

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 3110 P-1

ATTENDANCE

I. KINDERGARTEN REGISTRATION

Kindergarten registration is conducted in May of each year. Children who are five years of age prior to September 1 are eligible for kindergarten. The child's birth date must be verified by baptism or birth certificate or hospital birth registration.

A. Publicity

1. Elementary principals will send home kindergarten registration information via their newsletters by May (Attachment 1).
2. Public Information Officer will put notice in the Record Journal, The Bellingham Herald, and Ferndale Schools by May (see Attachment 2).

B. School Staff will:

1. Provide parents with Report of Physical Examination Form (Attachment 3);
2. Record registration data (Attachment 7);
3. Review immunization data form with parents (Attachment 4);
4. complete Registration Check-off List (Attachment 5);
5. Assist parents with registration card (Attachment 6); and
6. Volunteers will assist school personnel as needed.

II. CHILD FIND ACTIVITIES

Because we can expect to find disabled students within any group, the district will conduct child find activities as per the mandate of Individuals with Disabilities Education Act.

The director of special education will send a written notice to selected public agencies, and local, private medical practitioners.

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Implemented	10-01-82
Revised	05-04-83
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