

Adopted: 06/19/2000  
Revised: 02/12/2026

## **541 KINDERGARTEN EARLY ENTRANCE POLICY**

### **Procedure**

1. Parents/guardians must complete an application requesting early entrance. Forms are available from the Elementary Principal at the elementary school.
2. Applications may be made any time after March 1<sup>st</sup> of the year the parent or guardian wishes the child to enter kindergarten and must be completed no later than May 1<sup>st</sup> of that year. The Elementary Principal shall be responsible for the accepting and routing the initial application.
3. The child must be 4 years 10 months old before September 1<sup>st</sup> of the year in which early entrance is requested. A copy of the birth certificate is required.
4. They will have had one year of preschool experience and the child's preschool teacher will complete a recommendation letter.
5. Parents will schedule an appointment with the school psychologist for the purpose of administering an intelligence test (at parent's/guardians expense of \$200).
6. A kindergarten teacher will conduct an informal assessment of the child during the school day. The substitute fees of \$100 are the responsibility of the parents/guardians.
7. A written report of findings and recommendations will be provided to the parent or guardian by the Elementary Principal.
8. A Team Meeting between the parents/guardians, school psychologist, kindergarten teacher, and Principal. The meeting will be scheduled by the Elementary Principal to discuss the test results. A recommendation for placement will be made at that time.
9. Children who qualify for early entrance after the assessment and other criteria are reviewed, may be enrolled for a six-week trial period to determine the appropriateness of the placement. During this trial period the student's cognitive abilities, motor development, as well as social and emotional maturity shall be observed and compared with the previous assessment data. A staffing with the parents/guardians shall be scheduled by the Elementary School Principal to determine if the child is to continue as a regular kindergarten student. The principal, school psychologist, and teacher shall determine the appropriateness of the placement.