

Policy 5030 – Early Entrance to 4K and 5K

Age Requirements:

Wisconsin State Statutes specify the age requirements for a child who enters a four-year-old kindergarten (4K) and five-year-old kindergarten (5K).

- 4K: Children must turn 4-years-old on or before September 1 of the school year they seek admission.
- 5K: Children must turn 5-years-old on or before September 1 of the school year they seek admission.

Exceptions to this requirement are considered early entrance. A parent/guardian may request early entrance on behalf of their child.

Early Entrance Consideration:

- Early entrance to 4K may be considered for children who turn 4-years-old between September 2-15 of the school year they seek admission and must be toilet-trained.
- Early Entrance to 5K may be considered for children who turn 5-years-old between September 2 and October 15 of the school year they seek admission and must be toilet-trained.
- There are no exceptions to these cut-off dates.

Procedures for Early Entrance to 4K and 5K:

1. Application Process:

- A parent/guardian must submit a written request for early entrance to a school administrator between March 1 (no earlier) through August 1. Applications received after the August 1 deadline will not be accepted or approved.
- The application must include the child's birth certificate, proof of residency, and any relevant developmental assessments or preschool records.
- The early entrance process will be conducted at no cost to the family.

2. Screening Process:

- Upon review of the application, a staff member of KTEC Schools of Innovation will contact the parent/guardian to schedule a screening.
- The results of the screening will be reviewed, and if they indicate the child is a strong candidate for early entrance, a comprehensive assessment of the child will be scheduled.

3. Assessment and Evaluation:

- Personnel from the Student Services team will conduct a comprehensive evaluation of the child, which may include observations and assessment of the child's intellectual ability, academic readiness, and overall development.
- Note: Step 3 of the early entrance procedures only applies to children applying for 5K. Parents/guardians wishing to early enroll their child into 4K will only complete the screening process and steps 4-5 listed below. Upon completion of the early entrance 4K year, a comprehensive evaluation will be conducted by the Student Services team. To advance to 5K, the 4K student must meet the eligibility requirements described below. Scores below the requirement will necessitate the student to complete an additional year of 4K.

4. Decision-Making Process:

- The evaluation team will review the screening/assessment results and make a recommendation. To be granted early entrance, the child must score at or above the 90th percentile in all areas of assessment.
- Parents/guardians will be notified of the decision in writing, and a conference will be held to discuss the recommendation.

5. Appeal Process:

- If the request for early entrance is denied, parents/guardians may appeal the decision by submitting a written appeal to the Governance Board within 10 days of receiving the decision.
- The Governance Board will review the appeal and make a final determination.

A child who is of compulsory attendance age (six-years-old), who has not completed 5K, and who has not been granted an exemption to the mandatory kindergarten completion requirement, shall be placed in 5K.

KTEC Schools of Innovation does not discriminate in the methods, practices and materials used for evaluating students on the basis of gender, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental, sexual orientation or physical, mental, emotional or learning disability or handicap in its educational programs or activities.

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