

## **598 Administrative Procedure - EARLY ENTRANCE TO KINDERGARTEN**

### **I. PURPOSE:**

The purpose of this policy is to provide guidance to professional staff and parents regarding early entrance to kindergarten.

[Minnesota Statute](#) All children to be eligible for kindergarten must be at least five years of age on September 1 of the calendar year in which the school year commences. In addition all children selected under an early admissions policy established by the school board may be admitted. If established, a board-adopted early admissions policy must describe the process and procedures for comprehensive evaluation in cognitive, social, and emotional developmental domains to help determine the child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parent report and teacher observations of the child's knowledge, skills, and abilities.

### **II. GENERAL STATEMENT OF PROCEDURE:**

- A. The procedure of the school district is to fully comply with Minn. Stat. § 124D.02 requiring school districts to have a procedure for early admission to kindergarten for select students.
- B. The school district will adopt procedures that establish a comprehensive evaluation for early admission to kindergarten. These procedures will include how the school district will:
  - 1. Help determine the student's cognitive, social, and emotional development.
  - 2. Help determine the child's ability to meet kindergarten grade expectations.

#### **C. Application Process**

The process of qualifying for Early Entrance to Kindergarten consists of the following steps:

- 1. Complete application including Early [Early Entrance to Kindergarten Application](#)
- 2. Schedule a meeting with Enrollment to:
  - a. Submit Early Entrance to Kindergarten application.

- b. Schedule a teacher observations of the child's knowledge, skills, and abilities
    - i. The teacher observation will be scheduled after receiving the early entrance application. This observation may be completed by a kindergarten or preschool teacher as determined by the early entrance team.
  - c. Complete a Social-Emotional Questionnaire (ASQ:SE-2)
  - d. Schedule an appointment for an Evaluation with School Psychologist, as soon as possible, prior to February 15. A missed or canceled appointment will not be rescheduled.
    - i. The district uses a standardized evaluation tool selected by the school psychologist.
    - ii. To meet eligibility for Early Entrance the student must score within the average range or above.
3. Enrollment Center will notify the parent/legal guardian via letter if the child:
- a. May enter kindergarten early on a probationary admission; or
  - b. Will not be admitted for Early Entrance but may enroll in kindergarten for the following school year.
4. If approved, the Parent/Legal guardian completes the Kindergarten enrollment process providing a notification letter of approval for Early Entrance.

***Applications missing information or submitted after the deadline will mean that Early Entrance to Kindergarten is no longer an option. Early entrance decisions are final and are binding across the district.***

***Cross References:*** RAS Equity Policy 102.1

***Legal References:*** Minn. Stat. [§ 124D.02](#) (Kindergarten Enrollment)  
Minn. Stat. [§ 120A.20](#) (*Admission to Public School*)

