

Policy Guide



Policy No. 201

Section PUPILS

Title ADMISSION OF STUDENTS

Adopted AUGUST 21, 1989

Revised NOVEMBER 21, 2013;
MAY 21, 2001

	<p style="text-align: center;">POLICY NO. 201 ADMISSION OF STUDENTS</p> <p>1. Purpose The Board shall establish age requirements for the admission of beginning students which are consistent with law and regulations.</p> <p>2. Authority A. <u>Beginners</u> Beginners are children entering the lowest grade of the school above the kindergarten level. They shall be admitted to school only during the first two weeks of the annual school term, except that a child who is eight years of age may begin school at any time during the school year. A beginner is eligible for admission to first grade if he/she is at least six (6) years of age on or before September 1. The Board is not required to admit as a beginner any child whose age is less than the District's admission age for beginners.</p> <p style="text-align: center;">Page 1 of 5</p>	<p>SC 1301</p> <p>SC 1304</p>
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**POLICY NO. 201
ADMISSION OF STUDENTS**

B. Kindergarten

A child is eligible for admission to kindergarten if he/she is five (5) years of age on or before September 1.

Pupils moving into the District who have already attended kindergarten or grade one, but do not meet age requirements of the District will be permitted to continue in the proper grade.

C. Early Admission

Administrators and counselors shall explain to parents the problems likely to arise when a child enters school before being ready. If the parents wish to pursue the matter, the following procedures shall be followed:

- a. The parents shall be referred to the Coordinator of Pupil Personnel Services.
- b. The Coordinator will provide the parents with a minimum list of three qualified psychologists who can evaluate the child. This list may include the District psychologist (who will be acting outside of his/her role as a district employee), university psychology department graduate programs, or independent practitioners. The fee shall be set by the psychologist and paid by the parents.

3. Guidelines

**POLICY NO. 201
ADMISSION OF STUDENTS**

- c. The psychologist shall contact the Coordinator of Pupil Personnel Services for information as to the tests required by the School District. The district maintains the right to retest the child.
- d. Criteria of evaluation will include intellect, maturation, skill development and socialization.
- e. The psychologist will submit a recommendation and all test data to the Coordinator of Pupil Personnel Services and the Assistant Superintendent for review and approval. The decision of the Assistant Superintendent/ Superintendent is final. The names of students who qualify for early admission shall be submitted to the Superintendent. Parents of students who do not qualify for early admission shall be notified in writing by the Superintendent.
- f. No child under the age of **four years, nine months** will be granted early admission to kindergarten.
- g. No child under the age of **five years, nine months** will be granted early admission to first grade.
- h. The Superintendent will notify the parents in writing of their child's early admission. A copy of this letter will be provided to the Board.

Title 22
Sec. 11.1

**POLICY NO. 201
ADMISSION OF STUDENTS**

D. Transfer Students

Any student who transfers into the Keystone Oaks School District's kindergarten or first grade programs who has not met the age requirement (see above) shall be evaluated for readiness and developmental skills through the Office of the Coordinator of Pupil Personnel Services. Based upon the results of the evaluation, a parent meeting shall be convened with recommendations for appropriate grade placement. If parent disagrees the attached form must be completed for admission to occur.

4. Delegation of Responsibility

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, required immunizations, and Parent Registration Statement, as required by law and regulations, as then in effect.

**TRANSFER STUDENT READINESS
AND DEVELOPMENTAL EVALUATION**

Student Name _____

Current School _____

Current Grade _____

Results of Readiness/Developmental Screening and Recommendations

Signatures and Positions of Building Team Members

_____	_____
_____	_____
_____	_____
_____	_____

_____ I agree with the recommendations as presented by the Building Team.

_____ I disagree with the recommendations as presented by the Building Team.

Signature of Parent

Date

Student grade placement contrary to the team recommendation, at the parent's request, may necessitate retention at the close of this school year.