



# APPLICATION FOR EARLY ADMISSION TO KINDERGARTEN AND FIRST GRADE

Jennie McMahon • Director of Student Services • 1900 Polk Street • Stevens Point, WI 54481

**Parents:** Please submit this completed form, together with your child’s birth certificate or other proof of age to your local school principal no earlier than the first Monday in February and not later than the third Friday in February. You will be contacted by the principal to arrange an appointment for a personal interview concerning your request. A copy of the Board Policy for Student Admission & Continuing Enrollment is attached.

I hereby give permission for my child’s ability, language and school readiness to be evaluated by a team which may include the school psychologist, speech clinician, general education teacher and/or other appropriate persons as selected by the principal.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Child’s Name \_\_\_\_\_  
Last First M. I. Birthdate Sex

Address \_\_\_\_\_  
Street City Zip Phone

Father/Guardian \_\_\_\_\_  
Name Work Phone Cell/Home Number

Mother/Guardian \_\_\_\_\_  
Name Work Phone Cell/Home Number

| Brother’s/Sister’s Name | Age   | Local School Brothers/Sisters Attend |
|-------------------------|-------|--------------------------------------|
| _____                   | _____ | _____                                |
| _____                   | _____ | _____                                |
| _____                   | _____ | _____                                |

**Proof of age (submit and check one of the below)**

- Birth Certificate
- Baptismal Certificate
- Medical Record

Comments:

Preschool/Kindergarten Experience (dates of attendance, location including city, state and country)

\_\_\_\_\_  
\_\_\_\_\_

I have read the regulations and procedures for Early Entrance to Kindergarten, First Grade Admission. I believe my child would benefit from early entry because

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STUDENT ADMISSION AND CONTINUING ENROLLMENT REQUIREMENTS

The Stevens Point Area Public School District shall offer an educational program for all legal-age resident students, students living in the district for reasons other than education, adjudicated youth living in detention centers or foster homes, and those admitted under the open enrollment program.

The school district staff shall provide parent(s)/guardian(s) and students with the necessary information, services, and consultation to ensure each student's appropriate placement in the school system.

### I. Student Admission and Continuing Enrollment Requirements

#### RULE:

1. Child find activities are conducted all students entering the Stevens Point Area Public School District for the first time. Students with a suspected disability will be referred for a special education evaluation.
2. A student may be admitted to 5-year-old kindergarten if he/she is five (5) years old on or before September 1. A student may be admitted to first grade if six (6) years old on or before September 1. Admission shall be subject to proof of age, which may be verified by a birth certificate, medical record, or baptismal certificate.
3. Parent(s)/Guardian(s) whose students are not age-eligible for entrance to kindergarten or first grade but who wish to have their students evaluated for kindergarten or first grade readiness and possible early admission to kindergarten or first grade, may do so by following procedures outlined in this policy sections II., III., and IV.
4. Parent(s)/Guardian(s) whose student is enrolled in kindergarten are responsible for ensuring that their student regularly attends school during the full period and hours in which kindergarten is in session (with the exception of religious holidays) until the end of the school term.
5. Parent(s)/Guardian(s) who fail to ensure that their student is attending kindergarten may be convicted of a misdemeanor and subject to legal penalties in accordance with the law including:
  - (a) for the first offense, a fine of not more than \$500 or imprisonment for not more than 30 days or both;
  - (b) for the second offense, a fine of not more than \$1000 or imprisonment for not more than 90 days or both;
  - (c) completing community service;
  - (d) participation in counseling

6. Effective September 1, 2011, the District will not enroll a student in the first grade in the District unless the student has completed a 5-year-old kindergarten program with certain exception as outlined below in Section II.
7. A student will be exempted from the requirement that the student complete kindergarten as a prerequisite to enrollment in the first grade in accordance with this policy , Student Entrance Age to School .
8. The board will review the denial of an exemption upon the request of the student's parent(s)/guardian(s) in accordance with this policy section II., Student Entrance Age to School.
9. The board may exempt a student from the requirement that the student complete kindergarten as a prerequisite to enrollment in first grade if either (a) before commencing or completing first grade the student moved into this state from a state, country, or territory in which completion of 5-year-old kindergarten is a prerequisite to entering first grade and the student was exempted from the requirement to complete 5-year-old kindergarten; (b) before either commencing or completing first grade, the student moved into this state from another state, country, or territory in which completion of 5-year-old kindergarten is not a prerequisite to entering first grade.
10. A high school graduate or other resident of the District who is over twenty (20) years of age may enroll in the District provided the student's enrollment requires no staff increase, the student shows evidence of gaining from such an educational opportunity, and the student agrees to follow school rules and regulations. Admission shall be at the discretion of the principal.
11. All students shall meet the immunization requirements unless students have filed a request for waiver for health, personal, and/or religious reasons.

## **II. Student Entrance Age to School**

### **A. 4-year-old kindergarten**

A student shall be admitted to 4-year-old kindergarten in the District if he/she reaches his/her fourth birthday on or before September 1 of the year he/she proposes to enter school. There shall be no early admission to 4-year-old kindergarten in the District.

### **B. 5-year-old kindergarten**

A student shall be admitted to 5-year-old kindergarten in the District if the student is five-years-old on or before September 1 in the year he/she proposes to enter school. A student may be admitted to 5-year-old kindergarten under the legal age if he/she has satisfactorily completed a 4-year-old kindergarten program or has met the conditions and standards for early admission outlined in in Section III.

### **C. First grade**

A student shall be admitted to first grade in the District if the student is 6 years old on or before September 1 of the year he/she proposes to enter school and has completed 5-year-old kindergarten. A student may be admitted to first grade under the legal age if he/she has completed a 5-year-old kindergarten program or its equivalent. A student may also be admitted

to first grade under the legal age and/or without having completed 5-year-old kindergarten if he/she has met the conditions and standards for early admission or exemption from kindergarten outlined in District procedures, which may be obtained in the student services office.

If a student's request for admission to kindergarten or first grade is denied, the student's parent/guardian may appeal the decision in writing. Appeals to decisions shall be as follows: director of elementary education, director of student services, superintendent. If an impasse remains unresolved at the superintendent's level, an early admission decision may be appealed to the board.

### **III. Early Admission to Kindergarten**

Early admission for those students who are not age eligible may be granted if the student shows evidence of readiness for kindergarten as determined by a placement team. Immunization requirements shall be met and admission shall be subject to proof of age.

1. The application form for early admission to kindergarten and first grade is available from elementary schools on the District's website. Parent(s)/Guardian(s) should submit the application to the principal of the elementary school in their attendance area no earlier than the first Monday in February and no later than the third Friday in February.
2. The elementary principal shall hold a personal interview with the parent(s)/guardian(s) to discuss the parent(s)/guardian(s)' reason(s) for requesting entrance prior to the legal age, to secure information about previous school experiences, to determine the extent of education evaluation needed, to obtain permission for the evaluation, and to inform the parent(s)/guardian(s) of the criteria for early admission. Parent(s)/Guardian(s) shall present proof of the student's age which may consist of a birth certificate, medical record, and/or baptismal certificate. In lieu of the above, a written statement signed by the parent(s)/guardian(s) attesting to the student's age may be used. Such a statement shall be signed in the presence of the principal.
3. Parent(s)/Guardian(s) seeking early admission for their student to kindergarten should ensure that their student will participate in a kindergarten visitation program.
4. A placement team headed by the principal shall evaluate the student as soon as possible following the visitation program. The evaluation shall be at no cost to the parent(s)/guardian(s). The team shall consist of a school psychologist, kindergarten teacher, speech pathologist, and other appropriate persons as selected by the principal. The placement team shall determine the following.
  - a. Intellectual Potential
    1. The student is superior in the full range of abilities including intellectual functioning.

- b. Communication
    - 1. The student has superior communication skills;
  - c. Social/Emotional
    - 1. The student demonstrates the following:
      - a. The ability to cooperate with others
      - b. The ability to work independently for short periods of time
      - c. Evidence of emotional stability
      - d. Enjoyment when working and playing with other students
      - e. Participation in group activities
    - 2. The student has successfully completed a four-year-old public school kindergarten program; and/or
    - 3. The student has successfully participated in an organized preschool program.
5. The placement team will hold a conference with the parent(s)/guardian(s) following the evaluation to consider the appropriateness of early entrance.
6. Within ten (10) working days of the conference, the principal shall communicate the decision to the parent(s)/guardian(s) in writing. A copy of the letter shall be sent to the director of elementary education and director of student services.
7. Students who are approved for early admission to kindergarten will automatically be approved for early admission to first grade upon successful completion of kindergarten.

Admission to kindergarten based on the above appraisal shall be considered to be on a trial basis. If, within a reasonable amount of time, the student does not adjust to the school environment, the principal may recommend to the board that the parents be asked to withdraw their student.

If kindergarten grade admission is denied under this policy, the student's parent/guardian may appeal. Appeals to decisions shall be as follows: director of elementary education, director of student services, superintendent. If an impasse remains unresolved at the superintendent's level, an early admission decision may be appealed to the board.

#### **IV. FIRST GRADE ADMISSION**

In order to be admitted to first grade in the District, a student must be at least 6 years of age by September 1 of the year he/she proposes to enter first grade and have successfully completed a 5-year-old kindergarten.

##### **A. First Grade Admission Without 5-Year-Old Kindergarten**

A student who is 6 years of age on or before September 1 of the year he/she proposes to enter first grade but has not completed 5-year-old kindergarten may be admitted to first grade if the student meets any of the following requirements.

1. The student has successfully completed an educational program for five-year-old students in a private school or licensed day care center that the school deems equivalent to public school 5-year-old kindergarten. Documentation of program completion shall be required.
2. The student demonstrates the academic and developmental readiness skills expected for successful participation in first grade. Evidence must exist that the student's educational welfare would be best served by placement in first grade. There is evidence that the student is superior in the full range of abilities and needs, relative to same-aged peers. Superior is defined as two standard deviations above the norm. This includes social, emotional, physical, (as referenced in the growth chart) and cognitive maturity.
3. Before either commencing or completing first grade, the student moved into Wisconsin from a state, country, or territory in which completion of 5-year-old kindergarten is not a prerequisite of entering first grade.
4. Before either commencing or completing first grade, the student 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 student was exempted from the requirement to complete 5-year-old kindergarten in the state, country, or territory from which the student moved.

A student who is of the compulsory attendance age of 6 who has not completed five-year-old kindergarten, and who has not been granted an exemption to the mandatory kindergarten completion requirement shall be placed in a 5-year-old kindergarten in the District or be expected to meet compulsory attendance requirements through other means authorized by state law.

**B. Procedures for First Grade Early Admission:**

Admission to first grade under the age of 6 may be permitted if (1) the student has successfully completed a 5-year-old kindergarten program or its equivalent; or (2) the student demonstrates the academic and developmental readiness skills expected for successful participation in first grade. Evidence must exist that the student's educational welfare would be best served by placement in first grade.

1. The application form for early admission to kindergarten and first grade is available from elementary schools or the District website. Parent(s)/Guardian(s) should submit the application to the principal of the elementary school in their attendance area no earlier than the first Monday in February and not later than the third Friday in February.
2. The elementary principal shall hold a personal interview with the parent(s)/guardian(s) to discuss the parent(s)/guardian(s)' reason(s) for requesting entrance prior to the legal age, to secure information about previous school experiences and to inform the parent(s)/guardian(s) of the criteria for early admission. Parent(s)/guardian(s) shall present proof of the student's age, which may consist of a birth certificate, medical record and/or baptismal certificate. In

lieu of the above, a written statement signed by the parent(s)/guardian(s) attesting to the student's age may be used. Such a statement shall be signed in the presence of the principal.

### C. Grade Placement Decision

The decision to grant admission to first grade before the legal entrance age and/or without completion of 5-year-old kindergarten shall be made by the building principal. The building principal may consult with other school staff as appropriate when making this decision. Within ten (10) working days, the principal shall communicate the decision to the parent(s)/guardian(s) in writing. A copy of the letter shall be sent to the director of elementary education and director of student services. If testing was conducted by school staff to assist in the placement decision, a conference will be held with parents.

Admission to first grade based on the above, shall be considered to be on a trial basis. If, within a reasonable amount of time, the student does not adjust to the school environment, the principal may recommend that the student be placed in kindergarten.

If first grade admission is denied under this policy, the student's parent or guardian may appeal. Appeals to decisions shall be as follows: director of elementary education, director of student services, superintendent. If an impasse remains unresolved at the superintendent's level, an early admission decision may be appealed to the board.

Students admitted under this policy shall meet all other admission requirements.

LEGAL REF.:           Section 118.14, Wisconsin statutes  
                                  120.12 (25)  
                                  115.28  
                                  115.77  
  115.78  
  115.782  
  115.787  
  115.80  
  118.13  
  118.14  
  118.15  
  252.04  
  PI 9.03(1), Wisconsin administrative code

CROSS REF.:           453.2, Student Immunization  
                                  Special Education Handbook  
                                  411, Equal educational opportunities

ADOPTED:           August 25, 1975

REVISED:

June 28, 1980

October 5, 1981

May 1983

June 27, 1988

April 14, 1997

June 14, 2004

December 9, 2013