

## **PROCEDURE 549 – AGE OF ENTRANCE**

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### **I. EARLY ADMISSION TO KINDERGARTEN**

Parents/Guardians should begin by making a written request for early admission to kindergarten to the District 279 Enrollment Center prior to April 15.

- A. Prior to April 15, parents/guardians must complete the following two forms available in two locations, the pre-kindergarten and elementary sites, and the District 279 Enrollment Center:
  1. Application for Early Admission
  2. Ages and Stages Questionnaires: Social-Emotional (ASQ:SE)
  
- B. A screening team will convene for the purpose of determining if outside assessment is recommended.
  1. The team will schedule an appointment for the parent/guardian to bring the child to a site in May. The team will complete the initial screening, looking for academic readiness, social and emotional maturity, language skills and fine motor skills.
  2. The team will report the recommendation of the screening team to the Enrollment Center no later than June 15.
  
- C. The screening team will report one of two recommendations to the Enrollment Center. The Enrollment Center will contact the parents/legal guardians and the Assistant Superintendents of the Division of Leadership, Teaching and Learning (DLTL) with the results:
  1. Recommendation to proceed to the assessment process for possible probationary enrollment status. If the child is recommended for independent assessment, the Enrollment Center will provide the names of psychologists outside of the school district to administer the final assessment protocols no later than July 15 and make a recommendation to the Enrollment Center. The parent/guardian will take sole responsibility for scheduling and completing the assessment. The psychologist report must be submitted by the psychologist to the Enrollment Center.
  2. Recommendation not to proceed to the assessment process for possible probationary enrollment status.
  
- D. The Enrollment Center coordinator will review the findings of the internal and external assessment and consult with the Assistant Superintendent of DLTL Early

Childhood Family Education Coordinator or site principal to make final determination of enrollment.

- E. Parents/Guardians will be notified of the final results from the Enrollment Center on or before July 31.
  - 1. The Enrollment Center will report one of two results:
    - a. The child may advance to probationary kindergarten admission status.
    - b. The child may not advance to probationary kindergarten admission status.
  - 2. If the child may not advance at this time, the process is complete. Resource material will be provided by the Enrollment Center for pre-school options and the child will be welcomed back to the admission process at the next kindergarten round-up opportunity.
  - 3. If the child may advance to probationary entrance status, the Parents/Guardians may decide to send the child to kindergarten early, or wait until the following fall. The Parents/Guardians should notify the Enrollment Center of their decision to enroll or not enroll no later than August 10th. The Enrollment Center will inform the site principal that the student has been accepted for early admission.
- F. Children admitted to kindergarten through the early admission process are considered probationary to ensure the child will have a successful experience. The length of time would extend through the end of the first trimester.
  - 1. During the first two weeks, if it is apparent to the parent or school personnel that the child's adjustment is not satisfactory, the parent or school personnel will notify the site principal. The site principal will ask the site team to reconvene to determine if school enrollment is appropriate at this time. The child would return to kindergarten the following year in accordance with state statute. The decision of the Assistant Superintendent of DLTL is final.
  - 2. Prior to the fall conferences, the principal will convene a site team to review the experience of the child and make a final determination regarding probationary status. If the child is making satisfactory progress, as determined by the team, the probationary status is removed. If the child is not making satisfactory status, the child would be removed

from the school setting at this time. Pre-school would be recommended. The following fall the five year old child would be enrolled as a kindergartener.

3. The principal, or designee, will notify the parent/legal guardian, the Enrollment Center, and the supervising Assistant Superintendent of DLTL to communicate the final decision.
4. District 279 will provide information about alternative age-leveled programming for all early admission applicants.

G. Parents/Guardians missing the April 15 deadline will be required to send children to school in accordance with the child turning five on or before the September 1 deadline.

## II. EARLY ADMISSION TO FIRST GRADE

- A. Students who move into the school district from a school outside the school district and will reach age of six during the school year they wish to begin first grade will be accepted for first grade with evidence of the successful completion of a kindergarten program from the sending school.
- B. Children who will reach the age of six between September 1 and November 1 of the year they wish to begin first grade who have not attended any school will be required to have an initial screening by the site screening team to determine readiness for first grade. The site screening team will make a recommendation to the Enrollment Center.

Procedure Revised: 4/18/17  
Procedure Revised: 3/17/15  
Procedure Adopted: 5/6/2008

### ***Legal References***

M.S. 120A.20, Subd. 1 – Admission to Public School

School Board  
INDEPENDENT SCHOOL DISTRICT 279  
Maple Grove, Minnesota