

## STUDENT PERSONNEL

Series 400

Policy Title . . . ENTRANCE/ADMISSIONS REQUIREMENT Code No. 421

All students who meet the established age requirement and are residents of the District shall be admitted to schools in the District. A pupil shall not be admitted to Kindergarten unless he/she is five years of age on or before the 1<sup>st</sup> day of September of the current year. Parents requesting early entrance to Kindergarten for their child must follow established administrative procedures/regulations.

A pupil shall not be admitted to the first grade unless he/she is six years of age on or before the 1<sup>st</sup> day of September of the current year. A birth certificate or other satisfactory evidence of age shall be required of each pupil entering school in this District for the first time. Students who apply for admission to grades 1 through 12 shall be placed in a grade level according to established administrative procedures. Parents or guardians of students admitted to the District's elementary and secondary schools shall present immunization records as required by law.

The District shall not discriminate in admissions to any school, class program or activity on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability/handicap. Accordingly, the Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected classification or characteristic that serves as the basis for any prohibited discriminatory conduct, policy, or practice. However, this policy shall not prohibit placing a student in school, class program or activity based on objective standards of individual performance or need.

Complaints regarding the interpretation, enforcement, or alleged violations of this policy shall be referred to the administrative staff and processed in accordance with established procedures as outlined in School Board Policy 112.

Date of Adoption:  
April 5, 1979  
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October 8, 1979  
Amended:  
April 5, 1993  
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August 12, 2013

Legal Reference: Code of WI  
115.28 (2), 115.80, 118.13, 118.14,  
118.145, 140.05(16), PI 9.03 (1) Wis.  
Administrative Code

ADMINISTRATIVE REGULATION TITLE...  
PLACEMENT PROCEDURES FOR TRANSFER STUDENTS

Code No. R-421

1. When a student transfers from a Wisconsin public school or private school recognized by the Department of Public Instruction, the student shall be placed in his grade level at the time of transfer.
2. When a student transfers from a school outside of Wisconsin recognized by that state/country, the student shall be placed in his grade level at the time of transfer.
3. When a student transfers from a school that does not meet either criteria (1) or (2), the building principal shall determine the student's appropriate grade placement, with the high school principal having the additional authority to determine the degree to which the transfer student has satisfied Burlington High School graduation requirements. The criteria principals shall use to determine the student's initial grade placement may include any or all of the following:
  - a. The result of an academic achievement test, administered to the student by the building school counselor, an administrator, a psychologist, or an approved outside agency.
  - b. A review of the student's educational records, including evidence of academic achievement and/or academic work.
  - c. The results of an interview of the student, conducted by the school counselor, a school psychologist or an administrator.
  - d. The results of intelligence or aptitude testing, if deemed appropriate by the principal.
  - e. The results of an interview of the student's parents(s) or legal guardian conducted by the principal or the principal's designee.
  - f. The student's chronological age.
4. When a transfer student's records are incomplete, or when screening for initial placement is necessary, the principal may authorize a temporary grade placement to last no longer than three weeks, based upon the student's chronological age. Temporary placement may be extended for longer than three weeks only with the direct approval of the Superintendent.
5. Students transferring into Burlington Area School District schools who have been identified as having an Exceptional Educational Need (EEN) will have their records reviewed. Placement will be made in accordance with district policies, practices, and procedures.

ADMINISTRATIVE REGULATION TITLE...  
ENTRANCE REQUIREMENTS EVIDENCE OF AGE

Code No. R-421

All enrollees must present satisfactory evidence of age when enrolling in Kindergarten or first grade for the first time.

1. Statutes do not mandate Kindergarten attendance.
2. Statutes do require a child be age 6 on or before September 1<sup>st</sup> in the year he or she enrolls.
3. Children with special disabilities or handicaps may be included in special programs from age 3 through age 21.
4. Present a birth certificate before entering a child's name on the record.
5. Parents requesting early entrance to school must sign a release for evaluation of their child.
6. Physical stature is not a criteria for admittance to school.

## PROCEDURE FOR EARLY ADMISSION TO KINDERGARTEN OR FIRST GRADE

The School Board of the Burlington Area School District recognizes that a child may be sufficiently advanced cognitively; emotionally and physically so as to warrant consideration to be eligible to enter Kindergarten or first grade in advance of his/her regularly scheduled start date as established by state statute. The following procedures shall be followed in determining the outcome of a request for a waiver of the entrance date:

1. Applications for early entrance shall be filed prior to June 1 for the coming school year.
2. To be eligible for early entrance testing, a child must be five years old before October 1 for Kindergarten and six years old for first grade.
3. Requests for early entrance testing shall be made in writing (there is no form) and submitted to the Superintendent/Designee. This evaluation shall be at no cost to the parent/guardian.
4. Members of the school staff will conduct an assessment of the child which will include a means to ascertain the child's readiness for Kindergarten or first grade in the areas of emotional, social and cognitive functioning. A parent interview/conference will also be held to discuss the appropriateness of early entrance to Kindergarten or first grade.
5. The staff conducting the evaluation will submit a final recommendation in writing to the Superintendent /Designee.
6. The Superintendent/Designee shall review the recommendations and determine early entrance eligibility. Letters will be sent to inform parents/guardians of the status of their child.
7. Students deemed eligible for early entrance will be admitted on a nine week trial basis.
8. Appeals on behalf of those students not deemed eligible for early entrance may be made to the Burlington Area School Board, in writing, within 10 days of notice of the decision.