



Bullitt County Public Schools

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To: Jesse Bacon, Superintendent *JB*

From: Sheri Hamilton, Director of Elementary Education *SH*

Date: January 15, 2019

Re: Requested Change in Early Enrollment Procedure

The procedure allows families to apply for early entrance to kindergarten. Last year forty plus children were screened and not one of these children qualified for early entrance to kindergarten. This has caused frustration for families. In addition, it takes a lot of manpower to give and score these assessments. Although, high expectations should be in place for early entrance, it should not be impossible. Therefore, I am requesting approval to revise the scores on the screeners to allow more access to early entrance to kindergarten. Please note the completed application date has been revised as well.

(Procedure 09.121 AP.21 has been reviewed by Amanda Hale, KSBA and Eric Farris.)

School Registration and Early Enrollment Procedures

SCHOOL REGISTRATION

To streamline the registration process, the following items will be the only documents sent home to parents on the first day of school:

- Registration /Emergency Information Form **for new students** (supplied by Student Services Department)
- Student Registration/Verification Form (printed at each school)
- Student Information about Free and Reduced Priced Meals Application (supplied by School Food Service Department and copies supplied by each school)
- Waiver of Fees Form (supplied by each individual school)
- Code of Student Behavior and Discipline (supplied by Student Services Department)
- Home Language Survey (supplied by Student Learning Department)
- Student Accident Insurance
- Student Handbook/Agenda (supplied by each individual school)
- Supply List, if applicable (supplied by each individual school)
- Emergency Preparedness Brochure
- Any applicable state or federal forms

The Code of Student Behavior and Discipline will contain the following forms to be returned to the school:

- Acknowledgement Form for the Code of Student Behavior and Discipline
- Publication Consent Form
- Electronic Access/User Agreement Form
- Student Drug Testing Form (if program is available) (Required for all middle and high school students)

The following items **may be** included in each individual school's Student Handbook/Agenda, as appropriate, or they may be sent home at a later date:

- Volunteer information
- FRYSC information
- Uniform policy
- Purchasing a la carte items
- Checking out library books
- Parent Teacher Association information
- School rules
- Merchandise order form
- School social media and other communication information
- Logging on to Parent Portal
- Tutor information
- Calendar
- Parent excuse notes
- Suicide prevention
- Small group counseling

School Registration and Early Enrollment Procedures

SCHOOL REGISTRATION (CONTINUED)

- Integrated Pest Management
- Attendance plan
- Physical education form
- Other items as necessary

Home Language Survey – All copies of the Home Language Survey returned to school will be kept on file for one (1) year. Any forms indicating a language other than English spoken in the home will be sent to the school guidance counselor.

Student Health Information - Designated school staff will contact the District Health Coordinator when the following conditions are listed on the Registration/Verification Form: asthma, diabetes, seizures, and severe allergies. If school staff has a concern regarding any other condition, **or if** they have received a physician's statement, forward the concern/statement to the District Health Coordinator.

Student Photographs – School staff shall update outdated or missing photographs of students in the student information system.

Middle and High Schools - The ISAP Tutors, in addition to other staff assigned at the middle and high schools, will have access to the student information system. They will review copies of the Registration/Verification Form to ensure data is current and accurate in the student information system. Discrepancies need to be updated in a timely manner. The important data elements to review include:

- Current address
- Phone numbers
- Transportation code
- ELL
- Internet access
- Emergency contacts
- Health information

Elementary Schools - Elementary school administrators shall create a process to provide support and resources so staff has the opportunity to review copies of the Registration/Verification Form to ensure data is current and accurate in the student information system. Discrepancies need to be updated in the student's information in a timely manner. Important data elements to review include:

- Current address
- Phone numbers
- Transportation code
- ELL
- Internet access
- Emergency contacts
- Health information

School Registration and Early Enrollment Procedures

SCHOOL REGISTRATION (CONTINUED)

On the first day of school, parents of Kindergarten students who have already completed the Registration/Emergency Information Form during Kindergarten Pre-registration will be sent a Registration/Verification Form instead of another Registration/Emergency Information Form to complete.

EARLY ENROLLMENT

Step 1:

- a) Parent/guardian completes the Application for Early Entrance to Kindergarten (either on paper or online application) and returns it to the Director of Elementary Education by ~~April 15th~~ April 1st.
- b) Parent/guardian will sign consent form to assess the student for early entrance to Kindergarten.

Step 2:

- a) Screening will be scheduled at centralized location, given by certified District personnel and will include application, the state-contracted Brigance Assessment and a school/mental ability assessment.

Step 3:

- a) Parent/guardian will be notified of results of the screener assessments.
- b) Students who have scored at the ~~88~~895%-ile and above on the screeners will be scheduled to take a standardized achievement test given by certified District personnel.
- c) Parent/guardian will be notified of the results of the standardized achievement test. Students must score at the ~~85~~ 88~~9~~5%-ile or higher on the standard achievement test.

Step 4:

- a) The Superintendent, in coordination with the Director of Elementary Education, will meet to review all student information and assessment data necessary to recommend or not recommend to the Board early entrance to Kindergarten.

Step 5:

- a) Parent/guardian will be sent a final statement of their child's recommendation status for early entrance into Kindergarten.

Application for Early Entrance to Kindergarten

Children who are eligible for early entrance to Kindergarten are those (1) who have a birthdate after August 1st and (2) demonstrate high levels of academic basic skills, social/emotional and physical maturity. Please return completed application to the Central Office no later than ~~April 15th~~ **April 1st**.

Child's Name _____		Birthdate _____	
Address _____			
	Street	City	State Zip
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Ethnicity	<input type="checkbox"/> American Indian <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> African American <input type="checkbox"/> White <input type="checkbox"/> Hispanic		
Home School _____			
Parent/Guardian Name _____		Phone: Home _____	Work _____

PRESCHOOL EXPERIENCE

List the preschools or other child care programs attended. Include the dates of attendance and the approximate number of hours per week attended.

Name of School/Program	Dates of Attendance	# Hours/Week

Please complete the following checklist and questionnaire.

PARENT CHECKLIST

This checklist will help in determining your child's readiness to enter school at an early age. Please read each statement and indicate your child's abilities as listed below by checking the appropriate column.

	Frequently	Sometimes	None of the Time
Physical Well-Being and Motor Development			
Performs self-help tasks independently (dressing, undressing, zipping, and tying).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses eye/hand coordination to perform fine motor tasks (drawing, writing, and cutting).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses balance and control to perform large motor task (walking, jumping, and skipping).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal and Social Development			
Shows eagerness to learn (is curious, asks interesting questions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows rules and routines (cleans up their toys).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handles change and transition (getting ready to go somewhere).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacts and plays well with other children (play board games with others).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Application for Early Entrance to Kindergarten

PARENT CHECKLIST (CONTINUED)			
	Frequently	Sometimes	None of the Time
Language and Literacy			
Listens for meaning in stories, discussions, and conversations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaks clearly to share ideas and thoughts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can identify all letters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can sound out sight words phonetically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses letters to write words.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writes full name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can recognize numbers 0-20 and use them in context.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can read number words and count forward to 30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can recognize and extend simple patterns (circle-triangle, circle-triangle, circle-triangle).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can recognize and describe shapes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes self and others as having same and different characteristics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describes roles and responsibilities of people (firefighters put out fires).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes the reasons for rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PARENT QUESTIONNAIRE

Directions: Please answer each question below.

1, Why do you feel your child should be considered for early admission to kindergarten?

2. What types of activities does your child participate in and can focus on for a given period of time?

Consent to Assess for Early Entrance to Kindergarten

Child's Name: _____ Date of Birth: _____

I give permission for an individual screening of my child. I understand that the screening will be conducted by certified District personnel and my child must score at the ~~88~~95%-ile or higher on screening assessment tools. I also understand that my child will participate in additional assessments if s/he scores at the ~~88~~95%-ile on screening assessments. The assessment tools are selected and administered so as not to be discriminatory and administered appropriately for individuals with limited English proficiency. Assessments shall be administered in the child's native language or other mode of communication.

Parent/guardian Signature_____
Date

Early Entrance to Kindergarten Enrollment Recommendation

Date Application Submitted to District Office: _____

Brigance Assessment Score: _____ Date Given: _____

School/Mental Ability Assessment Name: _____

Score: _____ Date Given: _____

Child scored at the ~~88%-ile~~^{95th} percentile on the District approved screeners? ☐ Yes
☐ No

If yes, further assessment results are below:

Standardized Achievement Name: _____

Score: _____ Date Given: _____

Comments: _____

Petition for Early Enrollment

☐ Recommended☐ Not Recommended

Application, assessments and all student information has been reviewed by the following District selection committee members:

*Director of Elementary Education Signature*_____
*Date*_____
*Gifted Coordinator/Designee Signature*_____
*Date*_____
*Principal Signature*_____
*Date*_____
*Counselor Signature*_____
Date

For District Use Only

*Superintendent/Designee Signature*_____
*Date*_____
*Board Chair Signature*_____
Date