

BALTIMORE COUNTY PUBLIC SCHOOLS

Dr. S. Dallas Dance ♦ Superintendent ♦ 6901 Charles Street ♦ Towson, MD ♦ 21204

GUIDELINES FOR APPLYING FOR EARLY ADMISSION TO KINDERGARTEN

Age of Admission

The following are the Maryland State Department of Education age requirements for enrollment to kindergarten. *See, Annotated Code of Maryland, Education Article §7-101, Admission of Students; COMAR 13A.08.01.02, Age for School Attendance*

School Year	Prekindergarten	Kindergarten	First Grade
2012–2013	September 1 DOB 9/2/07 - 9/1/08	September 1 DOB 9/2/06 - 9/1/07	September 1 DOB 9/2/05 - 9/1/06

A four year old child may be admitted to kindergarten upon written request of the parent or guardian if the superintendent or his/her designee determines that the child demonstrates capabilities warranting early admission.

In order to be considered for early admission to kindergarten for the 2012–2013 school year, the child must turn five between September 2 and October 14, 2012. The procedures for requesting early admission to kindergarten may be obtained at the child's home school, from the Office of Language Arts, Elementary, or on the school system's Web site at the following link: http://www.bcps.org/offices/early_childhood/kindergarten.html.

Early Admission Request Deadlines

1. Early admission requests for the succeeding school year must be submitted to the home school principal between January 17 and June 1 of the current school year.
2. For students applying for a magnet program, early admission requests must be submitted to the home school principal by no later than November 30, 2011. Assessments for students applying for enrollment in a magnet program will take place in January so that the recommendation decision for early admission may be forwarded to the Office of Magnet Programs by no later than January 30, 2012.
3. The deadlines outlined in this section are mandatory. Early admission requests will be deemed timely if hand-delivered to the home school, on or before the request is due, or if deposited in the United States mail before the date the request is due.

New Baltimore County Residents

Under certain conditions, a parent(s) who moves into Baltimore County after the June 1, 2012, deadline may request early admission to kindergarten. In order for a request to be considered, the child's birthday must fall between September 2 and October 14 **AND** the request must be made no later than the first day of school for the 2012–2013 school year.

Early Admission Procedures

1. The parent¹ must submit a **written request** for early admission to kindergarten to the **home school principal**.
2. The written request for early admission should include the following information:
 - ❑ Name of child
 - ❑ Child's date of birth
 - ❑ Name, address, and phone number of parent(s)/guardian(s)
 - ❑ Reason for request
3. **Within two weeks** following receipt of a written request for early admission, the home school will schedule a meeting between a school administrator and the parent to discuss the request.
4. If an early admission assessment is still requested following the meeting, an appointment for assessment should be scheduled by the home school. Assessment should occur **within one month** of the administrator meeting with the parent unless other arrangements are mutually agreed upon. (School staff should refer to Appendix A in the *Supporting Documents for Applying for Early Admission to Kindergarten* for a sample letter to parent(s)/guardian(s).)
5. Any child recommended for early admission to kindergarten shall be enrolled by the parent by no later than the first day of classes for students for the 2012–2013 school year or the recommendation will automatically be rescinded and deemed void.

Early Admission Assessment

1. Early admission assessments will be administered solely for admission to a **Baltimore County public school** in the following manner:
 - Conducted during one session, on one day
 - Administered in English only
 - Administered by a trained examiner
2. Assessments conducted by Baltimore County Public Schools' personnel are the only assessments that will be considered for the purpose of early admission to kindergarten. No other reports or assessment data will be considered.

¹ Parent is defined as the biological or adoptive parent, legal guardian, or person acting in the absence of the parent or guardian.

3. Following the administration of the assessment, a written report of the assessment results will be generated by the individual administering the assessment. (School staff should refer to Appendix C in the *Supporting Documents for Applying for Early Admission* for the assessment report.)
4. A decision regarding early admission will be determined by the home school principal and mailed to the parent within ten (10) business days of the assessment. (School staff should refer to Appendix E in the *Supporting Documents for Applying for Early Admission to Kindergarten* for a sample letter.)
5. The decision will be based upon the results of the assessment. A child will be required to score in the above average range of 80% or higher (10 of 13 or greater) of the assessment subtests in order to be recommended for entrance to kindergarten.
6. The parent may request a meeting with the home school administrator to discuss the assessment results and recommendation decision for early admission. The principal may request that the examiner be present for this meeting.

Appeal Process

1. A parent who does not agree with the early admission decision made by the home school principal may appeal that decision in accordance with the following process. All appeals must be in writing; no electronic communications will be accepted.
2. Appeal to the Executive Director
 - a. A decision of the principal to deny early admission to kindergarten under these guidelines may be appealed to the Executive Director of Liberal Arts (hereinafter, executive director).
 - b. The appeal must be made in writing and filed with the executive director **within fifteen (15) calendar days** of the date of the notice of early admission denial.
 - c. The appeal shall be mailed to:
Executive Director of Liberal Arts
Baltimore County Public Schools
ESS Building, Room 300
6901 Charles Street
Towson, Maryland 21204
 - d. The executive director, or his/her designee, will review the facts of the case and issue a final decision in writing.
3. Appeal to the Superintendent
 - a. If the appeal is denied or the party is not satisfied with the decision rendered by the executive director, he/she may further appeal that decision by filing an appeal with the Superintendent.
 - b. The appeal must be made in writing and filed with the superintendent **within ten (10) calendar days** of the date of the executive director's decision.

- c. The appeal shall be mailed to:
 - Office of the Superintendent
 - Baltimore County Public Schools
 - 6901 Charles Street
 - Towson, Maryland 21204
 - Attn: Dr. Carol Batoff
 - d. The Superintendent, or his/her designee, will review the facts of the case and issue a final decision in writing.
4. Appeal to the Board of Education
- a. A decision of the superintendent, or his/her designee, regarding the denial of early admission to kindergarten may be appealed to the Board of Education of Baltimore County.
 - b. The appeal must be made in writing and filed with the Board **within thirty (30) calendar days** of the date of the Superintendent's decision.
 - c. The appeal shall be mailed to:
 - Board of Education of Baltimore County
 - 6901 Charles Street
 - Towson, Maryland 21204
 - Attn.: Ms. Brenda Stiffler, Administrative Assistant
 - d. The procedures for filing an appeal with the Board are outlined in Board of Education Policy 8340, *Appeal Before the Board of Education*. The policies governing appeals to the Board, as well as a copy of the appeals and hearings handbook, are available on the Baltimore County Public Schools website at the following link:
http://www.bcps.org/system/policies_rules/8000toc.htm