

Kindergarten Early Admission Procedural Checklist**

STEP 1:

_____ Parent(s)/Guardian(s) request Early Entrance Packet (checklist and overview, Board policy JEBA - Early Entrance, and application) from Administrative Assistant - District Office.

_____ Parent/Guardian reads all the information and decides whether or not to proceed with Early Entrance Application.

_____ If decide to proceed, the Application and Parent Questionnaire must be completed and submitted to the district office no later than the last day of elementary registration.

STEP 2:

_____ District office contacts the principal and early entrance evaluator.

STEP 3:

_____ Prior to the beginning of the school year, the early entrance evaluator contacts parent(s)/guardian(s) to answer any questions they may have and to inform them of dates, locations and times for the evaluation.

STEP 4:

_____ The child is evaluated by an experienced and qualified examiner, i.e., school psychologist. The district will use such standardized instruments as the Kindergarten Readiness Test (KRT) and observation/interactions with the child. The actual standardized test requires approximately one hour and another half-hour to an hour may be required to interview the child.

Note: The child must achieve a score at or above the 85th percentile on the total (overall) readiness test 1-6 and not more than: (1) marginal/low; or (2) readiness ratings on all subtests.

STEP 5:

_____ The data is analyzed by the early entrance evaluation team which includes a kindergarten teacher, administrator and the evaluator to review test/interview results. Determination is based on the data.

STEP 6:

_____ Principal or early entrance evaluator informs the parent(s)/guardian(s) of the test results which supports the decision to either enroll or deny enrollment.

Note: Should parent/guardian wish to appeal the decision he/she may contact the superintendent. After reviewing the test results and meeting with the evaluator, the superintendent may call for further testing. If further testing is called for the cost is to be borne by the parent/guardian. The child must have scored at or above the 90th percentile in all sub-tests to gain reconsideration. The superintendent's decision is final.

FOR CHILDREN TO BE CONSIDERED TO QUALIFY FOR CONSIDERATION FOR EARLY ENTRANCE ALL OF THE ABOVE PROCEDURES ARE TO BE FOLLOWED COMPLETELY!

**CROW-APPLEGATE-LORANE SCHOOL DISTRICT
REQUEST FOR EARLY ENTRANCE**

Today's Date _____

I am officially requesting that my child, (print name) _____, be evaluated for early entrance into kindergarten.

Print Parent's or Guardian's name

Street Name

City

Zip

Phone

My child will be five-years-old on: _____

I am making this request for the following reason(s): _____

This form must be returned to the district office no later than 10 AM of the last day of elementary registration in August.

Oregon law stipulates that children may be enrolled in kindergarten if they are five years old on or before September 1.

To qualify for early entrance consideration, a child must:

1. Be five years old as of midnight October 1; and
2. The child must achieve a score at or above the 85th percentile on the total (overall) readiness tests 1-6 and not more than: (1) marginal/low; or (2) readiness ratings on all sub-tests:
3. Is a kindergarten student transferring from a public school in another district, or from a private school.

Presently, the district administers the Kindergarten Readiness Test (KRT) and observation/interactions with the child.

Please refer to the attached information sheet, "Talking to Your Child About Assessment." While reading through this information, please remember that this may be your child's first exposure to school and we need your cooperation so that he/she will experience success.

Once the assessment is completed, the data will be given to the respective principal along with the evaluator's determination. You will be contacted by the principal when the assessment data is complete.

Please complete the above application if you want to have your child evaluated for early entrance. Submit the application and attached check to the district office prior to the last day of elementary registration.

Talking to Your Child About Early Entrance Testing

The Early Entrance Assessment process may be your child's first exposure to a public school setting. The Crow-Applegate-Lorane School District wants this experience to be positive and that your child enters and leaves the assessment experience feeling successful. How you talk to your child about Early Entrance and Assessment, both before and after the experience, may set the stage for how he/she will feel about himself/herself in relation to school. Following are recommended guidelines for explaining the Early Entrance Assessment experience.

Before The Process Begins: Children probably should not be told that they are to be evaluated or tested in order to determine whether they will be allowed to enter kindergarten. With this knowledge, children who are not allowed to enroll early will often feel that they have failed or that they were not smart enough to begin school. There should never be a message coming from parents that might suggest that the child's competency is being measured. As an example, children should not be told, that "if you pass the test, do better than the other children, etc., you'll be able to go to school this year." Also, coaching or drilling your child will not help and may only raise apprehension. This type of pressure usually backfires and actually a child perform poorly. We do not want a child who is denied early entrance to believe they have failed.

Parents are often at a loss as to what to say to their child about the Early Entrance Assessment. First, try to be as calm and matter-of-fact as possible when talking to your child or other adults in front of your child. If you are anxious or worried, your child will detect your apprehension.. You may simply state that "you are going to go to elementary school to do some things with teachers at the school. The teacher will be friendly and will ask you about some of the things you see on Sesame Street (or another educational program)." If your child asks why this is happening (most won't), you may respond (1) that it is what children have to do when they are your age or before they go to school, or (2) that the teachers want to know about all of the things you know before you go to school. **Be as positive as possible.**

After the Process is Completed: Once the assessment process is over, allow him or her to comment upon the experience. You may want to prompt some discussion in order to provide interest and reassurance: "How did you like answering the teacher's questions?" "What did you like about going to school?" "What was your least favorite part? If you learn that your child feels badly about a particular experience, you can use this opportunity to reassure him/her that with practice school usually becomes easier. It is usually enough to say, "I know that some questions or tasks were hard. That is because the questions are for older children." Or, "These are things that they will teach you to do when you go to school. You are not expected to know them now." Again, in a calm manner, tell your child that you know he/she did a good job and thank him/her for a job well done. We suggest that you do not tell your child that he/she will be going to school until you have had definite confirmation from the principal that this will be the case.

TO SUMMARIZE...

- **Don't suggest to your child that he/she is being judged.**
- **Don't tell the child that he/she can go to kindergarten if he/she passes the test.**
- **Be calm and matter of fact**
- **Be positive and upbeat**
- **Afterwards reassure the child they did fine.**
- **Don't tell him/her about going to school until you receive confirmation from the principal.**