

**ROSEVILLE AREA SCHOOLS**  
Independent School District No. 623

Policy 556 – Initial Admission and Placement

- 1.0 Purpose: To establish a uniform policy on initial admission and placement in the district schools
- 2.0 Age limitations
  - 2.1 Any resident of the school district who is at least five years of age on September 1 of the calendar year in which the school year commences may enroll in kindergarten; and any resident of the school district who is at least six years of age on September 1 of the calendar year in which the school year commences may enroll in first grade.
  - 2.2 Children who have not attained the minimum entrance age may be considered for admission to kindergarten on the basis of a comprehensive evaluation in cognitive, social, and emotional developmental domains to help determine the child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year. The comprehensive evaluation will use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parent report and teacher observations of the child's knowledge, skills and abilities.
  - 2.3 An official document (i.e., birth certificate, passport, visa) shall be requested to verify age at the time of enrollment.
- 3.0 Grade level placement for children who are admitted to the district's schools by transfer will be placed into a grade initially pending observations by school personnel. In the event these observations call the initial grade level placement into question, the principal will determine the final placement of the students.
  - 3.1 Initial placement for students transferring from a U.S. school
    - 3.1.1 Children who are admitted to the district's schools by transfer from a school inside the United States will be initially placed at the grade they would have reached elsewhere.
  - 3.2 Initial placement for students transferring from a non-U.S. school.
    - 3.2.1 In grades K-8, students will be initially placed in the age appropriate grade level.
    - 3.2.2 In grades 9-12, students' academic records will be reviewed to determine initial placement.
- 4.0 Families may appeal the initial or final grade placement to the Superintendent or his/her designee.

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Adopted: 1/28/71  
Revised: 2/24/15  
Revised: 2/14/17  
Revised: 12/14/21