Qualification Of Attendance And Placement

Early Entrance

Early entrance to Kindergarten will be considered for students whose birthday falls between September 1 and October 15 of the current school year. To be considered for early entrance the parent(s) or guardian(s) of the child shall make an application as part of the following process.

1. Before May 25th, parent reviews the Pre-Application Information (Form EE 01) found on the district website or requested from an elementary building. The parent signs the attached Pre-Application Information Acceptance form and submits it to the building principal between by May 25th.

2. Upon presenting the signed acceptance, an Early Entrance Application (Form EE 02) will be given to parent to be completed by May 25th. The application will be considered complete when:
   - All demographic information is completed,
   - a federal Free and Reduced Lunch form is completed,
   - a birth certificate is presented,
   - the application is signed and dated by the parent,
   - a $50.00 processing fee is collected to cover the cost of processing the application. This fee will not be refunded, reduced or waived, and
   - the child is administered a kindergarten readiness screening.

Applications will not be accepted after May 25th unless child was not a resident prior to the deadline.

3. The principal reviews the application and based upon the application information and screening decides if the application goes to Level 2 assessment or is denied. This decision will be made no later than May 31st.

4A. If the application is approved to continue to Level 2 assessment the steps followed include:
   - An assessment fee based on Free and Reduced Lunch information is collected
     - $250 full fee
     - $150 reduced fee based on reduced lunch qualification
     - waived based on free lunch qualification
   - Assessments will be scheduled and completed between May 15th to June 20th
   - Principal reviews assessment data and makes final determination on early entrance placement between June 1st to June 25th
     - Yes—child is placed in kindergarten for a 30 school day trial.
     - No—child is not placed in kindergarten, no appeal available.

4B. If the application is denied at step #3, an appeal may be made by the parent. The appeal will include:
   - A statement explaining the basis for the appeal (Form EE 04)
   - Results from an outside assessment at parent’s expense by a Master’s level evaluator covering the same areas that would have been covered in a district assessment
• Both the appeal and assessment report will be submitted to the building principal between June 1st and June 15th. Appeals will not be accepted after June 15th.

The principal will review the appeal information and decide by June 30th:
• No—final decision no further appeal available.
• Yes—child will be placed in a 30 school day trial basis. At the principal’s discretion, the trial placement may be terminated prior to the 30 school days. No appeal is possible if child is removed anytime during the 30 school day trial period.

Areas of assessment and minimum criteria for both district and outside assessment shall include (Form EE 06):

<table>
<thead>
<tr>
<th>AREA</th>
<th>TEST</th>
<th>MINIMUM CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Motor</td>
<td>Beery VMI</td>
<td>95&lt;sup&gt;th&lt;/sup&gt; percentile</td>
</tr>
<tr>
<td>Gross Motor</td>
<td>Test of Gross Motor Development-2</td>
<td>95&lt;sup&gt;th&lt;/sup&gt; percentile</td>
</tr>
<tr>
<td>Oral Language</td>
<td>Expressive Vocabulary Test</td>
<td>95&lt;sup&gt;th&lt;/sup&gt; percentile</td>
</tr>
<tr>
<td>Reading</td>
<td>Academic Test of Early Reading Ability-2</td>
<td>95&lt;sup&gt;th&lt;/sup&gt; percentile</td>
</tr>
<tr>
<td>Math</td>
<td>Academic Test of Early Math Ability-2</td>
<td>95&lt;sup&gt;th&lt;/sup&gt; percentile</td>
</tr>
<tr>
<td>Intellectual</td>
<td>Ability WPPSI</td>
<td>125 IQ</td>
</tr>
</tbody>
</table>

The district assessment process may be terminated at anytime without completing remaining tests if the student fails to meet the minimum criteria on a test. An alternative but equivalent test instrument may be substituted at the district’s discretion.

At any time during this process, the building principal at her/his discretion may call together a team to review applications and or assessment data. The decision at any step in this process lies solely with the building principal.

**Admission Of Students Aged Twenty-One Or Older**

The student shall petition the superintendent for admission.

The petition shall identify the student's name, age, address and grade level or program of study.

If approved, the petition shall specify the tuition fee to be paid, shall be signed by the student and the superintendent and shall constitute the written agreement required by law. It shall be retained as a public document and made available to the state superintendent of public instruction upon request.

The tuition fee shall be calculated in the same way the state superintendent of public instruction determines the cost of educating a student in the district, except that a handicapped student who turns twenty-one during the school year shall only pay that amount of money deemed as “excess cost.”

**Adoption Date:** 08/27/98

**Revised:** 06/26/08

**Revised:** 11/21/10

**Revised:** 03/15/12