

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 400-95</b>
<b>Subject: Kindergarten Enrollment/Registration</b>	<b>Issued:</b> <b>11/12/14</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b>

I. Policy

a. Age Requirements for Enrollment

- i. Children enrolling in kindergarten shall be 5 years old or older on September 1 of the school year in which the child applies for entrance.
- ii. In accordance with paragraph iii below, a 4-year-old, upon request by the parent/guardian, may be admitted to kindergarten if the Superintendent or designee determines that the child demonstrates capabilities warranting early admission in accordance with FCPS Regulation 400-89.
- iii. Kindergarten Early Entrance - Parents/guardians may request an exception for early entrance to kindergarten for any child born up to 45 days after the regular cut-off date of September 1 (i.e., September 2-October 16) in accordance with regulations issued by the Superintendent. (See Board Policy 430-1c and FCPS Regulation 400-89). The intent of early entrance to kindergarten is to accommodate those students who show accelerated development both socially and academically.

II. Procedures

a. Enrollment Process

- i. Parents/guardians will register for kindergarten at the child's home school.
- ii. Parents/guardians will bring the appropriate documentation for enrollment to be submitted to the child's home school.
  1. Copy of the child's birth certificate
  2. Proof of residency (gas or electric bill)
  3. Current and up-to-date immunization records

b. Special Situations Regarding Enrollment

i. Children Who Started Public School Kindergarten Outside of Maryland

Children who started a public school kindergarten program in a state where the entry date is later than that of Maryland (5 years old by September 1) will be granted entry to a Frederick County Public Schools (FCPS) kindergarten program at any time during the school year. Close monitoring of progress will occur if the student was not 5 years old by the entry date in Maryland (September 1).

ii. Children Who Started a Nonpublic Kindergarten Program

A student may not transfer from a nonpublic kindergarten during the kindergarten year unless the student meets the minimum age requirement for admission to the FCPS kindergarten program.

iii. Children Who Are Age Eligible and Have Completed a Nonpublic Kindergarten Program

a. Children who have completed a nonpublic kindergarten program in a state other than Maryland and/or in a country other than the United States will be initially placed in first grade pending receipt of school records. Close monitoring of progress will occur to ensure the placement is in the child's best educational interest.

b. A cooperative decision will be made by a multidisciplinary team including parents and school staff to ensure that a first grade placement is in the child's best educational interest. However, if disagreement occurs, the principal will provide a final recommendation after conferring with the instructional director.

iv. Enrollment into First Grade for a Child Five Years of Age

(a) With the exception of FCPS early entrance kindergarten students, a child who is 5 years of age on or before October 16, and has successfully completed a nonpublic approved Maryland kindergarten program, may be enrolled in first grade pending receipt of school records. Close monitoring of progress will occur if the student was not 6 years old by September 1.

(b) A student transferring from another state or country after successful completion of a public kindergarten program may enroll in first grade pending receipt of school records. Close monitoring of progress will occur if the student was not 6 years old by September 1.

(c) A student transferring from another state or country after successful completion of a nonpublic kindergarten program will initially be placed in kindergarten pending receipt of school records. Further assessments may be completed to determine the most appropriate placement in the child's best educational interest.

(d) A cooperative decision will be made by a multidisciplinary team including parents and school staff to ensure that a first grade placement is in the child's best educational interest. However, if disagreement occurs the principal will provide a final recommendation after conferring with the instructional director.

Approved:

*Original signed by*

---

Theresa R. Alban  
Superintendent