

### Administrative Regulation

#### Ages of Admission

##### A. Admission to Transitional Kindergarten (TK)

Transitional kindergarten is the first year of a two-year kindergarten program that uses a modified curriculum that is age and developmentally appropriate. Admission to transitional kindergarten is based on age eligibility parameters set by the state.

TK will be available to all children turning four by September 1 of the year they are enrolled in TK. (EC 48000)

##### B. Admission to Kindergarten

In order to enroll in kindergarten at the beginning of the school year, a child must be five years old on or before September 1 of the year they are enrolled in kindergarten, unless formally retained. (Education Code Section 48000)

A student may not be enrolled for more than two years in kindergarten or for more than 2 years in a combination of transitional kindergarten and kindergarten, unless formally retained (EC 46300).

##### C. Admission to First Grade

The minimum age of entry for first grade enrollment is six years on or before September 1 of the year they are enrolled in first grade.

A child who has completed one full year of public school kindergarten shall be admitted to the first grade, regardless of age.

###### a. Early Admission to First Grade

On a case-by-case basis, a child who has lawfully completed private school kindergarten early may be admitted early to first grade when the following criteria have been met:

1. The child is at least five years of age.
2. School personnel has had sufficient opportunity to evaluate the student's ability.
3. The child must show mastery in end of year kindergarten standardized assessments.
4. The child's physical development and social maturity are consistent with his/her advanced ability.

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5. The parent/guardian of the student has filed a written statement with the school district approving placement in first grade.

The pupil's best interest must be the first consideration in special placement.

The principal is responsible for making the final decision for first grade placement after checking anecdotal records and cumulative folder information, and observing the child in the classroom setting.

Prior to making a final recommendation, the principal should meet with the family to review student progress, and contact the Office of Elementary Education to ensure the appropriate placement.

Psychological referrals for this program will be handled in the same manner as other psychological referrals.

Once the principal is satisfied that a change in placement is appropriate, he/she is authorized to implement such change. The principal should communicate in advance with the parent or guardian the intent of achieving full cooperation.

### D. Admission to Second through Twelfth Grade

Children new to the district from another United States school district, enrolling in second through twelfth grade, should be enrolled in the next consecutive grade level according to the last grade level completed/enrolled.

### E. Admission to Transitional Kindergarten through Twelfth Grade from Outside of the United States

Children new to the district, from outside of the United States, enrolling in transitional kindergarten through twelfth grade, should be placed by age according to the age-appropriate placement guidelines provided annually.

On a case-by-case basis, placement in another grade level may be made with prior approval through the Office of Elementary or Secondary Education as appropriate.

The pupil's best interest must be the first consideration in special placement.

## 5110.1 Administrative Regulation Continued

### F. Age Verification

#### a. Acceptable Age Verification Documents

According to Education Code 48002, any of the following is acceptable proof of a child's birth date:

1. A certified copy of a birth record
2. A statement of the local registrar/county recorder certifying the date of birth.
3. A baptismal certificate duly attested
4. A passport
5. An immigration visa
6. An Affidavit of Age Verification form is required from the parent/guardian of the minor when none of the foregoing is obtainable.

The nature of the documentation will be stipulated in the cumulative record, thus precluding retention of such documents by the school district representative.

The school record is sufficient once it is established.

Ref: EC Sections 48000-48002, 48010-48011

Adopted: October 10, 2022