

**Guidelines for Kindergarten Placement  
of  
Students Turning Six on or before September 1**

**Student is enrolled in 1<sup>st</sup> grade with age appropriate peers unless:**

- parent(s) fills out K Placement Request Form
- parent(s) meet with principal and submit the Request Form
- parent(s) share documentation from pre-school, private K, etc... supporting placement
- student has never attended pre-K or K and parents are requesting K
- principal determines placement & informs parent(s) of decision with return of Request Form after completed
- if request is denied write a brief statement of reason for denial on form
- campus decision
- after decision is made parent must submit form to office staff when enrolling for K placement

Be sure office staff reviews date of birth and notifies principal should a parent plan to enroll a student turning 6 on or before September 1 in kindergarten. It is not an automatic placement.

**Parent Request Form  
Kindergarten Placement  
of  
Student Turning Six (6) on or before September 1**

**(PARENT/GUARDIAN ONLY)**

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Request with reason stated: \_\_\_\_\_

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Parent Signature: \_\_\_\_\_

**ATTACH OR SHARE COPIES OF DATA TO SUPPORT REQUEST, IF APPROPRIATE**

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**(CAMPUS ONLY)**

Date of meeting or phone conference: \_\_\_\_\_

Request approved

Request denied

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Principal Signature: \_\_\_\_\_