

421 – Rule PROCEDURES FOR EARLY ADMISSION ENTRANCE AGE

The Williams Bay School District follows Wisconsin law which specifies that, to enter kindergarten or first grade, children must be five years of age by September 1st of their first grade year. Occasionally, exceptions need to be made for early entrance into kindergarten or first grade.

Early entrance is not available for the Williams Bay School District four-year-old kindergarten program (4K). Students who attend four-year-old kindergarten must be four years old on or before September 1 in the year he/she proposes to enter four-year-old kindergarten. Attendance or non-attendance does not preclude a family from applying for early entrance to kindergarten or first grade.

Parents/guardians may apply to have their child, whose birth date does not meet the date requirements, be admitted early to the 5-year-old Kindergarten program or first grade. Parents/guardians seeking early entry for their child will make a written request (not email) to the Elementary Principal postmarked by March 15 of the previous school year. The letter of request should include the child's full name, date of birth, grade level into which early entrance is being sought, and parent contact information (names, phone numbers, emails, and mailing address). Applicants for early admission must meet the standards, conditions and procedures adopted by the Board as outlined below.

Early Admission Process

1. A meeting regarding early admission to kindergarten or 1st grade will be scheduled with the parents, the building principal, kindergarten/1st grade teacher, and other support personnel, as needed. This team will meet and review the application form and interview the parents.
2. The purpose of the parent interview is to: determine parental reasons for seeking early admission, determine parental expectations for the child, to allow the parent to ask questions regarding the kindergarten/1st grade program, to explain the procedures and requirements for early admission, to gather any other pertinent information about the child, and to arrange for further evaluation, if determined appropriate.
3. The decision whether to proceed with the early admission process following this meeting will be a joint decision by the building principal and the parent.
4. The assessment team can include the following:
 - Building Principal
 - Kindergarten/1st Grade Teacher
 - School Psychologist
 - Others as determined by the team
5. For early admission to kindergarten or 1st grade, the first step in the assessment phase will include the child attending two-or-three consecutive days of kindergarten or 1st grade in April/May. During this time, the child's social, academic, physical and emotional development will be observed and assessed by the kindergarten or first grade teacher(s). Parental observation of the program may be encouraged to provide a clear picture of the

daily program (timeframe and scope of observations are to be determined by the building principal).

6. Assessments will be conducted by a team that evaluates the following:
 - Developmental readiness
 - Cognitive ability
 - Academic achievement
 - Fine and gross motor skills
 - Perceptual abilities
 - Health and physical development
 - Social emotional development
7. Following the assessment phase, a conference will be held to review the observations and assessments and to make a recommendation concerning early admission.
8. The decision will be based upon a review of all the information regarding the early or delayed admission student including:
 - Questionnaires
 - Results of the interview
 - Results of individual assessments
 - Observations
 - Information gathered from current teacher/placement
9. The early admission recommendation will be made to the parents at a parent conference. All the information will be made available to the parents. Results of the assessments, observations, etc. would need to reflect that the child would be in the typical range of overall development for the child to be considered for an early entry placement.
10. The final decision for early admission to 5K will be made by the building principal upon the recommendation of the team.
11. All admissions for early admission will be considered tentative six-week placements. The classroom teacher will report any concerns to the building principal and parent by the end of the six-week placement and determination will be made whether the child should continue by a joint decision of the building principal, classroom teacher and parent.
12. Once a student has completed Kindergarten, or 1st grade, a student will not be allowed to repeat Kindergarten, or 1st grade as a result of an early entrance decision.

The Williams Bay School Board has the final authority for deciding whether or not the child is to be admitted to first grade in accordance with the conditions and standards of C above.

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