



Confident Learners – Cross Cultural Navigators – Caring Community Builders

Early Enrollment and Admission Policy and Procedures

Original Adoption Date: June 18, 2024

Effective Date: June 18, 2024, rev. June 2025

I. PURPOSE

The purpose of this document is to outline the Enrollment and Early Admission Policies and to ensure the most appropriate placement of each student.

II. GENERAL PUBLIC POLICY

A. Kindergarten Admission

1. Children who turn 5 years old on or before September 1 are eligible for kindergarten entrance without assessment.
2. Children who turn 5 years on September 2 or thereafter through September 30 may be considered for admission to kindergarten based upon an assessment in three modules:
 - Academic readiness
 - Social-emotional and behavioral readiness
 - Developmental observations

AND only after all eligible September 1 students are enrolled.

B. Underage children who transfer to HS during school year

A kindergarten child moving into the school district during the school year from another school district that does not have identical entrance requirements, may be allowed to continue his/her education in this school district. Children who have attended kindergarten for a year in a public or private school may be admitted directly to the first grade even though they are underage according to our admission policy.

C. Families with kindergarten students are required to present a birth certificate or other form of age verification before they are enrolled.

D. First Grade Admission of Children Not Previously in School.

If a child is six years old on or before September 1 of the current school year, the child should be placed in first grade unless there are some obvious signs of immaturity.

III. PROCEDURE FOR EARLY ADMISSION TO KINDERGARTEN

- A. Parents interested in early kindergarten admission for their children will submit the following four forms prior to July 15 of the potential enrollment year to the school's main office.
 - a. Request for Consideration for Early Entrance to Kindergarten form
 - b. Kindergarten Early Entrance Information Sheet
 - c. Early Childhood Screening Summary Form or Verification of Screening
 - d. Birth Certificate or other form of age verification.
- B. Following August 1 and after all pre-registered 5-year-old students have been placed in kindergarten, spaces available for underage children will be identified and the school director of academics will be informed of the student to be considered for early entrance.
- C. Admission staff will review parent provided paperwork and will schedule a meeting with the parents and child to meet with the academics team. During the meeting, the following will take place:
 - The academics team will interview the parents and child to discuss the pros and cons of early entrance.
 - The academics team will review the process for entrance requirements and parents will give written approval for the school to initiate a formal assessment.
 - The assessment may take approximately 1 hour to complete.
 - Children must obtain a satisfactory score during the assessment process. A cut score of some risk or low risk for the Pre-K Early Reading and Early Math Fastbridge screeners will be considered a satisfactory score.
- D. Once the formal assessment has been completed, the school director of academics will advise the Executive Director to issue an [acceptance letter](#) or [rejection letter](#). The decision of the Executive Director is final.

IV. OUT-OF-STATE ENROLLMENT POLICY

Pursuant to [Minnesota state statute 124E](#), admission to a charter school must be free to any eligible pupil who resides within the state. A charter school is not obligated to serve a student who is a resident of another state. Therefore, it is the policy of Hennepin Schools NOT to admit a resident of another state since we are a public charter school.

Legal Reference:

M.S. 124E.11 Subd. 3c Admission and Enrollment

M.S.120A.20 Subd. 1 – Admission to Public School