

110.5 KINDERGARTEN AND 1ST GRADE AGE ELIGIBILITY AND EARLY ADMITTANCE

I. PURPOSE

The purpose of this policy is to establish clear age eligibility requirements for student enrollment in kindergarten and first grade at Crosslake Community Schools (CCS), and to establish the criteria and process by which CCS may admit selected pupils to kindergarten at an earlier age, as permitted by Minn. Stat. § 124E.11(d) and § 124D.02, subd. 1. This policy is published on CCS's website and is available to parents and to the Commissioner of Education.

II. GENERAL STATEMENT OF POLICY

A. Kindergarten

1. Students must be age five on or before September 1 of the calendar year in which the school year commences to be eligible for kindergarten. Students who turn age five after September 1 are not eligible for kindergarten that school year, except as provided under the early admittance process in Section III. The enrollment coordinator shall contact the parent/guardian of an ineligible applicant and inform them that the family may reapply during the next open enrollment period. Applications are not held from year to year.
2. A parent/guardian may voluntarily delay an eligible student's entrance into kindergarten. Families choosing to do so must reapply during the next open enrollment period and will be placed in the general lottery, if one is necessary, for that enrollment year.
3. A kindergartner enrolling at CCS during the school year from another school district that does not have identical entrance requirements may be enrolled at CCS to continue their education. (Minn. Stat. § 120A.20, subd. 1)

B. First Grade

1. To be eligible to enroll at CCS in first grade, a student must be age six by September 1 of that school year or have completed kindergarten. Midyear enrollees must meet the age requirement or currently be enrolled in first grade at another public or private school.
2. Any student admitted under early entrance into kindergarten at CCS is eligible under this guideline to enter first grade upon satisfactory completion of kindergarten requirements.

C. Age Verification

1. Documentation verifying a pupil's age must be provided with the Enrollment Packet, consistent with CCS Policy 110, Section IV.E.3. For an Application for Early Kindergarten Entrance, age documentation must be provided with the early-entrance application, because age is an element of the eligibility determination itself. Acceptable documentation includes: a passport; a hospital birth record or physician's certificate; a birth certificate; a baptismal or religious certificate; an adoption record;

health records; immunization records; immigration records; previously verified school records; early childhood screening records; Minnesota Immunization Information Connection records; or an affidavit from a parent. (Minn. Stat. § 120A.20, subd. 4)

III. EARLY ADMITTANCE TO KINDERGARTEN

If a parent/guardian considers their underage student to be ready for school, all of the following conditions must be met:

- A.**The student must turn age five before October 1 of the calendar year in which the school year commences.
- B.**The student must complete a comprehensive kindergarten-readiness evaluation in the cognitive, social, and emotional developmental domains, to help determine the student's ability to meet kindergarten grade expectations and to progress to first grade the following school year. The evaluation shall use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parent report and teacher observations of the child's knowledge, skills, and abilities. (Minn. Stat. § 124D.02, subd. 1) Any assessment administered or arranged by CCS under this policy is provided at no cost to the family.
- C.**The student must complete Early Childhood Screening as required for all students entering kindergarten, consistent with Minn. Stat. § 121A.17. Early Childhood Screening is a health and developmental screening; screening results may inform, but do not substitute for, the comprehensive kindergarten-readiness evaluation described in Section III.B.
- D.**A meeting must be held between administration, the kindergarten teacher, the parent/guardian, and the student.
- E.**Unanimous approval by the Eligibility Team (administration and the kindergarten teacher) must be obtained.
- F.**An Application for Early Kindergarten Entrance must be completed and submitted along with the standard kindergarten Application by June 1.
- G.**A letter of recommendation must be received from a preschool teacher or other group-setting instructor. If the student has not attended a preschool, Head Start, childcare, or other group-setting program, this requirement is waived, and the Eligibility Team will rely on the comprehensive kindergarten-readiness evaluation and the parent report. A student may not be denied consideration for early entrance solely because the student has not attended a preschool or other group-setting program. (Minn. Stat. § 124E.11(e))
- H.**Documentation verifying the student's age, as described in Section II.C., must be attached to the Application.

IV. ENROLLMENT STATUS AND LOTTERY

- A.**CCS shall enroll an eligible pupil who submits a timely application unless the number of applications exceeds the capacity of a program, class, or grade level. In that case, students must be accepted by lot in accordance with CCS Policy 110 (Enrollment, Student Admissions and Lottery), which is published on CCS's website. Openings will first be filled by students who have qualified for preference status and have a completed application on file before the lottery date.
- B.**Because Applications for Early Kindergarten Entrance are due June 1, after the annual enrollment lottery, approval for early entrance does not guarantee an open kindergarten

seat. A student approved for early entrance will be offered enrollment if a kindergarten seat remains open; if the kindergarten class is full, the student will be placed on the kindergarten waiting list in accordance with Policy 110.

C. There is no trial or probationary period for students admitted early to kindergarten. Once enrolled, an early-admitted student is enrolled on the same basis as any other CCS student. The student is considered enrolled in the school until the student formally withdraws, the school receives a request for the transfer of educational records from another school, the school receives a written election by the parent or legal guardian withdrawing the student, or the student is expelled under the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40–121A.56. (Minn. Stat. § 124E.11(g))

Legal References: Minn. Stat. § 120A.20 (Admission to Public School; Verification of Age)

Minn. Stat. § 124E.11(b), (d), (e) (Admission Requirements and Enrollment)

Minn. Stat. § 124D.02, subd. 1 (Kindergarten Instruction; Early Admission)

Minn. Stat. §§ 121A.40–121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)

Minn. Stat. § 121A.17 (School Board Responsibilities; Early Childhood Screening)

Cross References: CCS Policy 110 – Enrollment, Student Admissions and Lottery

Application for Early Kindergarten Entrance (attachment)

MDE Charter School Admissions and Enrollment Guidance (April 2026)

ATTACHMENT – APPLICATION FOR EARLY KINDERGARTEN ENTRANCE

Crosslake Community Schools – Return completed Application materials by June 1

For Office Use Only: Letter of Recommendation / Waiver on file _____ Age Documentation _____

Directions: Please complete this Application if you feel that your student should be eligible for enrollment in kindergarten but does not meet the age requirements set forth in school policy. By completing this form, you are indicating that your student demonstrates academic achievement and social, emotional, and physical maturity appropriate for kindergarten placement.

Student's Name (Last, First, MI): _____

Birthdate: _____ / _____ / _____

Parent/Guardian Name: _____ Preferred Phone #: _____ - _____ - _____

Parent/Guardian Name: _____ Preferred Phone #: _____ - _____ - _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Early Childhood Screening. Has your student completed Early Childhood Screening? ☐ Yes
☐ No

If yes, please list the date and school district, and attach a copy of the Screening Report:

Preschool/Group-Setting Experience. List the preschools, Head Start, childcare, and/or other group-setting programs attended, if any. Include the dates of attendance and the approximate number of hours per week attended. A letter of recommendation from a teacher or instructor in one of these programs must accompany this Application.

Name of School/Program: _____ Dates: _____ Hrs/Week: _____

Name of School/Program: _____ Dates: _____ Hrs/Week: _____

Name of School/Program: _____ Dates: _____ Hrs/Week: _____

☐ **My student has not attended a preschool, Head Start, childcare, or other group-setting program.** (If checked, the letter of recommendation requirement is waived under Policy 110.5, Section III.G., and the Eligibility Team will rely on the comprehensive kindergarten-readiness evaluation and this parent report.)

Parent/Guardian Questions. Please answer each question. If additional space is needed, use the back of this form.

1. Why do you feel your student should be considered for early entrance to kindergarten?
2. How long does your student maintain interest in a play activity or game at a given time?
3. What responsibilities does your student have at home? What do you do when your student does not follow through?
4. How does your student respond when he/she tries but can't do something?
5. What types of reading activities does your student engage in at home?
6. What kinds of experiences has your student had with writing tools, such as crayons, pencils, and markers?

7. What does your student know about numbers, shapes, and patterns?
8. How does your student handle transitions and new situations?
9. How does your student interact with other children? Please explain and consider whether or not your student shares, takes turns, and cooperates with peers.
10. Share insights on how well your student will be able to listen and independently follow through with an assigned task.
11. How does your student handle separating from family members?
12. A kindergarten student's school day at CCS is a full-day experience. Explain how you feel your student will handle a full-day experience.

Required Attachments:

- Letter of recommendation from a preschool or other group-setting teacher, or the completed waiver checkbox above if the student has not attended a group-setting program
- Documentation verifying the student's age. Acceptable documentation includes: a passport; a hospital birth record or physician's certificate; a birth certificate; a baptismal or religious certificate; an adoption record; health records; immunization records; immigration records; previously verified school records; early childhood screening records; Minnesota Immunization Information Connection records; or an affidavit from a parent. (Minn. Stat. § 120A.20, subd. 4)

All Applications will be reviewed. I understand that if my student is considered for early entrance into kindergarten, they will be required to meet with the teacher and administration. I further understand that additional assessment may be necessary, provided at no cost to my family, and that the final decision regarding kindergarten/first grade readiness will be a unanimous decision between the teacher and administration.

Parent/Guardian Signature: _____ Date: _____

If you have questions regarding this Application process, please call 218-692-5437 ext. 104.

Return completed Application materials by June 1 to: Crosslake Community Schools, Attn: Enrollment Coordinator, 35808 County Road 66, PO Box 1020, Crosslake, MN 56442.