



ADMINISTRATIVE PROCEDURE

EARLY ENTRANCE INTO FIRST GRADE

5111.11

Procedure No.

September 1, 2000

Date

- I. **PURPOSE:** To provide a standardized procedure for a student's early entrance into first grade.
- II. **POLICY:** By resolution on December 7, 1981, the Board of Education adopted procedures which all extremely talented kindergarten students to become integrated into the first grade, after identification has been completed.
- III. **PROCEDURES:**
 - A. All children who are eligible for enrollment in kindergarten by virtue of age, may be enrolled in kindergarten. Kindergarten students may be nominated by a parent/guardian, teacher, or principal for early admission to first grade.
 - B. Kindergarten students who are nominated for early admission will be observed during September and October, and the observation checklist (Attachment III) will be completed. During this period of observation, parents/guardians will be invited to visit their child's classroom.
 - C. At the end of the observation period, the child will be reviewed by the School Instructional Team (SIT). If the child's performance level is high enough to warrant additional screening, and if the parent/guardian gives consent, a School Ability Test (OLSAT) will be administered to the child. The test can be secured from the Talented and Gifted Office (TAG). Parental consent is required prior to administering the test.
 - D. Students who meet the 80% requirements on each of the three sections of the Observation Checklist and whose school ability score on the School Ability Test is 126 (95% or higher) may be recommended for early admission to grade one (1) by the SIT. Full-time placement into first grade for students who qualify should occur near the beginning of the second quarter to maximize the first grade experience.
 - E. The Report on Early Admittance to First Grade Form (Attachment II) should be included in the child's Limited Access Folder (LAF). **A copy of this report must be sent to the TAG Office.** The Observation Checklist (Attachment III) and Parent Nomination Form (Attachment IV) should be maintained in the child's cumulative folder. **The child's first grade report card should have the following statement recorded instead of first quarter grades:** "This student entered first grade after completion of the Early Entrance into First Grade Procedure."
 - F. After studying the recommendation, the principal will inform the parent of one of the following:
 1. The child is recommended to remain in kindergarten with appropriate experiences; or



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2. The child is recommended to have both kindergarten and appropriate first grade experience; or
 3. The child is recommended for placement in first grade (Attachment V).
- G. The cognitive, social, and physical development of each child who is accelerated to the first grade will be reviewed as the year progresses. After consultation with the parent/guardian, any child who is determined to be inappropriately placed in the first grade may be reassigned to the kindergarten program and receive appropriate enrichment experiences.

The following documents are to be used in implementing the procedure:

Attachment 1 - Timeline for completing Early First Grade Entrance Procedure.

Attachment 2 - Report on Early Admission to First Grade.

Attachment 3 - Teacher's Observation Checklist.

Attachment 4 - Parent Nomination Form.

Attachment 5 - Sample Letters (2).

- IV. **RELATED PROCEDURES:** Administrative Procedure 5111.1, Admission to Kindergarten and First Grade.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Division of Instruction and will be updated as needed.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5111.11, dated September 1, 1982 and Bulletin I-19-95, dated October 12, 1994.
- VII. **EFFECTIVE DATE:** September 1, 2000.

Approved by:
Iris T. Metts
Superintendent of Schools

Attachments: (5)

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11