

BALTIMORE COUNTY PUBLIC SCHOOLS

Dr. Joe A. Hairston ♦ Superintendent ♦ 6901 Charles Street ♦ Towson, MD ♦ 21204

Guidelines for Applying for Early Admission into Kindergarten

The following are the Maryland State Department of Education age requirements for enrollment into kindergarten (Education Article, §7-101, Admission of Students, COMAR 13A.08.01.02, Age for School Attendance).

School Year	Prekindergarten	Kindergarten	First Grade
2009-2010	September 1 DOB 9/2/04 - 9/1/05	September 1 DOB 9/2/03 - 9/1/04	September 1 DOB 9/2/02 - 9/1/03

A parent/guardian may request early admission into kindergarten if his/her child turns five (5) years of age after the September 1 entrance date established by the Maryland State Department of Education, and no later than October 14 of the school year for which he/she is requesting early admission. The procedures for requesting early admission into kindergarten may be obtained at the child's home school, at http://www.bcps.org/offices/early_childhood/kindergarten.html, or from the Office of Language Arts PreK-12.

Early admission will be considered in accordance with the following:

1. A parent/guardian must submit a **written request** for early admission into kindergarten for the 2009-2010 school year to the **home school principal**.
 - a. Requests by a parent/guardian for early admission into kindergarten for school year 2009-2010 shall be accepted as of January 15, 2009.

Note: For students whose parents/guardians are applying for a magnet program, letters of request for early admission into kindergarten testing should be accepted prior to January 15, 2009. Testing for these students should occur in January and the recommendation letter for early admission into kindergarten should be sent to the Office of Magnet Programs no later than January 30, 2009.
 - b. June 1, 2009 shall be the deadline for written requests from a parent/guardian residing in Baltimore County.
 - c. A parent/guardian providing documentation of a move into Baltimore County after June 1 may have his/her child tested if the child's birthday falls between September 2, 2004 and October 14, 2004.
2. The letter of request for early admission testing should include the following information:
 - Name of child
 - Child's date of birth
 - Name, address, and phone number of parent/guardian
 - Reason for request

3. **Within two weeks** following a written request for early admission into kindergarten, the home school will schedule a meeting between a school administrator and the parent/guardian to discuss the request.
4. If early admission into kindergarten testing is still requested following the meeting, an appointment for testing should be scheduled by the home school. Testing should occur **within one month** of the administrator meeting with the parent/guardian, unless other arrangements are mutually agreed upon.
5. Testing will:
 - Be conducted during one session, on one day.
 - Be administered in English only.
 - Be conducted for admission into a **Baltimore County Public School only**.
6. The assessment will be administered by a trained examiner.
7. Following the administration of the assessment, a written report of the assessment results will be generated by the individual administering the assessment. A decision regarding early admission into kindergarten will be determined by the home school principal and mailed to the parent/guardian within ten (10) business days of the assessment appointment. The decision will be based upon the results of the assessment. A child will be required to score in the above average range on 80% (10 of 13 or greater) of the assessment subtests in order to be recommended for entrance into kindergarten prior to the age of entry guidelines established by the Maryland State Department of Education.
8. A parent/guardian may request a meeting with the home school administrator to discuss the test results and recommendation decision for early admission into kindergarten. The principal may request that the examiner be present for this meeting.
9. A parent/guardian who does not agree with the early admission decision made by the home school principal may appeal the decision to the Associate Superintendent of Curriculum and Instruction.
10. An appeal of the early admission into kindergarten recommendation must be filed in accordance with the following procedures:
 - a. The appeal requesting that the decision be reviewed should be mailed to:
Associate Superintendent of Curriculum and Instruction
ESS Building, Room #300
6901 Charles Street
Towson, Maryland 21204
 - b. The Associate Superintendent of Curriculum and Instruction or designee will research and evaluate the appeal, and issue a written decision.

- c. If the appeal is denied by the Associate Superintendent of Curriculum and Instruction or designee, the written decision will inform the parent/guardian of his/her right to appeal in writing to: Office of the Superintendent, 6901 Charles Street, Towson, MD 21204, Attention: Dr. Carol Batoff, within fifteen (15) calendar days from the date of the Associate Superintendent of Curriculum and Instruction or designee's denial letter or the postmarked date, whichever is later.
- d. The Superintendent's designee will research and evaluate the appeal and issue a written decision on behalf of the Superintendent.
- e. If the appeal is denied by the Superintendent's designee, the written decision will inform the parent/guardian of the right to appeal in writing to: Ms. JoAnn Murphy, President, Board of Education of Baltimore County, 6901 Charles Street, Towson, MD 21204, Attention: Ms. Brenda Stiffler within thirty (30) calendar days of the date of the denial letter in accordance with Section 4-205 of the Education Article of the *Annotated Code of Maryland* and the Board of Education Policy 8339-Internal Board Policies: Operations, Appeal Before Hearing Examiner. An appeal will be considered timely filed, if, within the allotted time period, it has been delivered to the Board of Education, postmarked, or deposited in the U.S. Mail as registered or certified mail.