



TITLE: PREREGISTRATION, REGISTRATION,
 AND ADMISSION OF PUPILS TO
 KINDERGARTEN

NUMBER: BUL-1312

ISSUER: Maria Reza, Assistant Superintendent
 Student Health and Human Services

DATE: April 12, 2005

POLICY: In order to assist with the admission of children to kindergarten, it is the policy of the District to provide guidelines to schools for procedures related to preregistration and registration of kindergarten pupils.

MAJOR CHANGES: This bulletin replaces Bulletin No. 15, of the same subject dated February 18, 1997. Requirements for tuberculosis examination clearance and guidelines for enrolling Foster Care and Homeless Youth are referenced.

GUIDELINES: The following guidelines apply.

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| <p><u>ROUTING</u></p> <p>Local District Superintendents Local District School Support Directors Local District Instructional Administrators Principals</p> |
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I. INTRODUCTION

Schools are provided a Summary of California Education Code requirements, the Los Angeles County Department of Health Services requirements and Los Angeles Unified School District policies and procedures for admission of children to kindergarten. Definitions of terms are as follows:

“Preregistration” is that procedure which is conducted in the school prior to the beginning of each school year by which parents may complete all the necessary forms preliminary to the actual registration on the first day of school.

“Registration” is that procedure which occurs beginning with the opening day of school when a child is presented for enrollment in a kindergarten class.

“Admission” is that procedure actually assigning to a specific class a pupil who has become eligible to enter the school through proper completion of all registration requirements.



II. AGE REQUIREMENT FOR ADMISSION TO KINDERGARTEN

The California Education code requires that a child's fifth birthday must be on or before December 2 of the school year of enrollment in kindergarten. This is true whether the pupil is admitted in July for a year-round school, in September for a school on traditional schedule, or any other time during the school year. Pupils who will reach the age of five by December 2 may be as young as four years and six months upon admission to kindergarten in a year-round school.

Documentary proof of age is required by law and such documentation must include the first and last name of the child, contain the day, month, and year of birth, and appear valid and unaltered. Acceptable documents include: certificate of birth, duly attested baptismal certificate, passport, health office or vital statistics record of birth date, affidavit of parent, legal guardian, or custodian of the child, or a letter from the Department of Children and Family Services or Department of Public Social Services verifying birth date.

III. IMMUNIZATION AND OTHER HEALTH REQUIREMENTS

California law requires immunization against hepatitis B, varicella, polio, diphtheria, tetanus, measles, rubella, mumps, and pertussis for a pupil's first admission to school. For complete information, refer to Student Health and Human Services Division Bulletin No. 1660, "Immunization Guidelines for School Admission" dated March 31, 2005. The Los Angeles County Department of Health Services requires a tuberculosis examination clearance. Refer to Student Health and Human Services Bulletin No. 1659, "Tuberculosis Examination Requirement for New Entering Students," dated March 31, 2005.

For issues pertaining to Foster Care or Relative Care refer to Student Health and Human Services Division Bulletin No. 787, "Guidelines for Students in Out-of-Home Care," dated July 1, 2004. Homeless children and youth enrollment guidelines are detailed in Student Health and Human Services Division Bulletin No. 1570, "Enrollment of Homeless Children and Youth in Schools," dated February 8, 2005.

IV. PREREGISTRATION PROCEDURE

The official District preregistration period for kindergarten pupils, except in year-round schools, will coincide with the "B" basis time period before the first day of the fall semester. Year-round schools may preregister kindergarten pupils at any appropriate time consistent with the schools' schedule of tracks.



To be preregistered for kindergarten in a District school, the following requirements must be met: First, the child must be present. Second, the child must be accompanied by a parent, guardian, or other responsible adult. For the convenience of parents who may be employed or otherwise unavailable, children may be preregistered by an adult designated in writing by the parent or guardian to perform this service. The designated adult may present the child or children of but one family in addition to her/his own. Third the child must meet minimum age requirements as verified by acceptable documentation. Attendance in any type of preschool class does not entitle a child to admission to kindergarten if minimum age requirement is not met. Residence of the child should be officially established before completion of preregistration.

V. REGISTRATION PROCEDURE

The kindergarten registration period begins on the first day of school. Registration will continue to take place after the first day as pupils may present themselves for enrollment. All kindergarten pupils are required to participate in the registration process whether preregistered or not. The child must be present and accompanied by a parent, guardian, or designated adult to verify that the child is still a resident of the school's attendance area and wishes to be admitted to kindergarten. If the child has not been preregistered, necessary forms must be completed at this time.

School administrators should plan appropriate activities to make this appearance on the first day of school as meaningful and satisfying as possible. Such activities may include an orientation program, tours of the kindergarten facilities, and opportunities to meet the kindergarten teachers, the administrators, and available support services personnel such as the school nurse, psychologist, counselor, etc.

VI. ADMISSION PROCEDURE

The California Education Code requires that school districts admit to kindergarten all eligible children. Because of overcrowded conditions in some District schools, children who would otherwise qualify for kindergarten may not be able to enroll at their school of residence due to lack of space.

If it becomes apparent that there may not be enough space for kindergarten-eligible children in a school, the following steps are to be taken: First, the school notifies the Local District Superintendent when there is an indication that there may not be room for kindergarten-eligible children. This notification should take place in time to allow for the



identification of an appropriate method for housing additional pupils. Next the Local District Superintendent alerts the Office of School Management Services of the potential unavailable kindergarten accommodation at the school. Finally, the Local District, in cooperation with the Office of School Management Services and the school principal, identifies from approved options, appropriate means for housing the additional kindergarten students. As a school's kindergarten enrollment approaches full capacity, parents of enrolling students are notified of the possibility of being bussed to a school that has kindergarten space. Once a school enrolls to its capacity, the next child attempting to enroll is processed to be bussed to a receiver school..

VII. TRANSFER OF KINDERGARTEN PUPILS

All pupils transferring from an LAUSD school with insufficient kindergarten space shall be enrolled in a kindergarten class in the designated District school. Transportation for transferred pupils will be provided by the District. Pupils who transfer from kindergarten programs in schools outside the LAUSD shall be enrolled if they meet the legal requirements for kindergarten admission.

VIII. PUBLIC INFORMATION

Community newspapers and other media should be utilized by principals to inform parents to procedures for preregistration, registration, and admission of children to kindergarten classes in their schools. Every effort should be made to inform parents of the purposes and requirements of preregistration and registration and of the procedures leading to admission and enrollment in kindergarten. Principals are to inform parents of the availability of half-day or full-day kindergarten classes in their schools.

ASSISTANCE:

For assistance or further information, please contact Michael Guillemet at (213) 745-1960.

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