

## BOARD POLICY

## Ages of Admission

Acceptable forms of birth date verification are described below. The school record is sufficient once it is established.

## A. Admission to Kindergarten

In order to enroll in kindergarten at the beginning of the school year, a child must be five years old on or before September 1 of the current school year. Per Education Code Section 48000, students who are not yet five may not enroll in kindergarten.

A child who has reached his or her sixth birthday on or before September 1 of the school year may be admitted to kindergarten upon parent request.

## B. Admission to Transitional Kindergarten

Transitional kindergarten was established by the State in 2010 due to the change in the required fifth year birthday for admission to kindergarten. For select students with birthdays falling between September 2 and December 2, transitional kindergarten is the first year of a two-year kindergarten program that uses a modified curriculum that is age and developmentally appropriate.

A child may be admitted to transitional kindergarten if the child's fifth birthday falls between September 2 and December 2 of the current school year.

On an individual basis, a child who is age appropriate for kindergarten at the beginning of the school year may be enrolled in transitional kindergarten upon parent request. Placement must be in the best interest of the child. The parent must sign an *Agreement to Continue Pupil in Kindergarten* form and agree to continue the student into kindergarten the following year. One copy of the signed agreement must be placed in the student's cum for auditing purposes, and another copy must be forwarded to the Office of Elementary Education.

## C. Mid-Year Admission to Transitional Kindergarten or Kindergarten

On a case-by case basis, a child who has reached his or her fifth birthday at any time during a school year may be admitted to transitional kindergarten or kindergarten on or after the child's fifth birthday.

1. Admittance must be in the best interest of the child.
2. School staff will perform an initial assessment to evaluate the child, and will make a recommendation based on the outcome.
3. Prior to making a final recommendation, the principal should contact the Office of Elementary Education to ensure the appropriate placement.

4. When enrolling a student mid-year into transitional kindergarten, following his or her fifth birthday, the parent must sign an *Agreement to Continue Pupil in Kindergarten* form and agree to continue the student into kindergarten the following year. One copy of the signed agreement must be placed in the student's cum for auditing purposes, and another copy must be forwarded to the Office of Elementary Education.

D. Admission to First Grade

The minimum age of entry for first grade enrollment is six years on or before September 1 of the current school year.

A child who has completed one full year of public school kindergarten shall be admitted to the first grade, regardless of age.

E. Early Admission to First Grade

On a case-by-case basis, a child who has lawfully completed private school kindergarten early may be admitted early to first grade when the following criteria have been met:

1. The child is at least five years of age.
2. The child has attended a public school kindergarten for a sufficient time (approximately three weeks) as determined by the principal to enable school personnel to evaluate the student's ability.
3. The child is in the upper five percent of his/her age group in terms of general ability.
4. The child's physical development and social maturity are consistent with his/her advanced ability.
5. The parent/guardian of the student has filed a written statement with the school district approving placement in first grade.

The pupil's best interest must be the first consideration in special placement.

The principal is responsible for making the final decision for first grade placement after checking anecdotal records and cumulative folder information, and observing the child in the classroom setting.

Prior to making a final recommendation, the principal should contact the Office of Elementary Education to ensure the appropriate placement.

Psychological referrals for this program will be handled in the same manner as other psychological referrals.

Once the principal is satisfied that a change in placement is appropriate, he/she is authorized to implement such change. The principal should communicate in advance with the parent or guardian the intent of achieving full cooperation.

- F. Admission to Second through Twelfth Grade  
Children new to the district from another United States school district, enrolling in second through twelfth grade, should be enrolled in the next consecutive grade level according to the last grade level completed/enrolled.
- G. Admission to Transitional Kindergarten through Twelfth Grade from Outside of the United States  
Children new to the district, from outside of the United States, enrolling in transitional kindergarten through twelfth grade, should be placed by age according to the age-appropriate placement guidelines provided annually.

On a case-by-case basis, placement in another grade level may be made with prior approval through the Office of Elementary or Secondary Education as appropriate.

The pupil's best interest must be the first consideration in special placement.

#### Age Verification

- A. Acceptable Age Verification Documents  
According to Education Code 48002, any of the following is acceptable proof of a child's birth date:
1. A certified copy of a birth record
  2. A statement of the local registrar/county recorder certifying the date of birth.
  3. A baptismal certificate duly attested
  4. A passport
  5. An immigration visa
  6. An Affidavit of Age Verification form is required from the parent/guardian of the minor when none of the foregoing is obtainable.

The nature of the documentation will be stipulated in the cumulative record, thus precluding retention of such documents by the school district representative.

The school record is sufficient once it is established.

Ref: EC Sections 48000-48002, 48010-48011

Adopted: December 16, 1969

Revised: August 27, 1979

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