

# MINNETONKA SCHOOL DISTRICT

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## 509.1 EARLY ENROLLMENT

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### 1.0 Kindergarten Enrollment

1.1 Entrants must be five (5) years of age by September 1.

**Exception:** Those who move into the Minnetonka District from another school will be accepted at that grade level only with documented evidence of success from the sending school.

1.2 Children born between September 2 and October 31 with demonstrated superior ability and above average social and emotional maturity may be admitted if qualified under provisions specified in administrative procedure. Testing and observations will be used to determine placement and the final decision will be made by the Early Enrollment Committee.

### 2.0 First Grade Enrollment

2.1 Entrants must be six (6) years of age on September 1.

**Exception:** Those who move into the District from another school will be accepted at that grade level only with documented evidence of success from sending school.

2.2 Children born between September 2 and October 31 who have not attended another school will be required to have testing and observation as determined by the Early Enrollment Program Coordinator to be considered for Early Enrollment. The final decision will be made by the Early Enrollment Committee.

3.0 An official certificate of the child's birth will be required as evidence of age upon child's first entrance in the Minnetonka School District.

*Adopted: 1/23/03*

# MINNETONKA SCHOOL DISTRICT

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## PROCEDURES FOR POLICY 509.1: EARLY ENROLLMENT

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Children younger than the specified ages in the policy on student entrance age may be enrolled if certain qualifications are met.

The parent(s) of any District child whose birthday falls between September 2 and October 31 may request consideration for early enrollment to kindergarten. The procedures to be followed are outlined below.

1. By March 1 the Early Enrollment Program Coordinator will notify all families of students who will turn five (5) between September 2 and October 31 of the Early Enrollment procedures.
2. Interested parent(s)/guardian(s) will contact the Early Enrollment Program Coordinator on or before April 15 preceding the September of desired entrance to receive application materials.
3. The parent(s)/guardian(s) will complete and return the Early Enrollment application materials to the Early Enrollment Program Coordinator on or before May 1. As part of the application process parents will provide records from preschool programs attended by the child. Follow-up interviews with parents may be requested. A release of information regarding preschool performance is needed. Permission to test is required.
4. If the child appears to meet preliminary eligibility requirements as determined by the Early Enrollment Committee, the child will be screened by a Minnetonka School District Kindergarten teacher.
5. If the child meets the criteria established for the Kindergarten screening, a licensed determined school psychologist will administer an intelligence test and other assessments as needed.
6. The psychologist will assess the child and will provide a summary of the assessment to the Early Enrollment Program Coordinator.
7. A placement decision will be made by a team comprised of the Early Enrollment Program Coordinator, Kindergarten teacher(s), Psychologist, Elementary Principal(s), Executive Director of Teaching and Learning, a representative from the High Potential Department and a representative from the receiving school.
8. The Early Enrollment Program Coordinator will report the decision to the parent(s)/guardian(s) as soon after June 1 and no later than July 31 preceding the

anticipated enrollment. Copies of the information gathered and the Early Enrollment Committee's decision will be available upon request.

9. Current residents missing the May 1 deadline will be required to send children at the age appropriate time to Kindergarten.

**Adopted: January 23, 2003**

**Revised:**