

CODIFICATION REFERENCE NUMBER: 5112

DATE: February 14, 2008

ADMISSION/GRADE PLACEMENT

RESPONSIBILITY:

The primary school principals will be responsible for the implementation of this procedure.

PROCEDURES:

KINDERGARTEN REGISTRATION

Purpose:

- To register new students for kindergarten.
- To verify birth date on birth certificate.
- To provide pre-kindergarten screening.

Registration:

- Registration will be held annually in February.
- Date and times will be set by the primary school principals.
- Primary school principals will release publicity information to PTA/PTO newsletters and the local newspapers.
- The parents/guardians will complete registration form and will sign it. Birth date will be verified from information on birth certificate and initialed on registration form.
- Parent/guardian will be given the physical examination form that must be completed prior to entering kindergarten.
- Original registration forms will be given to school secretary.
- Copies of registration forms indicating a request for screening will be given to the screening coordinator.