

**MILACA PUBLIC SCHOOLS  
SCHOOL BOARD POLICY**

*Adopted: February 2009*

*Revised: April 2017*

**ENTRANCE AGE**

**I. PURPOSE**

A student must be five years of age on or before September 1 of any year to be eligible to enroll in kindergarten classes. The Milaca School District #912 views this age requirement as developmentally appropriate for a child to function successfully in the kindergarten program.

**II. GENERAL STATEMENT OF POLICY**

The Milaca School District is in compliance with the Minnesota Statutes 2002, 120A.20 subdivision 1, that states a person shall not be admitted to a public school (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; or (2) as a 1st grade student, unless the pupil is at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten; except that any school board may establish a policy for admission of selected pupils at an earlier age.

**Source:** Independent School District No. 912, Milaca, MN

**Legal Reference:** M.S. 120A.20

## EARLY ENTRANCE

The Milaca School District #912 recognizes that early entrance to school is an important decision and should be limited to and reflective of the following process:

### A. Selection Criteria for Early Entrance into Elementary School

To be eligible for early entrance to school the student must meet the criteria in the prioritized order listed below.

1. Birthday is prior to October 1<sup>st</sup> of the year student seeks early entrance.
- 2a. Demonstrated academic success and social maturity in a preschool program validated by a letter of recommendation from preschool teacher/director.

OR

- 2b. Social maturity is demonstrated by social maturity assessments (Attachment 1) conducted by school personnel (usually a kindergarten teacher).
3. Mental age is in the high average range as demonstrated by ability assessments conducted by the school psychologist.
4. Competency in academic skills is demonstrated by the student on the Milaca Kindergarten Assessment which is conducted by a kindergarten teacher.

### B. Application Procedure

1. Secure application form at the elementary school of attendance. Complete and return by August 1. Applications received after August 1 may be considered in the case of extenuating circumstances provided assessments can be completed prior to September 1.
2. Interview of parents and child by principal, reading specialist or kindergarten teacher.
3. Assessments and Observations
  - a. Social Maturity
  - b. Psychological
  - c. Milaca Kindergarten Assessment

Cost incurred for assessment to be borne by parents. Costs include assessment materials; professional time for assessing, scoring and reporting; substitute for teacher (if necessary).

4. Complete medical check-up at the parent's expense. Immunizations must meet State of Minnesota requirements.
5. Post-assessment interview with the parents and school personnel.
  - a. The decision for allowing early entrance will be made at team staffing of school personnel (usually the principal and the kindergarten teacher).
  - b. If entered early, the child will be placed on a trial basis. The probationary period will consist of the first month of school. An evaluation using the "Early Entrance Probationary Checklist" (Attachment 2) may be requested by the teacher at the end of the first month with the option to withdraw the student from early entrance by the admittance committee.
  - c. The early entrance assessment packet will be kept in the student's cumulative file.

## ELEMENTARY SCHOOL EARLY ENROLLMENT APPLICATION FORM

1. Child's Name \_\_\_\_\_
2. Child's Birth Date \_\_\_\_\_
3. Parent Information  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

4. I understand that in order for my child to be considered for early entrance it will be necessary to meet the following criteria:

### Selection Criteria for Early Entrance to Elementary School

To be eligible for early entrance to school the student must meet the criteria in the prioritized order listed below.

1. Birthday is prior to October 1<sup>st</sup> of the year student seeks early entrance.
- 2a. Demonstrated academic success and social maturity in a preschool program validated by a letter of recommendation from preschool teacher/director.
- OR
- 2b. Social maturity is demonstrated by social maturity assessments conducted by school personnel (usually a kindergarten teacher).
3. Mental age is in the high average range as demonstrated by ability assessments conducted by the school psychologist.
4. Competency in academic skills is demonstrated by the student on the Milaca Kindergarten Assessment which is conducted by a kindergarten teacher

I understand, further, that I am responsible for the costs incurred for assessments according to the following schedule:

- |   |             |
|---|-------------|
| a. Psychologist Assessment  | \$200       |
| b. Observation and Assessment of Child<br>Social Maturity and /or<br>Milaca Kindergarten Assessment | <u>\$50</u> |
| TOTAL   | \$250       |

5. There will be a post-assessment interview with school personnel and the parents to review assessment and observation data. The decision to enroll a child early will be made by school personnel.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

## EARLY ENROLLMENT INTERVIEW & ASSESSMENT SUMMARY FORM

### I. Interview

A. Basic reasons for requesting early enrollment:

1.

2.

3.

B. Describe school and/or other formal preschool experience your child has had:

C. Do you understand the criteria and procedures for early enrollment?

D. What skills has your child exhibited that lead you to believe your child is ready for early enrollment?

1.

2.

3.

### II. Assessment Components

#### A. Social Maturity (Early Entrance Checklist)

(Observation by Kindergarten teacher will be arranged by principal and caregiver.)

A1. Letter from Preschool (attached a copy of the letter)

Social Maturity requirement is met by the letter from preschool

☐ Yes

☐ No

A2. Name of Assessment \_\_\_\_\_

Score(s) \_\_\_\_\_

Date of Assessment \_\_\_\_\_

#### Recommendation:

1. Does child meet eligibility according to the social maturity assessments or observations?

☐ Yes

☐ No

2. Comments:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tester's Name

## B. Psychologist Assessment

Name of Assessment \_\_\_\_\_

Score(s) \_\_\_\_\_

Date of Assessment \_\_\_\_\_

Psychologist recommendation:

1. Does child meet eligibility according  
To the psychological assessment? ☐ Yes ☐ No
2. Comments:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Psychologist's Name

## C. Milaca Kindergarten Assessment

Name of Assessment \_\_\_\_\_

Score(s) \_\_\_\_\_

Date of Assessment \_\_\_\_\_

**Recommendation:**

1. Does child meet eligibility according  
to the Milaca Kindergarten  
Assessment? ☐ Yes ☐ No
2. Comments:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tester's Name

## III. Early Entrance School Decision

1. Does child meet criteria for early  
entrance into kindergarten? ☐ Yes ☐ No
2. Comments:

## IV. Early Entrance Probationary Checklist

(End of first month) ☐ Yes ☐ No

**EARLY ENTRANCE CHECKLIST  
(Social Maturity)**

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Physical Characteristics

- \_\_\_ 1. Exhibits physical maturity
- \_\_\_ 2. Demonstrates good muscle control (gross motor and fine motor skills)
- \_\_\_ 3. Performs self help tasks (buttoning, toileting, etc.) independently
- \_\_\_ 4. Demonstrates sufficient stamina for entire day
- \_\_\_ 5. Performs good eye-hand coordination

Intellectual Characteristics

- \_\_\_ 1. Finishes work on time
- \_\_\_ 2. Follows directions
- \_\_\_ 3. Demonstrates good listening skills
- \_\_\_ 4. Performs above average with peers in areas of academic skills
- \_\_\_ 5. Shows interest in kindergarten level activities

Social Characteristics

- \_\_\_ 1. Attends to group discussion
- \_\_\_ 2. Exhibits self-confidence
- \_\_\_ 3. Can wait patiently for turn
- \_\_\_ 4. Responsible for belongings with minimal reminders
- \_\_\_ 5. Demonstrates good verbal expression; volunteers answers appropriately

Emotional Characteristics

- \_\_\_ 1. Copes well with problems
- \_\_\_ 2. Adjusts well to group setting
- \_\_\_ 3. Accepts constructive criticism
- \_\_\_ 4. Shows ability to adapt to change
- \_\_\_ 5. Exhibits calm demeanor

Key:

Y = Yes, the student meets criteria

N = No, the student does not meet this criteria

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Date

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Teacher

**EARLY ENTRANCE PROBATIONARY CHECKLIST**  
**(End of first month)**

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Physical Characteristics

- \_\_\_\_ 1. Good Attendance
- \_\_\_\_ 2. Good muscle control (gross motor and fine motor skills)
- \_\_\_\_ 3. Performs self-help tasks (buttoning, toileting, etc.) independently
- \_\_\_\_ 4. Sufficient stamina for entire day
- \_\_\_\_ 5. Good eye-hand coordination

Intellectual Characteristics

- \_\_\_\_ 1. Finishes work on time
- \_\_\_\_ 2. Follows group directions
- \_\_\_\_ 3. Good listening skills
- \_\_\_\_ 4. Above average with peers in areas of academic skills

Social Characteristics

- \_\_\_\_ 1. Attends to group discussion
- \_\_\_\_ 2. Exhibits self-confidence
- \_\_\_\_ 3. Can wait patiently for turn
- \_\_\_\_ 4. Responsible for belongings with minimal reminders
- \_\_\_\_ 5. Demonstrates good verbal expression; volunteers answers appropriately

Emotional Characteristics

- \_\_\_\_ 1. Copes well with problems
- \_\_\_\_ 2. Adjusts well to group setting
- \_\_\_\_ 3. Accepts constructive criticism
- \_\_\_\_ 4. Ability to adapt to change
- \_\_\_\_ 5. Exhibits calm demeanor

Key:

Y = Yes, the student meets criteria

N = No, the student does not meet this criteria

Recommendation

\_\_\_\_\_ Continue Enrollment

\_\_\_\_\_ Withdraw Enrollment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher