

*Adopted:* \_\_\_\_\_

*Reviewed:* May 29, 2025

**Twin Cities International Schools**  
**AGE OF ENTRANCE POLICY AND PROCEDURES (534)**

**I. PURPOSE**

The purpose of this regulation is to implement the Age of Entrance policy by making provisions for the most appropriate placement of each student.

**II. GENERAL STATEMENT OF REGULATION**

A. Kindergarten Admission

1. Children whose fifth birthday is on or before September 1 are eligible for kindergarten entrance without assessment.
2. Children whose fifth birthday is on September 2 or thereafter through October 31 may be considered for admission to kindergarten based upon an assessment procedure that is described in Section III (below) AND only after all eligible September 1 students are enrolled.

B. Underage Children Previously Enrolled in School, but Entering Twin Cities International Schools for the First Time:

A kindergarten child moving into the school district during the school year from another school district that does not have identical entrance requirements, may be allowed to continue his/her education in this school district. Children who have attended kindergarten for a year in a public or nonpublic school may be admitted directly to the first grade even though they are underage according to our admission policy.

C. Kindergarten students are required to present a birth certificate or other evidence of birth date before they are enrolled.

D. First Grade Admission of Children Not Previously in School.

If a child is six years old on or before September 1 of the present school year, the child should be placed in first grade unless there are some obvious signs of immaturity.

**III. ENROLLMENT AND ASSESSMENT PROCEDURE FOR EARLY ADMISSION TO KINDERGARTEN**

- A. Parents interested in early kindergarten admission for their children will submit the following four forms prior to June 1 of the potential enrollment year to the school's main office.

1. Request for Consideration for Early Entrance to Kindergarten form
2. Kindergarten Early Entrance Information Sheet
3. Early Childhood Screening Summary Form or Verification of Screening
4. Birth Certificate

B. Following August 1 and after all pre-registered 5-year-old students have been placed in kindergarten, places available for underage children will be identified and administrators will be informed of the student to be considered for early entrance.

C. School-based assessment teams will review parent provided paperwork and will schedule a meeting with the parents and child. During the meeting the following will take place:

1. A member of the Administration and School Assessment team will interview the parents and child to discuss the pros and cons of early entrance.
2. Administration will review the process for entrance requirements and parents will give written approval for the school to initiate a formal assessment by a licensed school psychologist hired by the school.
3. An appointment time will be set for the school psychologist to administer the Wechsler Preschool and Primary Scale of Intelligence (WPPSI-IV). The assessment takes approximately 1 hour to complete.
4. Children considered must obtain a standard score of 125 or higher on the Wechsler Preschool and Primary Scale of Intelligence (WPPSI-IV).

D. Once the formal assessment has been completed, the parents, a member of the Administration and School Assessment team will meet to review the results and determine if the child qualifies for early entrance on a probationary period.

If the child may not advance to kindergarten at this time, the process is complete. The child will be welcomed back to the admission process at the next kindergarten registration opportunity.

If the child may advance to probationary entrance status, the child will be enrolled in a kindergarten class for the upcoming school year.

E. Children admitted to kindergarten through the early admission process are considered probationary to ensure the child will have a successful experience.

1. If it is apparent to the parent or school personnel in the first four weeks (20 days) of school that the child's adjustment is not satisfactory, the school administration will be notified. The site team, along with the parent and school director will be asked to reconvene to determine if school enrollment is appropriate at this time.
2. The primary classroom teacher and the parent will complete the Ages & Stages Questionnaires Social-Emotional (ASQ-SE). This information, along with classroom observations by the primary teacher and a member of the site team will be discussed at the meeting.
3. If it is determined that this is not an appropriate placement, the child will be withdrawn from kindergarten and would return to kindergarten the following year in accordance with state statute.
4. The decision of the school director is final.

***Legal Reference:***

[M.S.120A.20 Subd. 1 – Admission to Public School](#)