

*Adopted: December 2016*

*Revised: March 2020*

**555 KINDERGARTEN EARLY ADMISSION POLICY/PROCEDURES**

- I. **PURPOSE** The purpose of this policy is to provide a procedure for requests for early admission into kindergarten.
  
- II. **GENERAL STATEMENT OF POLICY** Minnesota Statute 120A.20 requires kindergarten students to be at least five years of age on or before September 1 unless a school board has established a policy for early entrance. This policy applies to parents/guardians who desire to enroll their child in kindergarten prior to the legal entrance age of five years on or before September 1. The School District recognizes that children develop physically, emotionally and intellectually at their unique rates, resulting in varying levels of school readiness. An order determination for early entrance into kindergarten has been established by the Board of Education of Independent School District #2687, Howard Lake-Waverly-Winsted Schools.
  
- III. **PROCEDURE** In order to gain early admission to kindergarten, a prospective student must satisfy the following requirements.
  - A. All prospective students are required to participate in early childhood screening.
  
  - B. Each child must meet the cut-off birth date of five years on or before September 30 of the year in which admission is requested.
  
  - C. Parents must apply in writing to the elementary principal by May 1. Exceptions will only be made for parents who move into the district after May 1 and prior to August 15 of the year being considered.
  
  - D. The parents/guardians will meet with the principal, school psychologist and a representative of the kindergarten teachers for a formal interview to determine the child's general school readiness. If the child attended a preschool program, a written evaluation from the child's preschool teacher should be included for review. The team will either terminate the process or move to the next step.
  
  - E. A certified staff member will screen the child using the Boehm Concept Test and a kindergarten screening assessment used with students in September upon their entrance into kindergarten. The child will need to score 90% or higher on the Boehm test and know 90% of their letters and numbers. A staff member will also evaluate social skills (separation from parent, attention to task, ability to

concentrate, etc.) while working with the child. The team will either terminate the process or move to the next step.

- F. A school psychologist will conduct an individual assessment using the Wechsler Preschool & Primary Scale of Intelligence (WPPSI 4). The psychological assessments will be done outside normal school hours, and parents are responsible for the psychologist's fees. The fees must be paid prior to the assessments and may be reduced for families who qualify for reduced lunches/educational benefits or at no charge for families qualifying for free lunches/education benefits. An intellectual assessment conducted by an outside agency will be considered by the team, but does not fulfill the criteria.
- G. The principal, kindergarten teacher, and school psychologist will meet with the parents/guardians to report the results and present options.
- H. The building principal will make a recommendation to the superintendent based on all of the above information/criteria.
- I. When a decision has been made by the superintendent, the parents will be notified in writing. A person will not be considered for enrollment at the first grade level, unless the pupil is at least six years of age on September 1 or the calendar year in which the school year for which the pupil seeks admission or has completed kindergarten, except that any school board may establish a policy for admission of selected pupils at an earlier age under Minn. Stat. § 124D.02.

***Legal References: Minn. Stat. § 120A.20 (Admission to Public School)***

***Minn. Stat. § 124D.02 (School Board Powers; Enrollment)***

***Cross References: Policy 513 Student Promotion, Retention and Program Design***