

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

<i>Procedure Name: Early Entrance – Kindergarten, Grade 1</i>	
Procedure No. 5112-00-01	Eff. Date: 06/2016
Implements Board Policy(ies) <u>5112: Policy Entrance Requirements Kindergarten and Grade 1</u>	Last Reviewed: 01/2019

1. Background

<p><i>Background to the implementation of the policy</i></p> <p>These procedures provide for early entrance to kindergarten and grade one.</p> <p>Early Entrance to kindergarten is typically addressed under the district acceleration and gifted policy. Early Entrance is a unique type of whole-grade acceleration. In order to qualify for Early Entrance, children must demonstrate marked high ability and maturation in the areas of intellectual ability, social and emotional maturity, and language development. Thus, a child must be functioning as many as 18-months above his or her chronological age with superior ratings in these areas.</p> <p>Early Entrance to kindergarten may be available for a child whose 5th birthday falls on or between October 1st and December 31st of the Early Entrance year. Students with a birthday that falls after December 31st of the Early Entrance year in question will be addressed on a case by case basis. No district shall admit a child to the 1st grade if they have not successfully completed kindergarten.</p>
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2. Responsibilities

Title: Building Principal	
Address:	
Phone:	Cell phone:
<p><i>Describe responsibilities:</i></p> <p><i>Ensure that the school adheres to the policy and that the assigned school psychologist follows the timeline and the process described in the action steps.</i></p>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

Early Entrance to Kindergarten

1. Parents may obtain the Early Entrance Evaluation application packet at their neighborhood elementary school or download it from the CPS website: www.cps-k12.org. The registration form (CPS-EE-1) must be filled out and returned to the lead psychologist. This registration must be checked, signed, and should include why parents feel their child should be considered for Early Entrance. Proof of birth and proof of address must also be provided by the parents at the time of application.
2. It is strongly recommended that requests for Early Entrance Evaluation for the following school year should be submitted to the lead psychologist **no later than April 15th**. Once the request is received, the parent will be notified by school personnel to schedule the evaluation.
3. The lead psychologist's office is located at the Education Center, Department of Student Services at 2651 Burnet Avenue. Families may return a completed application packet and required documentation to the lead psychologist directly or through the principal of their school. The principal and the school psychologist of the neighborhood elementary school will be notified of the request by email once the lead psychologist has received all required documents. Building personnel will be responsible for making the appointments to complete the Early Entrance Evaluation.
4. Early Entrance Evaluations will typically be completed between May 1st and June 7, depending on the building school psychologist's availability. There are some special circumstances in which a student was not able to be assessed during the spring assessment window. In these instances, it is strongly recommended that parents submit an application for Early Entrance Evaluation **no later August 1st** for the current school year.
5. For those request that are received during the summer months, *approximately* June 8 through August 8, Early Entrance Evaluations will typically be completed prior to the first day of the current school year, depending on the school psychologists and student's availability.
6. A written acceleration plan will be developed for any child accepted for Early Entrance into kindergarten.
7. Accepted children will be assigned to a kindergarten class in their neighborhood or magnet school.
8. Cincinnati Public Schools uses an online lottery application process for applications to magnet elementary schools. This online process automatically notifies the parents of the requirement for an Early Entrance Evaluation if their child will be turning five years old after September 30th. It is the responsibility of the parents to follow the notification steps and contact the Department of Student Services to initiate the Early Entrance Evaluation if they receive a space through the magnet lottery process.
9. Once the parents have been notified of a space in a magnet program, they must obtain and complete the Early Entrance Evaluation process prior to enrolling in their magnet space.
10. The first grading period of the school year that the student is enrolled is considered a trial period for all Early Entrance children.
11. If a child does not meet the criteria for Early Entrance, the parent(s) may appeal in writing to the Director of Early Childhood Education within thirty (30) days of receiving the notification from the lead psychologist. The decision of the appeals committee will be final.

Early Entrance to First Grade

1. Parents may obtain the application packet at their elementary building or download it from the CPS website. The registration form (CPS-FG-1) must be filled out and returned to the lead psychologist. Proof of birth and proof of address must also be provided by the parents at the time of application.
2. It is strongly recommended that requests for Early Entrance Evaluation for the following school year should be submitted to the lead psychologist **no later than April 15th**. Once the request is received, the parent will be notified by school personnel to schedule the evaluation.
3. The lead psychologist's office is located at the Education Center, Department of Student Services at 2651 Burnet Avenue. Families may return a completed application packet and required documentation to the lead psychologist directly or through the principal of their school. The principal and the school psychologist of the neighborhood elementary school will be notified of the request by email once the lead psychologist has received all required documents. Building personnel will be responsible for making the appointments to complete the Early Entrance Evaluation.
4. Early Entrance Evaluations will typically be completed between May 1st and June 7, depending on the building school psychologist's availability. There are some special circumstances in which a student was not able to be assessed during the spring assessment window. In these instances, it is strongly recommended that parents submit an application for Early Entrance Evaluation **no later August 1st** for the current school year.
5. For those request that are received during the summer months, *approximately* June 8 through August 8, Early Entrance Evaluations will typically be completed prior to the first day of the current school year, depending on the school psychologists and student's availability.
6. A school psychologist will complete an individual intelligence assessment. According to the Iowa Acceleration Scale (3rd edition), a student who scores at least 1 standard deviation above the mean on intelligence assessments is a potential candidate for Early Entrance (whole grade acceleration) into first grade acceleration and will move on to academic achievement testing. If the student does not score at least 1 standard deviation above the mean (considering the standard error of measurement), Early Entrance to first grade is not recommended.
7. If the student meets the criteria on the intelligence assessment, additional aptitude and achievement testing will be administered. Scores from these assessments will determine if the next steps of the evaluation process are recommended.
8. If it is recommended that the Early Entrance evaluation continue, the parent/guardian will complete an adaptive behavior assessment in order to assess their student's developmental, interpersonal skills, and self-care skills.
9. All assessment information will be compiled and used to complete the Iowa Acceleration Scale (3rd edition). This will determine if the child is a strong candidate for Early Entrance into first grade (whole-grade acceleration).
10. A written acceleration plan will be developed for any child accepted for Early Entrance into first grade.
11. Accepted children will be assigned to a first grade class in their neighborhood or magnet school.
12. The first grading period in which the student is enrolled is considered a trial period for all Early Entrance children. At the end of the first grading period, if there are concerns about the child's performance, a meeting will be requested to determine whether termination or continuation is appropriate. The principal is responsible for convening a meeting to develop a written acceleration plan for those children who are continuing in kindergarten. This meeting should include the current teacher, parent/guardian, school psychologist or gifted coordinator, and principal.
13. If a child does not meet the criteria for Early Entrance, the parent(s) may appeal in writing to the Director of Early Childhood Education within thirty (30) days of receiving the notification from the lead psychologist. The review committee will respond in writing with a decision within thirty (30) days of the parent request. The decision of the appeals committee will be final.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

Early entrance evaluation process is a multi-faceted evaluation that utilizes assessment procedures that consider the strengths of the children and gathers information from multiple sources in order to avoid cultural bias to the greatest extent possible.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
Kindergarten Early Entrance Application Form	Requires demographic information about the child and the family's rationale for requesting Early Entrance into kindergarten	2016
Kindergarten Readiness Checklist	Checklist that inquires about the child's pre-academic, emotional, and motor and language development	2016
Acceleration Referral Form	Consent form in order to conduct Early Entrance Evaluation Assessments	2017
First Grade Early Entrance Application	Demographic information and consent to conduct the early entrance evaluation	Revised 2008

6. Additional Information

Describe any additional information relevant to the implementation of the policy.