

Book	POLICY MANUAL
Section	400 STUDENTS
Title	Early Admission to Kindergarten or First Grade
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Early entrance to kindergarten or first grade may be made at ages earlier than those specified in Section 118.14 of Wisconsin Statutes. Section 115.28(8) and 118.14 provide for early entrance if certain district conditions or standards are met. The criteria for early entrance will be based upon the ability of the child to demonstrate a strong potential for success and an ability to cope intellectually and socially in the school environment grade level expectations.

It is important to recognize this criteria must be met even if the child misses the cut-off by one day and has a birthday on September 2nd. This process is not to determine if a child is ready for kindergarten; it is designed to seek children who are extraordinary.

The following guidelines apply to the early entrance procedures.

1. The parent shall make a written formal application to the elementary school principal of the school in the attendance area in which the parents reside. Application forms will be available at all elementary schools and the district office. Applications are to be submitted prior to March 15th for parents residing in the school district. Parents moving into the district after April must have their application on file no later than August 15th prior to the ensuing school year. Students must be 5 by Dec. 1st the year the application for early entrance is submitted. The school principal shall process applications on a first come, first served basis. Copies of the completed application form shall be sent to the Administrator of Pupil Services. Screenings will be scheduled and conducted, and those children who meet the outlined minimums will be forwarded to the school psychologist for a more extensive evaluation.
2. Questionnaire
At the same time as the application is provided, a questionnaire will be given to the parents to complete. The questionnaire will obtain additional information about the request for entrance age prior to the legal age, the child's current attendance in an educational setting, and additional information about the child's overall development.
3. Parents will sign a release of information so the District may gather additional information related to K to 1st grade experience.
4. Evaluations
The following evaluations are required to complete the early entrance process:
 - Screening
 - The screening will provide information as to how the child is able to deal with the demands of the testing situation as well as information concerning the child's current level of performance.

The results of the screening will provide information to determine if more extensive evaluation needs to be implemented.

- Psychological Evaluation

Upon receipt of the screening results and as deemed appropriate, a school psychologist will contact the parent to conduct an individual evaluation of the child. The child should be able to demonstrate very superior intellectual (98%ile or greater) and social maturity. The school psychologist will summarize the findings in a written report. Assessments to be implemented include:

- Social Skills Rating Scale (115 or higher with all Social Skills subscales in the 'more' range and all Problem Behaviors subscales in the 'fewer' range)
- Wechsler Preschool and Primary Scale of Intelligence-WPPSI-III (score of 130 or better)
- Bracken Basic Concept Scale II-school readiness (115 or better)

- Kindergarten/First Grade Visitation Evaluation-Upon Recommendation

In order to assess how well the child can function in a social interaction situation, the child may be scheduled for up to three visitations to a kindergarten or first grade class. The teacher involved will provide a written report of his/her observations and recommendations relative to the child's performance in the interaction situation.

- Right to Withdraw Application

Communication will be maintained with the parents during the evaluation process. At any time during the process, the parents have the right to withdraw the application for early admission. If the initial screenings are not suggestive of meeting the standards for early admission, the evaluation process will cease.

5. Evaluation Team Report and Parent Conference

Following the completion of all evaluations and written documents, the school psychologist will arrange for an evaluation staffing to include a representative of the interview team (possible team members may include Kindergarten/first grade, a reading teacher, counselor or social worker, the school psychologist, the parent, and other staff as deemed appropriate). At that time, the evaluation team will review all evaluation results and will determine the eligibility of the child for early admission. A written report containing a recommendation will be sent to the parents with a copy sent to the Administrator of Pupil Services. Parents whose children are not recommended for early entrance will be advised of other educational alternatives available to their child. Parents whose children are recommended for early entrance shall receive written approval, and may elect to enroll their child for school via completion of the customary forms.

6. Enrollment in Kindergarten or First Grade

The child will follow the same requirements for enrollment as other students at the school site. This includes, but is not limited to medical and dental documentation, immunization records.

7. Conditional Placement

An early entrance placement is conditional in nature. The placement is subject to review by the evaluation team at any time prior to the end of first quarter. During that time, the evaluation team may determine that the early entrance placement is not in the best interest of the child and may recommend that the placement be terminated. A recommendation for termination of placement by the evaluation team will terminate eligibility of the child for continued enrollment during the school year that early entrance took place. The early entrance placement becomes a final placement at the beginning of second quarter if no concerns have been expressed or identified.

8. Appeal Process

The decision of the evaluation team not to recommend early entrance may be appealed to the Superintendent of Schools. *An appeal must be made within 14 days after the decision is shared with the parents/guardians.* A decision of the evaluation team to terminate a conditional placement may also be appealed to the Superintendent of Schools.