

## **Entrance, Placement, and Exemptions**

### **Entrance Qualifications**

To be admitted to a kindergarten program which commences in the fall, a child must be five (5) years of age on or before August 31, of that school year. To be admitted to a first grade program which commences in the fall, a child must be six (6) years of age on or before August 31, of that school year.

Any student, not otherwise eligible for entry to the first grade who has successfully completed a state-approved, public or private, kindergarten program of 450 or more hours, including instruction in the essential academic learning requirements and other subjects that the district determines are appropriate, shall be permitted entry into the first-grade program. If necessary, the student may be placed in a temporary classroom assignment for the purposes of evaluation prior to making a final determination of the student's appropriate placement. Such determination shall be made no later than the 30th calendar day following the student's first day of attendance.

At the time of registration, parents/guardians must submit a record of current immunizations and a birth certificate of the student.

### **Exemptions from Entrance Qualifications**

Parents/guardians requesting an exemption from the age of admission requirement for kindergarten or first grade shall provide to the district the results of an assessment using the instruments and processes approved by the superintendent or his designee and conducted by a licensed or certified psychologist. If the assessment is conducted by district staff, a fee sufficient to cover expenses incurred in the administration of the preadmission screening assessment shall be charged except that such fee may be reduced or waived for persons whose families, by reason of their low income, would have difficulty in paying the entire amount of such fees. The district reserves the right to reassess the child at its own cost before granting an exemption.

If a child meets the district-established criteria in each ability area, an exemption shall be granted. The parent or guardian shall be notified of the exemption and that it is for a trial period of six weeks. The exemption may be withdrawn if, after six weeks in the professional judgment of responsible school personnel, the child performs substantially below the expected level in any of the ability areas.

Admission Requirements for Early Entry

- A. The first consideration for early entry is a determination by the building principal that there is classroom capacity for additional children within the desired grade level. This determination will be made based upon enrollment at the end of the first week of school.
- B. The next consideration will be given to exceptional children:
  - 1. Exceptional children may, at the request of their parents/guardians, be evaluated for possible early entry.
    - a. Children turning age 5 on or before November 30<sup>th</sup>, may be considered for early entry to kindergarten.
    - b. Children turning age 6 between September 1, and December 1, may be considered for early entry to first grade.
  - 2. As a minimum, eligibility for the exemption shall be based upon an analysis of the child's (1) physical, health and motor development; (2) social and emotional development; (3) approaches toward learning; (4) language, literacy and communication; and (5) cognition and general knowledge. Children must demonstrate advanced levels of 5 years 6 months (for kindergarten) or 6 years 6 months (for first grade) and/or standard scores at the 95<sup>th</sup> percentile on approved tests.

Admission Procedures for Early Entry

- A. The parent/guardian must make written application to the principal of the school serving that residence area by May 15. APPLICATION MUST INCLUDE COPY OF BIRTH CERTIFICATE AND UP-TO-DATE IMMUNIZATION RECORD.
- B. The principal will meet with the parent/guardian, acknowledge the application and, in cooperation with the parents/guardians, arrange for the child to be tested if the parents/guardians want to utilize the school district testing service. A fee set yearly for the testing service must be paid in advance by the parent/guardian. The fee may be reduced or waived if the parents/guardians prove they are unable to pay. For purposes of this waiver or reduction, the USDA Child Nutrition Program guidelines shall be used.
- C. The child's assessment will be conducted and results shared with the school principal.
- D. On the basis of all information obtained, a decision will be made as to whether or not the child will be accepted for early entrance.

- E. Written notification of the decision will be sent to the parents/guardians by July 15, whether or not their child meets the requirements and, thus, is being considered for early entry.
- F. If the school's decision is not to admit the child, the parents will be informed of their right to appeal the decisions. In the event an exemption is denied or an exemption is withdrawn, the parent/guardian shall be promptly notified of the reasons and have the opportunity to appeal the decision to the Early Entrance Committee. The Early Entrance Committee will consist of a district administrator, an elementary school principal, a school psychologist, at least one general education teacher, and others as determined, who shall review the appeal. The Early Entrance Committee will have the final decision and no others appeals are available.
- G. Students granted an exemption from the age of admission requirement will be placed temporarily in a classroom. These students must pass a six-week trial period. Continuing beyond the six-week trial period will be based on student success as determined by the classroom teacher, principal, and school counselor.

#### Admission of Students Aged Twenty-One or Older

A student aged 21 or older may enroll in a school in the district under the following conditions:

- There is available space in the school and program which the student shall attend;
- Tuition is prepaid;
- The student provides his/her own transportation;
- The student resides in the state of Washington; and
- In the judgment of the superintendent, no adult education program is available at reasonable costs and the district's program is appropriate to the needs of the student.

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."

Placement of Students on Admission

The decision of where to place a student seeking admission to the district rests with the principal. Generally students meeting the age of admission requirements or transferring from a public or approved private school shall be placed in kindergarten or first grade, or the grade from which they transferred. The principal shall evaluate the educational record and assessments of all other students to determine their appropriate placement. A temporary classroom assignment may be made for no more than thirty (30) calendar days for the purpose of evaluation prior to making the final placement decision.

Cross Reference:	Policy 3005	Compulsory attendance
Legal Reference:	RCW 28A.225.160	Qualifications for admission to District's schools – Fees for Preadmission screening
	WAC 392-335	Uniform Entry Qualifications

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