

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/legal guardian. 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. Request for Early Entrance must be received by the end of the elementary registration day;
3. Kindergarten Readiness Test and observation will be completed by teacher licensed to teach kindergarten, within three days of elementary registration;
4. Parents will be required to pay the cost of the special testing involved. Prior to the testing the parent/legal guardian will be notified of the total cost of the testing and the need to pay for the testing to be provided in advance;
5. The early entry committee will review the test information and the parent interview forms;
6. The screening committee will make recommendation to the superintendent, and parents/legal guardians will be notified within 7 days of elementary registration;
7. A written appeal can be filed by the parents/legal guardian following the procedure in district policy KL - Public Complaints.

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 in the following areas:

1. Kindergarten Readiness Test
2. Developmental Screener
3. Teacher observation/interactions

I understand the test scores must equal or surpass the established norms for the requested attendance grade level in all areas of assessment. I will receive written information from the district concerning my request within 7 days of elementary registration. I understand that I will be required to pay for the testing prior to the testing being administered.

Parent Signature

Date