



CENTERVILLE CITY SCHOOLS

Early Entrance Process

1. A parent's request for an early entrance into kindergarten comes to the principal. The child is scheduled to participate in kindergarten screening. The parents are provided with the **Early Entrance to School Referral** form and the **Parent Questionnaire for Early Entrance** form. The principal alerts Tammy Drerup, the Director of Student Services, to the request. When the referral form returns, a copy is sent to Tammy Drerup.
2. The child goes through the kindergarten screening process.
3. The screening team makes a recommendation regarding if the student is a good candidate for early entrance consideration.
 - If the team believes that the child may be a candidate for acceleration through early entrance into kindergarten, a letter is sent to the family by the principal stating that there is a recommendation for additional evaluations to occur. The principal will send the parents the **Permission for Early Entrance Review**.
 - If the team does not believe that early entrance into kindergarten is warranted, a letter is sent to the family sharing that their request is denied. This letter will ask parents to contact the Director of Student Services, Tammy Drerup, should they wish to discuss this further.
4. The Director of Student Services will meet with the family should they wish to discuss a denial for early entrance to explain the reasoning behind this decision.
5. For students being considered for early entrance, the school psychologist will complete the necessary assessments after the **Permission for Early Entrance Review** form is returned by the parent. The school psychologist will schedule a time for the team to come back together to review the results of the assessments.
6. The team will meet to discuss the assessments and make a decision based on the assessment results. The team will include the principal, the parents or guardians of the child, a kindergarten teacher, the gifted coordinator, the school psychologist, and the Director of Student Services.
7. The Director of Student Services will send a letter to the family letting them know the outcome.
8. A Written Acceleration Plan (WAP) will be written to ensure a smooth transition if the child is recommended for early entrance.

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