

**STUDENTS****Administrative Procedure – Early Admission to Kindergarten**

Actor	Requirements and Actions That Must Be Completed
All Parents seeking early admission to kindergarten	<ul style="list-style-type: none"> <li>• Parents should contact the principal of the school his/her child will attend to obtain an early admission application.</li> <li>• Parent(s) who wish to request early admission must complete an application for early admission prior to June 1<sup>st</sup> preceding the beginning of the school term. The application includes a detailed health and background history of the child and family. This document is submitted to the school psychologist who is responsible for the administration of the required testing.</li> <li>• An exception will be made for residents moving into the district after June 1<sup>st</sup> but prior to August 1<sup>st</sup>. In this case, all psychological testing must be able to be completed and reports must be received by the superintendent ten (10) days prior to the opening of school.</li> <li>• A nonrefundable fee of \$100 will be required at the filing of the application submission of the developmental history questionnaire. Additional fees up to \$500 will be charged, depending on the extent of the assessment.</li> </ul>
Building Principal or designee (response to above)	The Principal or his/her designee will review the application and submit it to the District School Psychologist.
District School Psychologist	<ul style="list-style-type: none"> <li>• The District School Psychologist will contact the parent(s)/guardian(s) to arrange for the required testing.</li> <li>• The District School Psychologist will review the application information and required testing.</li> <li>• To be eligible for early admission the District School Psychologist's recommendation must indicate superiority in social maturity, intelligence, emotional stability, and motor skills.</li> </ul>
Superintendent or designee	Following the completion of testing, if the parent(s) or guardian(s) continues to seek early admission, the written report of the psychological examination will be sent to the superintendent or his/her designee. The superintendent or district designee will make the decision regarding early admission and inform the parent(s) or guardian(s) of the final decision. A copy of the report will be furnished to the parent(s) or guardian(s) by the District School Psychologist.

LEGAL REF.: 105 ILCS 5/10-20.12, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, and 5/27-8.1.

CROSS REF.: 7:110

Adopted: 4/22/02

**STUDENTS****Administrative Procedure – Early Admission to First Grade**

Actor	Requirements and Actions That Must Be Completed
All Parents seeking early admission to first grade	<ul style="list-style-type: none"> <li>● Parents should contact the principal of the school his/her child will attend to obtain an early admission application.</li> <li>● Parent(s) who wish to request early admission must complete an application for early admission prior to June 1<sup>st</sup> preceding the beginning of the school term. The application includes a detailed health and background history of the child and family. This document is submitted to the school psychologist who is responsible for the administration of the required testing.</li> <li>● An exception will be made for residents moving into the district after June 1<sup>st</sup> but prior to August 1<sup>st</sup>. In this case, all psychological testing must be able to be completed and reports must be received by the superintendent ten (10) days prior to the opening of school.</li> <li>● A nonrefundable fee of \$100 will be required at the filing of the application submission of the developmental history questionnaire. Additional fees up to \$500 will be charged, depending on the extent of the assessment.</li> </ul>
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