

EARLY ENTRANCE CHECKLIST

School _____ Principal _____

Child's Name _____ Age _____ Birthdate _____

Parent/Guardian Name _____ Email address _____

Address _____ Phone _____

- Initial meeting with school principal and parent/guardian requesting early entrance (by Oct. 1)
Principal Responsibilities:
 - Obtain Early Entrance Parent Referral and Consent to Evaluate E5111(c) from parent/guardian
 - Explain Board Policy (BP 5111 Admission) and Administrative Regulation (AR 5111 Early Entrance) to parent/guardian
 - Explain State Law (AS 14.03.080 Right to Attend School)
 - Provide Early Entrance Parent Questionnaire E5111(b) to parent/guardian to complete

Early Entrance Parent Questionnaire E5111(b) completed and returned to school principal.

Initial screening completed as soon as possible:

Speed Dial-4 Screener Administered by _____ Date _____

Percentile Score _____ (90th percentile or higher)

Principal Responsibilities:

- Review E5111(a), E5111(b), E5111(c) and Speed Dial-4 screener results.
- Explain Screener results to parent/guardian. Discuss next steps.
- Contact school psychologist if screener results are at the 90th percentile or higher.

If applicable, norm-referenced intellectual assessment completed by school psychologist as soon as possible:

Instrument used: _____ Administered by: _____ Date: _____

Full Scale IQ score _____ (Superior range)

- Intellectual assessment of the child and written report are prepared and presented to the principal and parent/guardian.

Principal meets with parent/guardian, explains results, and determines if the child **will/will not** be recommended to superintendent for provisional kindergarten placement.

All documentation is forwarded to Director of Student Support Services, whether recommended or not.

Director of Student Support Services submits a copy of all paperwork, and, as appropriate, a letter requesting early entrance to Assistant Superintendent for approval by Superintendent.

Director of Student Support Services contacts school principal with Superintendent's decision.

Principal notifies parent/guardian of Superintendent's decision.

Director of Student Support Services submits entire early entrance request file to Department of Education and Early Development.

Approved by:

Director of Student Support Services

Date

Superintendent

Date