

Dear Parent(s):

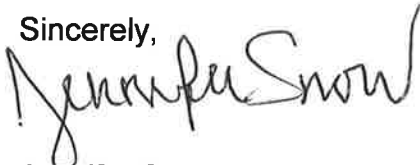
The information included in this packet is intended to provide you with an overview of the early entry requirements and procedures.

This information should answer your many questions and assist you as you decide whether to pursue early entry for your child.

You will find enclosed a summary of the early entry procedures, answers to the most frequently asked questions, and our Policy JEBA for early entry into kindergarten and first grade.

This is a very important decision to make regarding your child's future, and our intent is to work closely with you to ensure your child has a successful school experience.

Sincerely,



Jennifer Snow  
Executive Director, Teaching and Learning

Enclosures:  
Summary  
Q & A  
Policy

## EARLY ENTRY PROCEDURES SUMMARY

### ELIGIBILITY:

- Your child will turn 5 on or before October 1<sup>st</sup> and you are requesting an early entry into kindergarten, or your child will turn 6 on or before October 1<sup>st</sup> and you are requesting early entry into the first grade.
- Schedule and complete a preliminary interview with the principal by May 1.
- After meeting with the principal, a **Request for Early Entry** form with a signature for permission to complete the assessment, along with an assessment fee will be collected. (The principal will provide you with this form.)
- Completed form and payment must be received by May 10. (Fee could be reduced by the district for families for whom this is a hardship.)
- Work with designated school contact (provided by Principal) to schedule the assessment.

### EVALUATION:

- Evaluations will be scheduled by the designated school contact in May or June and will include a written/oral assessment. The evaluations will take approximately 45 minutes.
- You will be responsible for bringing your child to the school for the evaluation. Parents will not be with their child during the assessment.
- The assessment used is the Brigance Early Childhood Screen III. This is a norm-referenced, research based, reliable tool for indicating readiness for advancement. The components include academic, self-help, social -emotional and reading readiness. This process includes information provided by parents and parents will complete feedback forms with the evaluator.

### DETERMINATION:

- By June 30, the information will be sent to the Teaching & Learning Director and a decision will be made as to whether your child meets the initial early entry criteria.
- You will be notified by the Principal or Director with the results by the end of June.
- If your child does not meet the initial criteria, the early entry request is denied.
- If your child does meet the initial criteria, your child will be enrolled in school for an initial eight (8) week observation period.
- During this time, the teacher will be completing readiness scales and monitoring progress.
- After the eight (8) week period, your child's performance/progress is reviewed, and a final decision is made whether your child is benefiting from the early entrance experience.
- You will be notified by the Principal or Director of the final decision on whether your child will continue the early entry process before the 2<sup>nd</sup> term grading period begins.

## **Most Frequently Asked Questions About Testing for Early Entry into Kindergarten/1<sup>st</sup> Grade**

### **How long does it take?**

The actual testing usually takes about 45 minutes.

### **What tests are used for Kindergarten and/or First Grade?**

The assessment used is the Brigance Early Childhood Screen III. This is a norm-referenced, research based, reliable tool for indicating readiness for advancement. For more information about this assessment, you can visit [www.BRIGANCE.com](http://www.BRIGANCE.com).

### **How can I prepare my child for the testing?**

Preparation can only be of a general nature such as reassuring the child that he/she must do his/her best. It is not about passing or failing.

### **What is the cost for the testing?**

The fee for testing is \$100. This may be reduced or waived for families who qualify for free and reduced lunch.

### **Why is there a cost for the testing?**

Since public schools are responsible only for children of school age, they receive no funding for young children. Parents are charged for the testing so that the school district can meet its costs for this process. In addition to the time that personnel spend with you and your child, the tests must be scored and evaluated and reports written. There are also administrative costs related to organizing the process, meeting and conferring with the people involved, and evaluating the information obtained.

### **How do I get the test results?**

After testing, documentation will be provided to the building principal of the attendance area school. The principal will share the test information with the parent(s).

# Medford School District 549C

Code: JEBA  
Adopted: 10/10/16  
Revised/Readopted: 9/19/19  
Orig. Code: JEBA

## Entrance Age\*\*

A child will be admitted into a public school if their sixth birthday occurs on or before September 1. A student whose sixth birthday occurs after that date may be admitted to the first grade if they have maintained regular attendance in any grade of a public full-time school during the entire school term.

A child will be admitted to kindergarten if their fifth birthday occurs on or before September 1, or is a kindergarten student transferring from a public school in another district.

Early entry into school may be allowed for a student whose needs would best be met in the school program based on an analysis by qualified professional staff of their:

1. Cognitive development;
2. Social development;
3. Physical development.

The superintendent shall identify screening processes and instruments which will provide a dependable assessment of the preceding criteria.

Parents will be required to pay the cost of the special testing involved.

END OF POLICY

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### Legal Reference(s):

[ORS 327.006](#)  
[ORS 336.092](#)

[ORS 336.095](#)  
[ORS 339.010](#)

[ORS 339.115](#)  
[ORS 343.395](#)

# Medford School District 549C

Code: JEBA-AR  
Adopted: 2/27/17  
Revised/Readopted: 9/19/19; 1/09/20  
Orig. Code: JEBA-AR

## Guidelines for Early Entry into Kindergarten and First Grade\*\*

In accordance with Board policy JEBA - Entrance Age regarding early entry into kindergarten and first grade, the following procedural guidelines are established.

### Philosophy

Administrators and staff of the district believe that a student being considered for early admission into kindergarten or first grade<sup>1</sup> must demonstrate above-average ability in several readiness skills. In order to be eligible for early entry into kindergarten, the student must turn age 5 on or before October 1st or the student must turn age 6 on or before October 1st if requesting early entry into the first grade.

### Assessment for Kindergarten and/or First Grade

The recommended assessment instrument includes, but is not limited to, the Brigance Early Childhood Screen III.

### Procedures

The following steps will be implemented with regard to evaluating candidates for early entry into kindergarten or first grade based upon a district evaluation:

1. Parent request is made known to resident school;
2. Parent receives an Early Entry Packet, in their primary language when possible, and schedules a preliminary interview with the school administrator;
3. Parent interview is completed with the school administrator by May 1st;
4. Parent signs permission to assess child, and administrator or designee schedules the evaluation;
5. The deadline for submission of a request for district evaluation is May 1;
6. The school administrator collects fees for the evaluation and forwards fees to the designated district office administrator along with a copy of the request for Early Entry before May 10th;
7. The examiner will accomplish the following by the end of the school year:
  - a. Meet with parent to complete the Parent Feedback form, Parent Report-Self Help and Social-Emotional Scales and Parent Report Reading Readiness Scale;

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<sup>1</sup> First grade – only when assessment process is used for early entry.

- b. Evaluate the student using Brigance Core and Supplemental Assessments in the primary language, if possible;
- c. Meet with the school administrator and/or designated district office administrator to review and discuss the results of the evaluation and determine if the child meets the criteria established.

Criteria: Child scored at least a 75 on the Core Assessment. Other data from supplemental assessments will also be considered.

- 8. The school administrator and/or designee will and make a recommendation to move forward with the early entry process.
  - a. By June 30th, a conference will be held to discuss results with parent. Parent will be notified of the decision of whether or not the process will move forward.
  - b. If the student has met all of the evaluation criteria for early entry in the fall, parent will register and enroll child at the resident school.
  - c. School administrator will monitor qualified student for first eight weeks of school.
  - d. Before the end of the eight-week period, the teacher will complete the Teacher Feedback form.
  - e. If more information is needed, the teacher completes the Teacher Report-Self Help and Social-Emotional Scales, and Reading Readiness Scale.
  - f. Teacher will review results with school administrator.
  - g. After the first eight weeks of school, school administrator will contact parent to discuss progress and communicate the final placement decision for the child.
  - h. If it is determined that placement is not appropriate, school administrator will meet with parent or guardians to discuss other alternatives, if available.