

ADMISSION TO FIRST GRADE WITHOUT HAVING ATTENDED KINDERGARTEN

A. Conditions and Standards for Exemption from Kindergarten Completion Requirement

A child who has not completed 5-year-old Kindergarten may be admitted to First Grade if he/she meets any of the following requirements:

1. The child has successfully completed a program for 5-year-old children that the school district deems equivalent to Kindergarten. Documentation of program completion shall be required.
2. The child demonstrates academic and developmental readiness skills expected for successful participation in first grade. Evidence must exist that the child's educational welfare would best be served by placement in first grade.
3. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country or territory in which completion of 5-year-old Kindergarten is not a prerequisite to entering first grade.
4. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country or territory in which completion of 5-year-old Kindergarten is a prerequisite to entering First Grade and the child was exempted from the requirement to complete 5-year-old Kindergarten in the state, country or territory from which the child moved.

B. Procedures

Requests for early admission to First Grade or exemption from the mandatory Kindergarten completion requirement shall be made and acted upon in accordance with the following procedures:

1. Written requests shall be made by the child's parent/guardian to the elementary Principal, and accepted through the first week in April. If parent/guardian moves into the District after April 1, request shall be on file at least one month prior to the beginning of the school year. After receiving the written request for early admission, the elementary Principal will send a letter to parent/guardian. Included in the letter will be the school board policy on entrance age and admission to First Grade procedures. The mailing will also include an admission questionnaire to be completed by the parent/guardian.
2. After receiving the admission questionnaire, the building Principal, school psychologist, and a First Grade teacher will meet to review the parent/guardian's reasons for requesting entrance into first grade.
3. The team shall determine whether any additional information or evaluation is needed. If needed, the team shall request parental permission for evaluating the child and appoint appropriate staff members to complete the evaluation. The evaluation process will concentrate on obtaining information regarding skills and behavioral characteristics that are correlated with success in first grade. The areas evaluated may include: cognitive or intellectual development; math, reading and writing skill development; adaptive skill development; social/emotional maturity; communication skills and sensory motor/ physical development. Staff shall use a combination of behavioral observation and teacher-made assessment tools to assess developmental and skill levels of the child.

- a. The staff members completing the evaluation shall meet with the building Principal to analyze the results of the evaluation and any other data available to determine the appropriateness of the child's admission to first grade. In order to be admitted to first grade, the child must demonstrate the academic and developmental readiness skills expected for successful participation in First Grade and there must be evidence that the child's educational welfare will best be served by First Grade placement.
4. The staff members completing the evaluation and/or the Principal shall meet with the child's parents or guardian to present the results of the evaluation and the recommendation regarding admission to first grade. A written decision regarding the request will be provided to the parent or guardian and a copy kept on file in the District.
 - a. If the request is approved, the Principal shall inform the parent or guardian that the First Grade placement shall be contingent on the child's successful adjustment to the school setting and satisfactory progress. The placement shall be reviewed within 30 days of admission or after the first term. The decision to continue or change the placement shall be made by the classroom teacher, Principal and student services personnel as necessary. The decision will be communicated to the child's parent or guardian once it is made.
 - b. If the request is denied, the Principal shall inform the parent or guardian of their opportunity to appeal the decision to the District Administrator whose decision may be appealed to the School Board. The School Board has final authority for deciding whether or not the child is to be admitted to First Grade in accordance with the conditions and standards specified in this policy. The appeal must be made in writing to the District Administrator within 10 days of receipt of the Principal's decision.

LEGAL REFERENCE: Sections 118.15(1)(am) Wisconsin Statutes
115.28(2)
118.14

CROSS REFERENCE: 420.1-Procedures(1), Early Admission to Kindergarten or First Grade

ADOPTED: March 21, 2011