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Section	400 Series: Students
Title	Entrance Age
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ENTRANCE AGE

4-Year-Old-Kindergarten

In most cases, in order to be admitted to 4-year-old kindergarten in the District a child must be five years old on or before September 1 in the year he/she proposes to enter school. However, a child who is under the standard legal age may be admitted to 4-year-old kindergarten if the District determines that he/she has met the conditions and standards for early admission as outlined in District procedures. The District provides early childhood education services to qualifying children who are at least 3 years old to the extent required by law.

5-Year-Old-Kindergarten

In most cases, in order to be admitted to 5-year-old kindergarten in the District a child must be five years old on or before September 1 in the year he/she proposes to enter school. However, a child who is under the standard legal age may be admitted to 5-year-old kindergarten if the District determines that he/she has met the conditions and standards for early admission as outlined in District procedures.

First Grade

In most cases, in order to be admitted to first grade in the District a child must be six years old on or before September 1 of the year he/she proposes to enter first grade and must have completed 5-year-old kindergarten. However, a child may be admitted to first grade under the standard legal age if he/she has already completed a 5-year-old kindergarten program or its equivalent, as determined by the District. A child may also be admitted to first grade under the standard legal age and/or without having completed a 5-year-old kindergarten program if the District determines that he/she has met the conditions and standards for early admission and/or for an exemption from the state's kindergarten completion requirement, as outlined in District procedures.

If a child's request for admission to, 4K, kindergarten or first grade is denied, the child's parent or guardian may appeal the decision in writing to the District Administrator. The District Administrator's decision is final.

Legal	Section 120.12(25)
	Section 118.33(6)(cm)
	Section 118.15(1)
	Section 118.14(1)
	Section 118.13

Book	Administrative Rules
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ENTRANCE AGE - RULE A

Early admission to 4-year-old and 5-year-old kindergarten

The standards, conditions and procedures identified in this rule apply generally to requests for early admission to four-year-old and five-year-old kindergarten (4K and 5K). They are not intended to address any placement or other curricular or program determinations made for a student with disabilities pursuant to an individualized education program (IEP).

A. Standards and Conditions for Early Admission to 4K

Generally, no child shall be admitted to 4K in the District unless he/she is four years old on or before September 1 of the year he/she proposes to enter school. Under extraordinary circumstances, the District may consider a child's early admission to 4K but only if all of the following standards and conditions are met:

1. The child must be four years old on or before October 1 in the year he/she proposes to enter school.
2. The child's intellectual development/growth, language development and communication skills must be assessed at or above the 95th percentile as compared to his/her same age peers.
3. The child must demonstrate the social/emotional functioning and developmental maturity necessary to successfully participate in a structured setting for the full school day of the 4K program. The child must demonstrate the perceptual, fine and gross motor skills needed to successfully participate in the regular activities of 4K; be capable of following verbal instructions; be able to remain focused and work independently for reasonable periods of time; enjoy working and playing with other children; show the ability to cooperate with others.
4. The child must show an interest in school type activities - for example, has the ability to address new situations or challenging learning tasks without experiencing excessive frustration or avoidance relative to typical expectations for children in 4K.
5. The District staff conducting the evaluation of the child and analyzing the results as outlined in Section C-3 below has determined that early admission to 4K is the most appropriate placement for the child and is in the child's best interests.

B. Standards and Conditions for Early Admission to 5K

1. If a child was previously granted early admission to 4K in another school system, and the child successfully completed the 4K program, the District may approve the child's early admission to 5K, provided the child's parent or guardian supports the early admission and the District determines that the weight of other available information suggests that placement in 5K would be an appropriate placement.
2. If a child successfully completed a preschool or early childhood program that is deemed equivalent to the District's 4K program, the District may approve the child's early admission to 5K, provided the child's parent or guardian supports the early admission and the District determines that the weight of other available information suggests that placement in 5K would be an appropriate placement.
3. If a child has not successfully completed a 4K program or its equivalent, the District may consider a child's early admission to 5K if all of the following standards and conditions are met:
 - a. The child must be five years old on or before October 1 in the year he/she proposes to enter school.

- b. The child's intellectual development/growth, language development and communication skills must be assessed at or above the 95th percentile as compared to his/her same age peers.
- c. The child must demonstrate the social/emotional functioning and developmental maturity necessary to successfully participate in a structured setting for the full school day of the 5K program. The child must demonstrate the perceptual, fine and gross motor skills needed to successfully participate in the regular activities of 5K; be capable of following verbal instructions; be able to remain focused and work independently for reasonable periods of time; enjoy working and playing with other children; show the ability to cooperate with others.
- d. The child must show an interest in school type activities - for example, has the ability to address new situations or challenging learning tasks without experiencing excessive frustration or avoidance relative to typical expectations for children in 5K.
- e. The District staff conducting the evaluation of the child and analyzing the results as outlined in Section C-3 below has determined that early admission to 5K is the most appropriate placement for the child and is in the child's best interests.

C. Early Admission Procedures

1. A written request for a child's early admission to 4K or 5K shall be submitted to the elementary school Principal by August 1st for the upcoming school year. The request shall include the rationale for making the request and include any academic records and other information as may be relevant to the request. Examples of other relevant information are samples of the child's work that shows ability and skill levels in any area and letters of recommendation from preschool teachers, child care workers, pediatricians or others who have direct knowledge of the child that document the child's ability and skill levels and kindergarten readiness.
 - a. Families moving into the District after the deadline specified above may submit a request no later than September 1.
 - b. If a request is submitted after the applicable deadline, the District may not be able to fully evaluate the request, and the request may be denied as untimely. The ability to evaluate a late request will depend, in part, on the extent to which relevant and determinative information is already available, such that there is no need to schedule and conduct specific new assessments.

2. The Elementary Principal or designee shall meet with the child's parent or guardian to discuss the reasons for the early admission request, conduct an initial review of related student record information, and learn of the child's functioning in the home and general environment. The child's birth certificate or other proof of age should be brought to the interview. The Elementary Principal or designee will view the proof of age document and verify the information against the information noted on the early admission request, noting that this was done.

If, at this meeting, the District determines that the child conclusively meets, or does not meet, the District's standards and conditions for early admission, the request shall be approved or denied in writing. If the District determines that additional evaluation is needed, the District shall obtain parent or guardian consent to continue the process. Any testing or evaluations of the child may be scheduled sequentially such that the assessment process will continue only if determinative information is not identified.

3. The evaluation of the child's readiness for 4K or 5K shall include an assessment of the child's potential to benefit from early admission and to successfully participate in the grade level, including consideration of the child's intellectual development/growth, language development, communication skills, social-emotional functioning, and developmental maturity. *A certified school psychologist, or other knowledgeable staff member or consultant, with assistance from 4K and 5K classroom teachers and other staff as appropriate, shall conduct the individual evaluation using standardized assessment instruments and measures and observation.*
 - a. The staff member(s) completing the evaluation/assessments shall meet with the building principal or other administrative designee to analyze the results of the evaluation and any other data available to determine whether the child meets or does not meet the standards and conditions for early admission.
 - b. The Elementary Principal shall meet with the child's parent or guardian to present the results of the evaluation(s) and the District's decision with respect to the early admission request. A written decision regarding the request will be provided to the parent or guardian and a copy kept on file in the District.
 - c. If the request is denied, the notice of denial shall inform the parent or guardian of their opportunity to appeal the decision to the District Administrator. The appeal must be made in writing to the District Administrator within 10 days of receipt of the District's denial decision. The decision of the District Administrator shall be final.

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ENTRANCE AGE - RULE B

Early Admission to First Grade

A. Conditions and Standards for Admission Under the Legal Age

A child who is not six years old on or before September 1 in the year he/she seeks admission to first grade may be admitted to first grade if he/she meets either of the following requirements:

1. The child has successfully completed a 5-year-old kindergarten program or its equivalent, or
2. The child demonstrates the academic and developmental readiness skills expected for successful participation in first grade. Evidence must exist that the child's educational welfare would best be served by placement in first grade.

B. Conditions and Standards for Exemption from Kindergarten Completion Requirement

A child who has not completed 5-year-old kindergarten may be admitted to first grade if he/she meets any of the following requirements:

1. The child has successfully completed a program for 5-year-old children that the school district deems equivalent to kindergarten. Documentation of program completion shall be required.
2. The child demonstrates academic and developmental readiness skills expected for successful participation in first grade. Evidence must exist that the child's educational welfare would best be served by placement in first grade.
3. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country or territory in which completion of 5-year-old kindergarten is not a prerequisite to entering first grade.
4. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country or territory in which completion of 5-year-old kindergarten is a prerequisite to entering first grade and the child was exempted from the requirement to complete 5-year-old kindergarten in the state, country or territory from which the child moved.

C. Procedures

Requests for early admission to first grade or exemption from the mandatory kindergarten completion requirement shall be made and acted upon in accordance with the following procedures:

1. Requests shall be submitted to the appropriate elementary school principal in writing by August 1st, for the upcoming school year. The request shall include the rationale for making the request and any academic or other information that supports the child's readiness for first grade admission. Families moving into the District after that date may submit a request no later than August 15 or at least one week prior to the start of the school year.
2. The principal shall meet with the child's parent or guardian to discuss the reasons for requesting the child's first grade admission early and/or without having completed kindergarten and to review related student record information. If at this meeting it is determined that the child has met one of the eligibility requirements outlined above for admission to first grade, the child's admission shall be approved and documented.

3. If the principal determines additional information or evaluation is needed, the principal shall request parental permission for evaluating the child and appoint appropriate staff members to complete the evaluation. The evaluation process will concentrate on obtaining information regarding skills and behavioral characteristics that are correlated with success in first grade. The child will be assessed for reading readiness using the same District-selected assessment instrument that the District uses to assess kindergarten students for reading readiness. Other areas evaluated may include: cognitive or intellectual development; math and writing skill development; adaptive skill development; social/emotional maturity; communication skills and sensory motor/physical development. Staff shall use a combination of behavioral observation and teacher-made assessment tools to assess developmental and skill levels of the child.

The staff members completing the evaluation shall meet with the building principal to analyze the results of the evaluation and any other data available to determine the appropriateness of the child's admission to first grade. In order to be admitted to first grade, the child must demonstrate the academic and developmental readiness skills expected for successful participation in first grade and there must be evidence that the child's educational welfare will best be served by first grade placement.

4. The principal shall meet with the child's parent or guardian to present the results of the evaluation and the recommendation regarding admission to first grade. A written decision regarding the request will be provided to the parent or guardian and a copy kept on file in the District.
 - a. If the request is approved, the principal shall inform the parent or guardian that the first grade placement shall be contingent on the child's successful adjustment to the school setting and satisfactory progress. The placement shall be reviewed within 30 days. The decision to continue or change the placement shall be made by the classroom teacher, principal and students services personnel as necessary. The decision will be communicated to the child's parent or guardian once it is made.
 - b. If the request is denied, the principal shall inform the parent or guardian of their opportunity to appeal the decision to the District Administrator. The appeal must be made in writing to the District Administrator within 10 days of receipt of the principal's decision. The decision of the District Administrator shall be final.