

Entrance Age

MANDATORY ENROLLMENT

[KRS 158.030](#), states “...any child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by [KRS 159.030](#). Any child who is five (5) years of age, or who may become five (5) years of age by August 1, may enter a primary school program” or may wait until the child is six (6) years old.

Enrollment of children into the Primary Program at the age of five (5) is voluntary; however, once a child is enrolled, Kentucky law makes attendance mandatory. If, within two (2) pupil months after enrollment, a child is found to be immature or by mutual agreement by the parent, guardian, or other custodian and the school, the student may withdraw with a withdrawal code of W17.

ENROLLMENT PROCEDURES

All students who enroll in any District school must complete a Student Information Form and, **for initial enrollment**, provide the following:

- **Proof of guardianship** if other than the parent or legal guardian, ~~or~~ the District *Power of Attorney and Caregiver* form is provided by the local school to the person ~~those~~-requesting one. ~~A student~~ ~~Students~~-being enrolled by ~~a person~~ ~~persons~~-not having proof of guardianship/~~or a Kentucky~~ Standard Power of Attorney for Medical/School Decision Making (ACO-796) shall be temporarily enrolled, provided the person presents ~~they present~~ a Caregiver Affidavit or a Non-Parental Enrollment Affidavit issued by the District ~~Student Assignment~~-Office of School Choice. The Caregiver Affidavit, authorized by [KRS 158.144](#) and [KRS 405.024](#), permits an adult caregiver, defined in the statute as “an adult person with whom the minor resides, including a grandparent, step-grandparent, step-parent, aunt, uncle, or any other adult relative of the minor.” to authorize healthcare treatment and make school-related decisions. The Caregiver Affidavit is valid for one (1) year and may be renewed annually unless revoked by the minor’s parent/guardian or when the minor ceases to reside with the caregiver. The Non-Parental Enrollment Affidavit grants a temporary fifteen (15)-day enrollment allowing the child to attend school while guardianship/custody/~~Kentucky~~ Standard Power of Attorney for Medical/School Decision Making (ACO-796) is being completed.

- **Proof of residence**

The following documents may be used to establish the residency of a student:

- Residence utility bill: Current gas/electric or water bill (must have current address);
- Authentic lease agreement, closing statement, or other home dwelling document (The student must reside at the address when the ~~enrollment~~ ~~school year~~-begins in order to enroll using that address.);
- Current employee paycheck or paycheck stub (must have current address);
- Military orders-;
- Government agency correspondence (must have current address); or
- Other items of credible proof as accepted by the school Principal or the Director of Pupil Personnel.

Entrance Age**ENROLLMENT PROCEDURES (CONTINUED)**

Proof of residence can be any one of the above items but must be in the parent's/guardian's/caregiver's name and match the enrolling address. The credibility of residency documentation for proof of residency may be subject to review and shall ~~or~~ be determined by the District. A student ~~Students~~ being enrolled not having one of the above proofs of residence requirements shall be enrolled temporarily. A school shall ~~Schools should~~ allow a parent/guardian ~~parents/guardians~~ a reasonable amount of time to provide the school with the required residency documentation. If no proof of residence is provided in a reasonable time, the school attendance clerk/registrar shall ~~clerks/registrars should~~ submit an Address Verification check via the Student Attendance Referral System (SARS). Current residence is defined as a student's residence within the past 30 days. A parent/guardian ~~Parents shall not~~ ~~are not to~~ be sent to Pupil Personnel to request an address verification.

The District shall not require the parent/guardian of a child to appear in person for enrollment or course registration, including enrollment in a specific school or program within the District, if when the parent/guardian is prevented from doing so due to official military duties.

- **Enrollment of Homeless Children**

~~Clearance will then be given by the District coordinator of Homeless Education (485-3650) if the~~ If a child is homeless as defined by the Stewart B. McKinney-Vento Homeless Assistance Act and is living with someone other than the child's ~~his or her~~ parent or guardian or living outside the ~~his or her~~ resides area of the child's school of origin, the child shall be enrolled in accordance with Board Policy 09.12 Admissions and Attendance and Administrative Procedure 09.12 AP.1 Student Enrollment and Homeless/Foster Care Status.

- **Definition of Residence**

~~Residence is defined as:~~ A student ~~Students~~ in the custody of a parent ~~, or guardian, or adult caregiver~~ who resides in the District, or as otherwise provided by state or federal law, shall be considered a resident ~~residents~~ and entitled to the privileges of the District's schools in accordance with the District Student Choice Plan, Board policies and District administrative procedures. All other students shall be classified as non-residents for school purposes.

- **Documents Required for Enrollment**

The enrolling school shall procure the following documents for a student enrolling at the school, to the degree possible:

- **Certified copy of the child's birth certificate**, or other reliable proof of the child's identity and age (e.g., passport or baptismal record) ~~, along~~ with an affidavit of the inability to produce a copy of the birth certificate. Federal law requires the District to enroll a child regardless of immigration status or if the child has no fixed, regular, and adequate nighttime residence.
- **School records** if the child has been enrolled elsewhere (or if the parent/guardian was unable to obtain the records from the former school, the name and address of the person to whom the receiving school may write to obtain the records).

Entrance Age**ENROLLMENT PROCEDURES (CONTINUED)**

- **Health ~~documents~~ Documents**
 - Initial-entry and grade-six students must present evidence of a recent preventative healthcare examination within sixty (60) days.
 - Current immunization certificate within two (2) weeks of enrollment.
 - Proof of an eye exam by no later than January 1 of the school year for ages three (3), four (4), five (5), and six (6).
 - Proof of a dental exam by no later than January 1 of the school year for ages five (5) and six (6).

MINOR STUDENT NOT RESIDING WITH PARENT OR LEGAL GUARDIAN

There are occasions when a minor student resides with an adult who is not a parent or legal guardian. The District has several processes to assist the adult in enrolling the student in school.

The first option is the District Standard Power of Attorney form. The parent ~~or of~~ the legal guardian completes the form. This document is valid until the student turns eighteen (18) or until revoked by the parent or guardian in writing. The second option is the Caregiver Affidavit, authorized by [KRS 158.144](#) and [KRS 405.024](#), which permits an *adult caregiver*, defined in the statute as a grandparent, step-grandparent, step-parent, aunt, uncle, or any other adult, to complete an affidavit establishing the caregiver's ability to authorize healthcare treatment for a minor and make school-related decisions for a minor. The affidavit is valid for one year and may be renewed annually unless it is revoked by the minor's parent or guardian or the minor ceases to reside with the caregiver. This document is usually used when the parent or legal guardian is not available to complete the Kentucky Standard Power of Attorney for Medical/School Decision Making (ACO-796).

Important Note:

- If you have questions about the use of any of these documents, call the Office of School Choice ~~Student Assignment~~ at **485-6250**.
- These documents can be completed at the school. It is not necessary for the family to be directed to the Office of School Choice ~~Student Assignment~~.
- These documents may not be used to enroll students in a District Early Childhood program. Call the Early Childhood program at **485-3919** for more information.
- When there is not an adult who will be seeking legal guardianship of the student (such as when a teen mother is living with another family), the student may be considered an unaccompanied minor, as defined under the McKinney-Vento Homeless Education Act. Call the Office of Access and Opportunity ~~Homeless Education Office~~ at **485-3650** for information.

LATE ENROLLMENT

A student who has been assigned to a school shall be immediately enrolled. A school is ~~Schools are~~ prohibited from refusing to enroll a student until the beginning of the next semester.

If a student ~~pupil~~ resides in the a school ~~the a school~~ District and has not reached their twenty-first (21st) birthday and has not graduated from high school, the student is ~~they are~~ eligible to enroll in the school corresponding to his/her ~~their~~ residence. State law makes no provision for waiting until the

Entrance Age**LATE ENROLLMENT (CONTINUED)**

next academic term to enroll a student. A student pupil residing in the a school District is eligible to enroll on the first day or any other day of the school year, in accordance with per KRS 158.100.

If the student is eighteen (18) years of age or older, the student shall they should be counseled concerning chances of successfully completing the work if he/she/they enroll after the semester begins. However, the student cannot legally be refused enrollment if they are a proper resident of the that District.

If a student is enrolling from a private school from either Kentucky or another state/country, the principal/designee of the enrolling school shall determine the appropriate grade placement based on the procedures for the evaluation of non-JCPS transcripts in the District Student Progression and Promotion Handbook ~~the student cannot enroll as under aged in the grade that they were in at the former private school. In these situations, call and consult with the director of Pupil Personnel for any possible options.~~

In accordance with Board Policy 09.1223 Persons Over Compulsory Attendance Age, a student who is Students who are under the age of twenty-one (21) at the date of enrollment may enroll in a District Kentucky public school. If Even though a student may turns twenty-one (21) during the school year, District shall allow allows the student to finish that semester in which the student turns twenty-one (21) and then will exit the child.

EARLY ADMISSION TO P1 (KINDERGARTEN)

A child who turns The first year for Primary school begins with students who turn age five (5) on or before August 1 may enroll in the first year of the Primary Program. In accordance with KRS 158.030, the The District has established criteria for early entrance to Primary 1 (P1), also known as kindergarten, for those students who have mastered P1 benchmarks before age five (5). Students who turn five (5) years old between August 2 and October 31 shall will be eligible to enroll provided that the student meets the criteria established by Boardset forth in this Administrative Procedure. The deadline to submit the petition for Early Entrance to P1 (Kindergarten) is April 1 of each yearprior to the requested admission year.

Criteria for Early Entrance to P1 (Kindergarten)

In order to be eligible for early entrance to P1 (Kindergarten), a child must:

- Child must be Be a resident of Jefferson County, Kentucky;
- Child must turn Turn five (5) between August 2 and October 31 of during the admission year;
- Child must score Score at or above the eighty-fourth (84th) percentile on the District-approved and administered academic assessment, 50th percentile on the BRIGANCE Kindergarten Screen Three Core assessments, self help, and social-emotional scales;
- Score at or above the eighty-fourth (84th) percentile on a District-approved and administered intelligence assessment; and
- Score in the goal range of the District-approved and administered self-help survey.

The decision regarding a student's eligibility for early entrance to P1 (Kindergarten) based on the eligibility criteria is final. There is no appeal process.

Entrance Age**EARLY ADMISSION TO P1 (KINDERGARTEN) (CONTINUED)**

Contact the Gifted and Talented Office at jcpsgifted@jefferson.kyschools.us ~~Early Childhood Office~~ for additional information.

FIVE (5)-YEAR-OLD P1 STUDENT AS A P2

The school ~~shall must~~ contact its assigned assistant Superintendent or designee to facilitate the following process:

- ~~A District team The Board~~ shall determine whether a ~~have determined that the~~ student is eligible for accelerated placement and enrollment into the second level of the Primary Program after a review academic, social, and developmental progress records from multiple data sources ~~are reviewed by a team and determined to support accelerated placement~~. These sources shall include the following:
 - Anecdotal records;
 - A variety of student work samples, including evidence of student self-reflection;
 - and
 - Standardized test results.
- The team shall comprise three (3) members who have knowledge of the student's developmental skills and abilities. Team members shall be chosen from these categories:
 - Teachers;
 - Parents;
 - Psychologists;
 - Principals; and
 - District specialists.
- At least one team member shall be the school's Assistant Superintendent/designee ~~represent the District office~~ and have an understanding of early childhood development and knowledge of developmentally appropriate practice.
- If a student is recommended by the ~~District team Board~~ for accelerated placement into the second level of the Primary Program, the team ~~District~~ shall forward that recommendation to the Kentucky Department of Education ~~department~~ for approval with the following:
 - A list of data sources used in making the decision;
 - A list of all individuals who submitted the data sources;
 - A list of team members; and
 - The data needed to create a pupil attendance record.

REFERENCES:

[KRS 158.030; KRS 158.031](#)
[702 KAR 007:125](#)

STUDENTS

09.121 AP.1
(CONTINUED)

Entrance Age

RELATED PROCEDURE:

09.12 AP.1

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