

## **Guidelines**

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### Early Entrance Policy 5112

## **Request for Early Entrance**

1. A personal interview involving the child's parent(s)/guardian(s) and the school principal will be held. At this time the reasons for requesting early entry will be discussed.
2. A written request for consideration of early entry and a completed Parent Information Questionnaire will be submitted to the elementary principal.
3. Upon successful completion of steps 1 and 2, a meeting will be scheduled with the parents, the building principal, kindergarten/first grade teacher, and other support personnel, as needed. The meeting will consist of the kindergarten/first grade teacher and the building principal reviewing the application form and interviewing the parents.

The purpose of the parent interview is to: determine parental reasons for seeking early entry, determine parental expectations for the child, to allow the parent to ask questions regarding the kindergarten/first grade program, to explain the procedures and requirements for early entry, to gather any other pertinent information about the child, and to arrange for further evaluation, if determined appropriate.

The decision to continue past this point shall be a joint decision by the building principal and the kindergarten/first grade teacher. The choices are:

- 1) continue with the early entry process
- 2) to terminate the process
- 3) recommend an alternative to early entry.

4. An evaluation for eligibility shall be conducted. The following people can be involved:

- building principal
- kindergarten/first grade teacher
- others as needed including: school psychologist, speech and language therapist, physical education teacher, etc.

Areas that could be assessed include:

- developmental readiness
- cognitive ability (school psychologist)
- fine and gross motor (kindergarten/first grade teacher or school psychologist)
- perceptual abilities

- health and physical development
  - vision screening
5. Following the formal evaluation, the principal shall schedule a conference with the parents/guardians to determine if the child meets eligibility requirements and if early entry is in the child's best interest. Other professionals may be invited at the principal's discretion.

The final decisions for early kindergarten/first grade entrance will be based upon a review of all of the information regarding the candidate including:

- application in writing
- questionnaires
- results of the interview
- results of individual assessment

The early entry recommendation will be made to the parents at a parent conference. All the information will be made available to the parents.

6. If early entrance for kindergarten/first grade is recommended, the principal shall submit the candidate to the School Board for consideration and approval.
7. If the child is enrolled in kindergarten/first grade, the placement will be reviewed after a maximum period of six weeks. A final evaluation and recommendation will be made at that time.

Columbus School District  
 Early Admission Into Kindergarten/First Grade

## Cumulative Record Worksheet

Name of Child:	Birth date:	
Name of Parent(s)/Guardian(s)		
Home Address		
Home Phone	Work Phone	Date

To qualify for consideration for early admission into kindergarten/first grade, all of the following criteria must be met. **Please indicate in the space provided either a "Yes" (the child has met that criteria) or "No" (the child has not met the criteria).**

1.		Child turns five after September 1 <sup>st</sup> but before November 1 <sup>st</sup> of the school year they expect to enroll.
2.		A personal interview involving the child's parent(s)/guardian(s) is held with the principal to discuss the reasons for requesting admission and the criteria used to make the decision.
3.		A written parental/guardian request for consideration of early admission is made to the building principal.
4.		Following the interview and with written parental/guardian permission and questionnaire, the principal refers the child to the school psychologist for formal evaluation.
	a.	The child scores at the 90 <sup>th</sup> percentile or above on a screening measure of visual motor integration, using age norms.
	b.	The child receives a score at the 90 <sup>th</sup> percentile or above on a screening measure of school readiness skills, using age norms.
	c.	The child receives a score at or above the 90 <sup>th</sup> percentile on a screening measure of ability, using age norms.
	d.	The child, having met the criteria for (a), (b), (c) above, also scores at or above the 90 <sup>th</sup> percentile on the latest edition of the Wechsler pre-school intelligence test, using age norms.
5.		A team, selected by the principal, has reviewed the above information and supports early entrance into kindergarten/first grade for a trial period of six weeks, after which the team will reconvene and make a final decision as to continuation or termination of the placement.
6.		<b>Trial Placement Recommendation</b> <i>Signature and title of persons making up the team</i>



Columbus School District  
Request for Early Admission into Kindergarten/First Grade  
**Parent Information Questionnaire**

Name of Child:	Birth date:	
Name of Parent(s)/Guardian(s)		
Home Address		
Home Phone	Work Phone	Date

Please answer the following questions as accurately and completely as you can. The information you provide will assist us in determining your child's readiness for school.

1. What do you consider to be your child's strong points?
  
2. What are your child's weaker areas?
  
3. What is the general status of your child's health?
  
4. Is your child taking any medication? If yes, please state type and reasons.
  
5. Has your child experienced any significant medical or physical difficulties which required medical attention or hospitalization? If yes, please explain.
  
6. Please indicate the approximate ages which your child achieved the following:  
 Walking: \_\_\_\_\_ Talking: \_\_\_\_\_ Toilet training: \_\_\_\_\_
  
7. Please comment on your child's favorite:  
 Indoor activities:  
  
 Outdoor activities:  
  
 Television programs:  
  
 Social Activities:

8. Does your child prefer to play with:
- Children of the same age
  - Older children
  - Younger children
  - Adults
  - Solitary games/activities
9. About how often does your children have an opportunity to play with other children?
10. Has your child ever attending day care, nursery school, or other type of pre-school program?  
(Please list dates and places)
11. Has your child been involved in any activities which would help to develop the following areas? Please list examples.
- Large muscles (such as dance or swimming)
  
  - Small muscles (such as arts and crafts)
  
  - Listening skills (such as library story hour)
12. Has your child expressed an interest in attending school?
13. How well does your child follow directions at home?
14. How well can your child use language to communicate thoughts and ideas?
15. How long can your child attend to a story or activity (other than a TV program or video game)?
16. Has your child had an opportunity to participate in group activities with other children which required them to: (please list examples)
- Follow rules:
  - Take turns:
  - Share:
  - Play cooperatively:
17. What type of games does your child prefer to play?
- Make-believe (playing "house")
  - Made-Up games (creative or novel games)

18. What role does your child take when playing with a group of children? (More of a follower or a leader?)
19. How well does your child attend to his/her own personal needs with regards to:
- Dressing:
  - Washing:
  - Toileting:
20. How well can your child work independently?
21. Please indicate any other information which you feel will aid in assessing your child's readiness for kindergarten/first grade.