

## Early Entrance

If a request for early admission to kindergarten or first grade is received by the district, the following guidelines will be used:

1. The Request for Early Entrance form must be filled out by a parent. The completion of this form and receipt of a formal evaluation will activate the early entry committee. Members of that committee are: kindergarten or first-grade teachers, the speech and language therapist, building principal(s) and the director of special services;
2. The parents will be made aware that it is their responsibility to secure testing by a qualified agency approved by the director of special services.

Three areas that must be tested include:

- a. Cognitive (intelligence);
- b. Affective (social/emotional); and
- c. Physical.

Test scores should be in the top quartile for entering the requested grade level.

3. All information must be received by the director of special services on or before August 1;
4. The early entry committee will review the test information and the parent interview forms. If a student is to be considered for early entrance, the student will also be required to participate in a one-day screening/observation conducted by the district during the third week of August;
5. The screening committee will make recommendation to the superintendent, and parents will be notified by the end of August;
6. A written appeal can be made by the parents to the principal who may affirm, reverse or modify the early entry committee's decision. A subsequent hearing may be held with the Board if the respective decision does not meet with the approval of the parent(s).

**REQUEST FOR EARLY ENTRANCE**

Date \_\_\_\_\_

Child Name \_\_\_\_\_

I request that my child be reviewed for early admission to:

(Check one)  Kindergarten     First grade

I will have \_\_\_\_\_ (Child name) evaluated at my expense in the following areas:

1. Cognitive (intelligence);
2. Affective (social/emotional);
3. Physical.

I understand the test scores must equal or surpass the established norms for the requested attendance grade level in all areas of assessment by the third week of August. I will receive written information from the district concerning my request within three weeks of providing them with the test scores.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date