfers:

- Interdistrict transfer students (grid code 9999 and "IX" in permit field) must reapply each year on or before March 15. AR 5116(c)
- Requests will be reviewed and students placed into the schools by the end of the first week of school. AR 5116(d)