



ADMINISTRATIVE PROCEDURE

CATEGORY: **Students, Admission/Withdrawal**

SUBJECT: **Admission and Early Admission to Kindergarten, and Admission to Transitional Kindergarten**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing admission and early admission of students to Kindergarten and admission to Transitional Kindergarten.
2. **Related Procedures:**

Promotion/Retention and Placement/Articulation, K-6 (Elementary)	4755
Classroom Grouping Practices and Counseling Procedures	6020
Admission of Kindergarten Students to First Grade	6121

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy H-2100; Board of Education Resolution of February 11, 2014; California Education Code §48000, 48010, 48011; California Code of Regulations, Title 5 §200.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Leadership and Learning Division.
2. **Admission to Kindergarten.** A student shall be admitted to Kindergarten if his/her fifth (5th) birthday is on or before September 1 of the current school year.
3. **Early Admission to Kindergarten.** California Education Code §48000(b) allows early admission to Kindergarten on a case-by-case basis. A student *may* be eligible for early admission to Kindergarten if all of the conditions specified in 3.a.-3.c. are met:
 - a. The student will have his/her fifth (5th) birthday by December 2 of the current school year, *and*
 - b. The parent/guardian of the student requests early admission, *and*
 - c. The elementary site administrator and staff determine that early admission to Kindergarten is in the best interest of the student. This determination is to be based on a review of information and data that indicates the student is prepared to successfully meet the academic standards of Kindergarten in one year. Such information and data may include, but are not limited to, preschool experience, recommendation from current/previous school/teacher, interview of the student, and commitment from parent/guardian to provide support needed for success in Kindergarten.
 - d. The site administrator shall provide information to the parent/guardian regarding the advantages and disadvantages of early admission, in addition to information regarding the school's Kindergarten and Transitional Kindergarten programs, to assist the parent/guardian in making an informed decision.
 - e. Whenever possible, students considered for early admission to Kindergarten will first be placed in a Transitional Kindergarten program until their fifth (5th) birthday, to confirm and verify that Kindergarten is the most appropriate placement. Acceleration of any student at any grade level is determined by the site administrator, teacher(s), and

parent/guardian. It is especially important that each student's academic achievement, social/emotional maturity and physical development be carefully considered prior to recommending acceleration.

- e. **Alternative Placement Recommendation.** If a review of the information and data does not indicate that placement in Kindergarten is in the best interest of the student (e.g., readiness of the student to successfully complete the standards of Kindergarten in one year is questionable) and the student is eligible for Transitional Kindergarten, the student will be allowed admittance to Transitional Kindergarten. Documentation of the request and rationale for the decision will be made available to parent/guardian and placed in the student's cumulative file.
 - f. **Documentation.** By signing the Early Kindergarten Admission Request form, parent/guardian acknowledges understanding of the criteria specified in Section C.3.a.-c. Site administrator and Area Superintendent complete and sign the form, a copy is provided to the parent/guardian, and the original is retained in the student's cumulative file.
 - g. **Decision.** The site administrator makes the final decision to effect requested acceleration of a student and is responsible for facilitating and ensuring documentation of each step in the process.
 - h. **Appeal.** If a parent/guardian is dissatisfied with the site administrator's decision, he/she may appeal the decision through the Area Superintendent or Office of Leadership and Learning.
4. **Admission to Transitional Kindergarten.** A student shall be granted admission to Transitional Kindergarten if his/her fifth (5th) birthday occurs between September 2 and December 2 of the current school year. Students transferring from a Transitional Kindergarten program in an out-of-district public school may be admitted to Transitional Kindergarten to allow for continuity of service, pending receipt and review of school records. There are no other provisions for early admission to Transitional Kindergarten.

D. IMPLEMENTATION (See Section C.)

E. FORMS AND AUXILIARY REFERENCES

- 1. Early Kindergarten Admission Request form

F. REPORTS AND RECORDS

- 1. All relevant documentation is to be retained in the student's cumulative file.

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

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and Admission to Transitional Kindergarten**

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PAGE: **3 OF 3**

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H. ISSUED BY

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