

**PROCEDURES FOR ADMISSION TO FIRST GRADE EARLY
AND/OR WITHOUT HAVING ATTENDED KINDERGARTEN**

A. Conditions and Standards for Admission Under the Legal Age

A child who is not six years old on or before September 1 in the year they seek admission to first grade may be admitted to first grade if they meet either of the following requirements:

1. The child has successfully completed a 5-year-old kindergarten program or its equivalent, or
2. The child demonstrates the 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.

B. 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 they meet any of the following requirements:

1. The child has successfully completed a program for 5-year-old children that the District deems equivalent to kindergarten. Documentation of program completion is 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.

C. 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. Requests shall be submitted to the appropriate elementary school principal in writing by April 1st for the upcoming school year. The request shall include the rationale for making the request and any academic or other information that supports the child's readiness for first grade admission. Families moving into the District after that date may submit a request no later than August 1st.

2. The principal shall meet with the child's parent/guardian to discuss the reasons for requesting the child's first grade admission early and/or without having completed kindergarten and to review related student record information.
3. The principal shall determine whether any additional information or evaluation is needed. If needed, the principal 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.

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 principal shall meet with the child's parent 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 after the first quarter of the school year. 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. The appeal must be made in writing to the District Administrator within 10 days of receipt of the principal's decision. The decision of the District Administrator shall be final.

APPROVED: September 19, 2011
 JANUARY 18, 2016