

**Guidelines for Kindergarten Placement
of
Students Turning Six on or before September 1**

Student is enrolled in 1st grade with age appropriate peers unless:

- parent(s) fills out K Placement Request Form
- parent(s) meet with principal and submit the Request Form
- parent(s) share documentation from pre-school, private K, etc... supporting placement
- student has never attended pre-K or K and parents are requesting K
- principal determines placement & informs parent(s) of decision with return of Request Form after completed
- if request is denied write a brief statement of reason for denial on form
- campus decision
- after decision is made parent must submit form to office staff when enrolling for K placement

Be sure office staff reviews date of birth and notifies principal should a parent plan to enroll a student turning 6 on or before September 1 in kindergarten. It is not an automatic placement.

**Parent Request Form
Kindergarten Placement
of
Student Turning Six (6) on or before September 1**

(PARENT/GUARDIAN ONLY)

Parent/Guardian: _____ Phone: _____ Date: _____

Child's Name: _____ Date of Birth: _____

Request with reason stated: _____

Parent Signature: _____

ATTACH OR SHARE COPIES OF DATA TO SUPPORT REQUEST, IF APPROPRIATE

(CAMPUS ONLY)

Date of meeting or phone conference: _____

Request approved

Request denied

Principal Signature: _____