



Book	POLICY MANUAL
Section	400 STUDENTS
Title	Procedures for Early Admission to Kindergarten or First Grade
Code	421-EX
Status	Active
Last Revised	January 25, 2010
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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, socially, physically and emotionally with 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 2<sup>nd</sup>. This process is not to determine if a child is ready for kindergarten; it is designed to seek children who are extraordinary.*

**Dear Parents:**

**The following are steps to be completed for your child (who will reach five or six years of age after September 1<sup>st</sup> and before December 1<sup>st</sup> of the school year you wish him/her to enter kindergarten or first grade). If you have any questions regarding the process, please contact the Administrator of Pupil Services at 262-335-5409.**

TIMELINE	PROCEDURE
Phase 1	<ol style="list-style-type: none"><li>1. Parents/Guardians will obtain an application for early admission to kindergarten or first from their neighborhood school or the West Bend School District Educational Service Center.</li><li>2. Parents/Guardians will complete the application along with the provided questionnaire and return both to the neighborhood school office or the Administrator of Pupil Services before March 15<sup>th</sup> of the preceding school year.</li></ol>
Phase 2	<ol style="list-style-type: none"><li>3. The child will participate in an early entrance screening to determine if more extensive evaluation is necessary. This screening will be scheduled with West Bend pupil service staff and the parent/guardian. If recommended, the child will proceed to phase 3, step 4.</li></ol>
Phase 3	<ol style="list-style-type: none"><li>4. The child will participate in a comprehensive psychological evaluation with a certified school psychologist and other district pupil service staff as deemed appropriate. If recommended by the team, the student will proceed to phase 4, step 5.</li></ol>
Phase 4	<ol style="list-style-type: none"><li>5. A kindergarten classroom visitation will be scheduled for the child and parent/guardian.</li><li>6. The assigned kindergarten teacher may schedule up to 3 classroom visits. The teacher involved will provide a written report of his/her observation.</li><li>7. A conference will be held with the parent/guard to discuss the team's recommendation related to early entrance.</li></ol>

Phase 5 <b>APPEAL</b>	<ol style="list-style-type: none"><li>8. The parent has the right to appeal the process within 14 days upon receipt of the recommendation. The recommendation may be appealed to the Superintendent/designee.</li><li>9. The final determination of the Superintendent will be conveyed to the parents/guardians as soon as feasible.</li><li>10. The Superintendent/designee will have the final authority for deciding whether or not the child is to be admitted to kindergarten or first grade early.</li></ol>
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