

Qualifications of Attendance and Placement

Early Entrance to Kindergarten

The following procedures shall be utilized to process individual requests for early entrance for in district students whose fifth birthday falls between September 1 and October 31:

- 1) Parents seeking early entrance to kindergarten for their child will submit an application to the Assistant Superintendent for Teaching and Learning during the time established for kindergarten registration or by the last school day of the school year. Late applications will not be accepted.
- 2) The cost of the assessment for early entrance to kindergarten will be determined in the spring and paid prior to the screening. If a family qualifies for free and reduced lunch the cost will be reduced or waived.
- 3) Following the payment or waiver of the processing fee, an appointment with the child will be scheduled for the screening. The screening will be administered by district staff trained in the area of early childhood education. To be considered for early admittance to kindergarten, a student must score at or above the 75th percentile in all sections of the screening tool.
- 4) Parents will be notified if their child is granted or denied early entrance once the screening has been completed and assessed.
- 5) Parents may appeal in writing the decision for early entrance to kindergarten to the Assistant Superintendent for Teaching and Learning. Following the review, the decision of the Assistant Superintendent will be final.
- 6) Early entrance to kindergarten placements are on a space available basis. If a child's neighborhood school does not have space, families will be directed to register at a school where space is available. Parents should not place their names on school waiting lists. Placement of students will be made by the superintendent's office.

Admission of Students Aged Twenty-One or Older

- 1) The student shall petition the Superintendent for admission.
- 2) The petition shall identify the student's name, age, address, and grade level or program of study.
- 3) If approved, the petition shall specify the tuition fee to be paid, shall be signed by the student and the Superintendent, and shall constitute the written agreement required by law. It shall be retained as a public document and made available to the State Superintendent of Public Instruction upon request.
- 4) The tuition fee shall be calculated in the same way the State Superintendent of Public Instruction determines the cost of educating a student in the District, except that a handicapped student who turns twenty-one during the school year shall only pay that amount of money deemed as "excess cost."

Part-Time, Home-Based or Off-Campus Students

- 1) An interested parent/guardian, applying for home-based instruction status on behalf of their child(ren), shall do so at the office of the Superintendent.
- 2) The office of the Superintendent, upon request, shall provide a parent/guardian with the District's Declaration of Intent to Home School.

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- 3) Upon completion of the Declaration of Intent to Home School, the Superintendent or designee shall review with the parent/guardian Policy 3110, with particular attention given to those areas related to parent/guardian responsibility and accountability.
- 4) If a parent determines that supervision by a certificated teacher is necessary to satisfy qualifications to provide home-based instruction, the Superintendent or designee shall inform the parent/guardian that they are expected to select and pay for such supervision. The District will, if requested, assist the parent/guardian in securing instructional materials, provided that the parent/guardian shall bear the cost of such materials.
- 5) The Superintendent or designee will advise the parent/guardian of their rights to enroll a student for part-time instruction and/or to receive ancillary services.

Entrance from Home-Based or Private School Programs

- 1) The student's parent/guardian shall enroll the student at the resident area school or shall apply for attendance at a non-resident school by means of District-approved school choice procedures.
- 2) When the student transfers from a state-approved institution, the principal or designee shall review records presented by the parent/guardian and place the student at the relevant grade level.
- 3) When the student enrolls from home-based instruction or a private school not approved by the state, all evidence of educational progress, including standardized test scores, transcripts, portfolios, and school or instructor recommendations/reports, shall be provided by the parent/guardian and shall be reviewed for placement purposes by the principal or designee.
- 4) After review of provided records, the principal or designee will determine the appropriate grade and course placement and will inform the student's parent/guardian.
- 5) The student's placement will be conditional for the first twenty (20) school days.
- 6) A review of the student's progress within the first twenty (20) school days by the principal or designee shall be reported to the parent/guardian and final placement shall be made after the review.

<i>Procedure established</i>	<i>March 25, 1995</i>
<i>Revised</i>	<i>May 8, 2000</i>
<i>Renumbered</i>	<i>May 12, 2003</i>
<i>Revised</i>	<i>March 8, 2004</i>
<i>Fee Updated</i>	<i>October 15, 2009</i>
<i>Revised</i>	<i>May 23, 2011</i>
<i>Reviewed</i>	<i>March 25, 2013</i>
<i>Revised</i>	<i>January 2018</i>

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Application for Early Entrance to Kindergarten

Please fill in this form to request early entrance for a student living within the Olympia School District boundaries whose fifth birthday falls between September 1 and October 31:

Student's Last Name	First Name	Date of Birth
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Parent/Guardian Name (please print)

Home Address	City	Zip Code
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Home Phone	Cell Phone	Work Phone
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Email Address

I grant permission for the Olympia School District staff members to test my child, (please print name) _____, to determine eligibility for early entrance to kindergarten.

Parent/Guardian Signature _____

This form is to be turned in to the Assistant Superintendent for Teaching and Learning during kindergarten registration or by the last day of the school year. You will be notified of the testing date and time.

Date received in the Assistant Superintendent for Teaching and Learning Office _____

Documents received:

___ Copy of birth certificate or passport

___ Proof of address attached or viewed (utility bill, lease, rental agreement)

___ Testing fee (paid or waiver)