

Adopted: July 20, 2022

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Policy 509.1 EARLY KINDERGARTEN AND GRADE 1 ADMISSION

I. PURPOSE

- A. Absent an established and published policy allowing for early admission, a student may not be admitted to Hmong College Prep Academy as a kindergarten pupil unless the pupil is at least five years of age on September 1 of the enrollment year or as a first grade pupil unless the pupil is at least 6 years of age on September 1 of the enrollment year.
- B. Hmong College Prep Academy desires to allow the early admission of selected pupils at an age earlier than otherwise permitted by law, and establishes this policy to provide the process for evaluation of pupils being considered for early kindergarten or early first grade admission. Early admission must also be consistent with Hmong College Prep Academy enrollment policies and state law governing charter school enrollment processes.

II. GENERAL STATEMENT OF POLICY

Because the developmental levels and experiences of children differ, it may be appropriate to consider factors other than chronological age in making placement decisions. The early admission evaluation process seeks to identify children who have characteristics associated with advanced development in the areas of academic, behavioral, social and intellectual functioning and competencies. The process also seeks to mitigate the risk associated with beginning school before a child is ready, and to identify children most likely to be successful.

III. APPLICATION PROCESS

A. Age Requirements.

1. Applicants for early admission to kindergarten must be five years old on or after September 2 and on or before December 31st of the enrollment year.
2. Applicants for early admission to first grade must be six years old on or after September 2 and on or before December 31st of the enrollment year.

B. Early Admission Application Timeline.

1. June 1 – Initial Parent Inquiry deadline.
 - a) A parent or guardian seeking early admission shall contact the Chief Academic Officer or their designee on or before June 1 of the year preceding the school year for which early admission is sought.
 - b) The Chief Academic Officer or their designee will meet with the parent or guardian to discuss the goals, learn about the child, and to provide information regarding the

implications of early admission for a child and explain and discuss the early admission process including the criteria for early admission.

2. July 1 – Application Deadline

- a) After the initial meeting, the parent or guardian may choose to complete and submit an application for early admission to the Chief Academic Officer or their designee.
- b) Applications will accepted on or before July 1 preceding the desired enrollment year.
- c) Applicants missing the deadline are expected to enroll children at the age appropriate time, unless in the sole discretion of Hmong College Prep Academy there are extenuating circumstances.

3. August 15 – The evaluator(s) issue a written early admission decision.

C. School Consideration of Early Admission Request.

- 1. Applications for early admission will be considered immediately after Hmong College Prep Academy's general lottery. Students eligible for early admission will be enrolled after all age eligible students are placed and there is additional space available.
- 2. Enrollment of a child eligible for early admission is subject to standard enrollment and attendance policies and laws.

D. Early Admission Evaluator(s). Hmong College Prep Academy in its sole discretion will select a suitable and appropriate evaluator(s), including a licensed teacher, licensed psychologist or other qualified persons.

E. Decision. The decision made by the evaluator(s) regarding early admission is final.

F. Fees. Hmong College Prep Academy will pay the costs of the evaluation process.

IV. EVALUATION PROCESS

- A. The parent / guardian contacts the school and requests a meeting with the Chief Academic Officer or their designee and acquires the application materials.
- B. Upon completion of the application materials, they should be returned to the Chief Academic Officer or their designee who will provide the information to the selected evaluator(s).
- C. The evaluator(s) will contact the parent/guardian and schedule the evaluation.
- D. Upon completion of the assessment, the evaluator(s) and others selected by Hmong College Prep Academy will convene to review the results and make a final placement decision. The evaluation team will consider the following data:



1. Intellectual Functioning. General cognitive functioning, including as may be measured by standardized tests.
2. Academic Readiness Skills. School readiness skills, including acceptable benchmarks for kindergarten and first grade students.
3. Social, Behavioral and Emotional Characteristics. The evaluator(s) will observe the child in a classroom setting as part of this review.
4. Physical Readiness / Motor Skills. The evaluator(s) will observe the child in a classroom setting as part of this review.
5. Pre-School History. Information regarding the child's performance in any preschool program.
6. Previous Testing (if any). The results of any individual psycho-educational testing completed prior to the initiation of the early admission process.
7. Other. Other data in the discretion of the evaluation team.

V. PLACEMENT DECISION

- A. The evaluation team will make a placement decision and provide the decision, in writing, to the parents / guardians no later than August 15 of the anticipated enrollment year. The decision will be made in the best interest of the child.
- B. This decision of the evaluation team is final.
- C. If the evaluation results support a finding that the child is able to meet early admission expectations and progress, the child will be considered eligible for enrollment. If the evaluation does not support early admission, the child is expected to seek enrollment in the age appropriate grade level.
- D. If after placement the student displays non-readiness for the placement on a regular basis Hmong College Prep Academy may exit the child from the early placement, based on a recommendation from the teacher and Chief Academic Officer or their designee.
 1. During the first four weeks of placement in kindergarten, the classroom teacher will communicate with the parents/guardians regarding the student's academic and behavioral progress and needs.
 2. By the end of September or the first five weeks of placement, whichever is later, the teacher and Chief Academic Officer or their designee will recommend to parents/guardians in writing whether the placement should be terminated. In the event termination is recommended, parents/guardians must find new placement for the child within a month of this notice if placement is not available at Hmong College Prep Academy.



- E. If a child is admitted under this policy and meets the school's standards to matriculate to the next grade level at the end of the school year, the child will be permitted to do so without further evaluation under this policy.
- F. Further questions about the decision may be directed to the Chief Academic Officer or their designee.

Legal References

Minn. Stat. § 124E.11(d)

Cross References

Policy 5.1.1 (Enrollment Policy)

Policy 5.1.3 (Lottery Procedure)

Policy 5.1.6 (Enrollment of Nonresident Students)

Policy 5.2.1 (Attendance and Absences)

Policy 5.2.2 (Compulsory Attendance)