



**ADMINISTRATIVE POLICY**

**Entrance Age  
INS-A006**

Policies are periodically revised. For the most recent version, please visit <https://salkeiz.sharepoint.com/qam/>

1. A child entering kindergarten for the first time during the fall term shall be deemed to be 5 years of age if his/her birthday occurs on or before September 10<sup>th</sup>.
  - 1.1. A child whose birthday falls in the summer months may delay enrollment into kindergarten until he/she has reached age 6. This decision is at the parent’s discretion.
2. A child entering first grade for the first time during the fall term shall be deemed to be 6 years of age if his/her birthday occurs on or before September 1<sup>st</sup>.
3. At the time of registration, a child entering public school for the first time will be asked for the following documentation; however, lack of these documents will not delay or cause a barrier to enrollment for any student:
  - 3.1. Proof of age. The District may request documentation to verify that a student falls within the school district’s minimum and maximum age requirements. The District will accept a variety of documents for this purpose, such as a religious, hospital, or physician’s certificate showing date of birth; an entry in a family bible; an adoption record; marriage or divorce records; a copy of a newspaper birth announcement; a signed statement from a parent, guardian or other person in a parental relationship; a birth certificate; previously verified school records; or other proof.
  - 3.2. Proof of residency. The District may request proof that a student lives within the boundaries of the school district. The District will accept a variety of documents for this purpose, such as utility bills, lease/rental agreements, a signed statement from a parent, guardian or other person in a parental relationship, proof of current enrollment in the Address Confidentiality Program through the Oregon Department of Justice, or other documents to verify residency.
4. The District shall follow the immunization regulations established by the Oregon State Public Health Division and Marion County/Polk County Health Departments.
  - 4.1. A child entering public school shall present at the time of registration one of the following:
    - 4.1.1. Record of immunization indicating required minimum doses.
    - 4.1.2. Record of medical or nonmedical exemption as prescribed in the Oregon Health Authority’s requirements.
  - 4.2. Students experiencing homelessness will be allowed to enroll and participate fully in classes without immunization documentation. The school will work diligently to gather proof of immunizations within 30 days of the student starting classes.
  - 4.3. All students, even students experiencing homelessness, are subject to Oregon immunization exclusion deadlines.

**Implementing Procedures:**

INS-W004 – Enrolling First Time Students into Kindergarten & First Grade

**Revision History:**

Date	Description
	See archives for document history
12/10/14	Added language stating a copy of the birth certificate will be retained in the student’s permanent record.



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10/23/19	Updated all sections
12/16/19	Changed entrance date for Kindergarten back to September 10th.
06/01/21	Updated list of acceptable documentation for proof of age/residency.

**Approved By:** Directors of Elementary Education (*approval on file*)