



Book	Policy Manual
Section	5000 STUDENTS
Title	Admission
Code	BP 5111
Status	Active
Adopted	August 9, 2010

The School Board believes that all children should have the opportunity to receive a free appropriate public education. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The Board reserves the right to verify the residency or anticipated residency of any student and the validity of any affidavit of guardianship. These admission policies are not intended to be a barrier to the enrollment and retention of homeless children and youth.

The Superintendent shall verify compliance with all entrance requirements established by law or Board policy.

A child five years of age on or before September 1 may be admitted to kindergarten. A child six years of age on or before September 1 may be admitted to first grade. A child may be considered for early entrance by meeting criteria established in AR 5111 Student Criteria for Early Entrance and with the approval of the Superintendent. Students under school age who were previously enrolled in public school or who exhibit the ability to perform satisfactorily shall be admitted to school at the grade level determined by the Superintendent. Proof of age shall be required of all enrolling students.

Legal Reference:

ALASKA STATUTES

- 14.30.010 When attendance compulsory
- 14.03.020 School year
- 14.03.070 School age
- 14.03.080 Right to attend school
- 14.30.045 Grounds for suspension or denial of admission

ALASKA ADMINISTRATIVE CODE

- 4 AAC 06.055 Immunizations required
- 4 AAC 06.076 Determination of School Age

United States Code, Title 42

- 42 U.S.C. 11432 - 11433 McKinney -Vento Homeless Assistance Act

Cross References

- BP 5112.1 - Exemptions from Attendance
- BP 5112.2 - Exclusions From Attendance
- BP 5112.6 - Education for Homeless Children and Youths
- BP 5116 - School Attendance Boundaries
- BP 5141.3 - Health Examinations
- BP 5141.31 - Immunizations
- AR 5111 - Early Entrance
- E 5111a - Early Entrance Screening
- E 5111b c - Early Entry Parent Questionnaire
- E 5111d - Early Entrance Approval Checklist



Book	Administrative Regulations
Section	5000 STUDENTS
Title	Early Entrance
Code	AR 5111
Status	Active
Last Revised	February 15, 2010

**Student Criteria for Early Entrance:**

1. To be considered for early entrance students must turn 5 years old between September 2 and October 1 for Kindergarten or turn 6 years old between September 2 and October 1 for first grade.
2. Requests for early entrance screening will not be accepted after October 1.
3. Students under school age were previously enrolled in programs outside of the District (i.e. home schooling, a private correspondence program or a private school) must meet the early entrance criteria before they will be enrolled.
4. To be admitted through early entrance procedures, as itemized in E 5111(d) Early Entrance Approval Checklist, the child must pass an early entry screening and demonstrate intelligence falling within the superior range.
5. If the child meets the criteria for early entrance and is enrolled in kindergarten, it is important that parents and staff recognize that it is still a provisional placement. The parent and staff should re-evaluate within two weeks and again in a month to see if the child is making the transition smoothly.

Cross References	BP 5111 - Admission
	E 5111a - Early Entrance Screening
	E 5111b c - Early Entry Parent Questionnaire
	E 5111d - Early Entrance Approval Checklist

**EARLY ENTRANCE SCREENING**

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_

Date of Screening \_\_\_\_\_

Parent/guardian's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number (day time) \_\_\_\_\_

The purpose of this screening tool is to provide information in helping to determine the most appropriate placement for a child being considered for early entrance into kindergarten.

If a parent inquires about screening for early entrance:

1. The request for testing must be made no later than the first two weeks after school starts. Children will not be accepted for screening after October 1, whichever comes later. The child's birthdate must fall between September 2 and October 1 as stated in School Board policy.
2. The building administrator should explain state law, Board policy, **School District guidelines**, and the procedures to be followed. Also, included in this discussion should be the research that is available on early entrance and its effects on children.
3. Parent should fill out the parent questionnaire.
4. The screening should be completed by the building administrator. Screening results should be explained to the parent by the building administrator. The test itself should be retained in school file.
5. If the child passes the screening, the school psychologist should be contacted and **a norm-referenced intellectual assessment** should be completed as soon as possible. **A full-scale IQ score on a norm-referenced instrument falling within the superior range (plus or minus one standard error of measurement for the selected instrument) must be obtained. Ex. WPPSI-IV 120 (+/- 3) Wechsler Preschool and Primary Scale of Intelligence - Revised**
6. If the child meets the criteria for early entrance and is enrolled in kindergarten, it is important that parents and staff recognize that it is still a provisional placement. The parent and the staff should re-evaluate within two weeks and again in a month to see if the child is making the transition smoothly.

Early Entry  
Parent Questionnaire

Child's Name \_\_\_\_\_ Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
 Parent/Guardian \_\_\_\_\_  
 Address \_\_\_\_\_ Date: \_\_\_\_\_

Circle the number of each item, which applies to your child. Add pertinent information to each as applicable.

1. Started to walk and talk before most other children you know about.
2. Is at least a little taller, heavier and stronger than others her/his age.
3. Shows an interest in time- clocks, calendars, yesterday and tomorrow and days of the week.
4. Learned to read even though not yet five years old. Likes to read.
5. Arranges toys and other possessions, putting the same kinds together.
6. Knows which numbers are larger than others.
7. Can count, and point to each item as s/he correctly says the number.
8. Creates make-believe playmates as s/he "plays house" or different games.
9. Is interested in what is on television and in newspapers, in addition to cartoons.
10. Learns easily, so that you have to tell him/her something only once.
11. Shows impatience with jobs around the house that seem to have no meaning - like putting toys away when s/he is just going to have to take them out again.
12. Asks "Why?" often, and really wants to know the answer. Is curious about a lot of things from a tiny insect and how it's made, to a car and how it works.
13. Doesn't like to wait for other children to catch up.
14. Sticks with a task longer than others do. Won't give up easily.
15. Does things differently in ways that make good sense, whether it's piling up blocks, setting the table, or drying dishes.
16. Likes to be with older children, and can keep up with them.
17. Collects things, likes to organize them, and doesn't want anyone to mess them up- but doesn't always collect neatly.
18. Can carry on a conversation, and enjoys it. Wants your ideas and likes you to listen to hers/his. Uses big words and knows what they mean.
19. Shows an interest in drawing and music; knows colors and has rhythm.
20. Makes up jokes; has a good sense of humor.

1. To help us better understand and expand upon your child's area(s) of interest, what are some activities, which you enjoy together?
2. Describe several unusual interests and/or accomplishments of your child.
3. Why (state specific reasons) do you want early entry for your child?
4. Give any additional information, which you feel is significant.

## EARLY ENTRANCE APPROVAL CHECKLIST

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (day time) \_\_\_\_\_

## Early Entrance Checklist:

- Initial meeting with school principal and parent/guardian requesting early entrance (Oct. 1)  
Principal Responsibilities:
- Explain the State Law (AS 14.03.080 Right to Attend School).
  - Explain the Board policy and regulation (*BP 5111 Admission & AR 5111 Early Entrance*).
  - Requirements for consideration/criteria for early entrance placement.
- Parent Questionnaire: *E5111(b&c) Early Entry Parent Questionnaire* completed and returned to school principal  
Principal Responsibilities:
- Explain screening results to parents.
  - Contact school psychologist if screening results are passing.
- Initial screening by school level principal: *E5111(a) Early Entrance Screening, E5111(b&c)* and screening test.

Test Administered by: \_\_\_\_\_ on: \_\_\_\_\_ School Name: \_\_\_\_\_

- School psychological screening which includes a **norm-referenced intellectual assessment** should be completed as soon as possible. **A full-scale IQ score on a norm-referenced instrument falling within the superior range (plus or minus one standard error of measurement for the selected instrument) must be obtained.** (Ex. WPPSI-IV 120 (+/-3) Wechsler Preschool and Primary Scale of Intelligence – Revised.) A psychological evaluation of the student and written report are prepared, presented to school principal and parent/guardian.
- Principal to meet with parent, explain results, and inform the parent if the child will or will not be recommended to the superintendent for provisional placement.
- All documentation to be forwarded to the Director of Student Support Services whether the child is recommended for early entrance or not.
- Director of Student Support Services submits a copy of all paperwork and, as appropriate, a letter requesting early entrance to Assistant Superintendent of Instruction for approval by the Superintendent.
- Assistant Superintendent of Instruction submits entire early entrance request file to Department of Education and Early Development.
- Director of Student Support Services contacts school principal following Superintendent approval.

Approved by:

\_\_\_\_\_  
Director of Student Support Services\_\_\_\_\_  
Date\_\_\_\_\_  
Superintendent\_\_\_\_\_  
Date