

UNDERAGE PLACEMENT IN FIRST GRADE

The Code of Virginia requires that a child must be five years old by September 30th to enter kindergarten for that school year. This date also applies to potential underage placement into first grade. Accordingly, children younger than five years old by September 30th will not be enrolled in ACPS.

If a student meets the criteria for consideration for underage grade one placement (including the age criteria discussed above), the parents/guardian of that student may request that their child be considered for underage grade one placement during the spring of the year which precedes the child's admission for kindergarten. This provides adequate time for the placement process to be completed as follows:

The parent(s)/guardian(s) must:

- a. Complete the Alexandria City Public School (ACPS) registration form;
- b. Provide the following documentation regarding the child's kindergarten experience:
 - If a child has been attending a private or public kindergarten:
 - i. Provide a recommendation from the kindergarten teacher that references the child's intellectual, physical, emotional and social development;
 - ii. Provide a minimum of four samples of the child's work in kindergarten, if available. (Samples should be varied in content);
 - iii. Provide written reports of the child's progress from the school to parents, if available. (This includes any available formal evaluations);
 - iv. Make an appointment for the child's interview with the principal (and any staff designated by the principal); and
 - v. Provide testing/aptitude/IQ test results (if available).
 - If a child has never attended kindergarten:
 - i. Provide a statement from the parent or guardian describing the child's intellectual, physical, social, and emotional development;
 - ii. Provide a minimum of four samples of the child's work demonstrating advanced skills beyond the kindergarten level (samples should be varied in content);
 - iii. Make an appointment for the child's interview with the principal (and any staff designated by the principal); and
 - iv. Provide testing/aptitude/IQ test results (if available).

The principal will:

- a. Arrange for informal testing for the child being considered for underage placement. This may include an ability test administered individually by the school psychologist, end of kindergarten math assessment, a writing sample, appropriate spelling and reading assessments normally given by the Division, and/or the Phonological Awareness Literacy Screening (PALS) Assessment;
- b. Review all gathered information;
- c. Interview the child and make brief observation notes;
- d. Review all gathered information with school team to make placement decision; and
- e. Contact the parent(s)/guardian(s) regarding the decision.

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Appeal Process

Within 10 instructional days of notification of the decision, an appeal by the parent/guardian can be made in writing to the Executive Director of Elementary or Secondary Education as appropriate. An appeal can be requested for reconsideration of the results of any part of the acceleration process such as:

- 1) The data collection process;
- 2) The proceedings of the convened committee; and
- 3) The written acceleration plan.

Once the parent/guardian has submitted a letter to the school principal outlining the nature of the concern, they will convene a meeting with the parent/guardian, which may include other school personnel, to discuss the concern.

The Executive Director of Elementary or Secondary Education as appropriate will issue a written final decision within 30 days of the appeal. This written notice should include the reason for the decision.

Established: June 22, 2017

Amended: June 15, 2023

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-78
8 VAC 20-131-50
8 VAC 20-131-90
22 VAC 40-180-10

Cross Refs.: IGBB Programs for Gifted Students
IKE Academic Promotion and Retention
IKE-R Academic Promotion and Retention Regulations
IKEB Acceleration
JO Student Records