



# Brown County Schools

## Early Entrance Appeal Application: Kindergarten and Grade 1

The State of Indiana has determined that children **5 years of age on or before August 1<sup>st</sup>** of the coming school year are eligible for **kindergarten entrance** and children **6 years of age on or before August 1<sup>st</sup>** of the coming school year are eligible for **Grade 1 entrance**.

### District Early Entrance Policy

**Brown County Schools** permits appeal of Indiana's **August 1<sup>st</sup>** eligibility date for Kindergarten and Grade 1 entrance when a child's birthdate falls between **August 2<sup>nd</sup> and October 1<sup>st</sup>** of the coming school year. All appeals must be **submitted in writing** to the building principal of the child's school of legal settlement. The written appeal must include submission of this form **prior to** the beginning of the coming school year. Early entrance decisions are considered on an individual basis. Early Entrance is generally not recommended for most students.

**Complete the following application to appeal the age entrance requirement for Kindergarten or Grade 1.** Your child's birthdate must fall between **August 2<sup>nd</sup> and October 1<sup>st</sup>** of the coming school year to apply.

1) Child's Name: \_\_\_\_\_  
(Legal Last) (Legal First) (MI)

2) Date of Birth: \_\_\_\_\_ (A copy of the child's **birth certificate** must be attached.)

3) Name and address of any Kindergarten or Preschool program the child has attended

\_\_\_\_\_  
Programs Name Program Address and Phone Number

4) Attendance History at previous Kindergarten or Preschool Program (Please describe.)

5) Record of recent Physical Examination and Immunizations (A copy must be attached.)

6) Parent/Guardian's Name: \_\_\_\_\_

7) Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

8) Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

9) Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell (if different from home): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS APPLICATION ALONG WITH REQUIRED DOCUMENTS TO THE SCHOOL OFFICE. WRITTEN NOTIFICATION OF ADMITTANCE AS AN EARLY ENTRANCE STUDENT WILL BE MADE BY THE PRINCIPAL OF YOUR CHILD'S SCHOOL OF LEGAL SETTLEMENT PRIOR TO THE BEGINNING OF THE COMING SCHOOL YEAR.**

## 5112C - APPEAL FOR EARLY ENTRANCE TO KINDERGARTEN OR FIRST GRADE

Children of legal settlement who have not attained the age of five (5) by August 1st shall not be eligible for entrance into the kindergarten program nor shall a child who is not six (6) years old be eligible for entrance into first grade, unless the parents submit an appeal.

Such an appeal is to be submitted to the principal and shall include the following information:

- A. name of the child
- B. birthdate
- C. name and address of any kindergarten or preschool program the child has attended
- D. narrative history related to attendance at another kindergarten or preschool program
- E. record of a recent physical examination
- F. immunization record

Prior to making any decision on early entrance, the child will participate in a screening program which is based on the following criteria:

- A. Social maturity
- B. Sound and well-developed personality
- C. Physical characteristics
- D. Other categories as determined by the principal

During the screening, the parents are to be interviewed in order to develop an adequate case history on the child and advised of the nature of the kindergarten (or first grade) program. No indication is to be communicated to the parents during the screening process. They should be told that the evaluation and viewpoints of the staff and parents will be presented to the principal who shall make the final decision.

After the necessary data has been obtained, the decision whether or not to approve the appeal and enroll the child in the kindergarten (or first grade) program will be made by the principal or a team consisting of administrative team representatives.

If the appeal is approved, a meeting is to be held with the parents to inform them of the decision, to counsel them about their child's particular strengths and weaknesses, and to complete the enrollment procedures for entrance into the kindergarten (or first grade) program.

If the appeal is not approved, the Superintendent is to contact the parents and explain the reasons why their child will not be eligible and to inform them of the enrollment procedures when their child meets the age requirements.

### Special Circumstances

#### 4 year olds

- Parents with 4-year olds turning 5-years old by **October 1st** will use the Early Entrance Appeal Process. The appeal must be made in writing.
- Parents of 4-year olds will be encouraged to enroll their child in Preschool.
- Parents of 4-year olds will be encouraged to seek OnMyWay PK vouchers as appropriate.

- Parents of 4-year olds will be encouraged to apply for Brown County Community Foundation Scholarships based on Free/Reduced Lunch status.
- Any 4-year old admitted to Kindergarten will be held to all BCS school attendance requirements.
- Retention in Kindergarten will be made based on student performance data.

### **5 year olds**

- Children age 5-years by August 1st, regardless of disability or developmental status, will be automatically enrolled in Kindergarten unless **the parent** requests retention in Preschool.
- School staff will not recommend retention in Preschool.
- Parents who request retention in Preschool will meet with the Principal to present a rationale for their request.
- Children eligible for Kindergarten will not be given Preschool Scholarships.
- Children retained in Preschool must be counted in the mandated ratios for LLEP certification.
- Families who choose to retain their children in Preschool will pay Preschool Tuition.