MT. VERNON COMMUNITY SCHOOL CORPORATION
STUDENT ENROLLMENT
AND
EARLY ENTRANCE PROCEDURES

The compulsory attendance laws of the State of Indiana require school attendance for all children from the earlier of the date on which the student officially enrolls in a school or, except in situations described in IC20-33-2-8, Sec. 8, the beginning of the fall term for the school year in which the student becomes seven (7) years of age until the date on which the student:

(1) graduates;
(2) becomes eighteen (18) years of age; or
(3) becomes sixteen (16) years of age but is less than eighteen (18) years of age and the requirements under section 9 of this chapter concerning an exit interview are met enabling the student to withdraw from school before graduation; whichever occurs first.

The minimum age for kindergarten entrance in the Mt. Vernon Community School Corporation will be in accordance with Indiana Statute. Beginning August 1, 2006, and thereafter, a child must be five years of age on August 1 to enter kindergarten in the fall of the corresponding calendar year. The minimum age for first grade entrance in the Mt. Vernon Community School Corporation shall be six (6) years old on August 1 for fall admission during the corresponding calendar year.

Parents who are considering a request for early admission of a child to kindergarten or first grade should refer to Sections A and B of this memorandum.

The Mt. Vernon Community School Corporation will honor differing age requirements of other public school corporations providing supportive documents are submitted. A resident child who has transferred to another school corporation in order to evade the minimum age requirements of the Mt. Vernon Schools shall not be accepted for entrance in the Mt. Vernon Schools until after the close of the first semester.

If a child enrolls in school as permitted under these guidelines and has not attended a kindergarten accredited by the Indiana Department of Education, the superintendent shall make a determination as to whether the child shall enroll in kindergarten or grade 1 based on the process outlined later in this memorandum.

A birth certificate must be presented upon entrance in the Mt. Vernon Schools for the first time. If the birth certificate is presented upon kindergarten entrance, it need not be presented again upon first grade entrance. A physical examination by a doctor and a dental examination by a dentist shall be required upon first grade entrance unless such examinations were recorded upon kindergarten entrance. The corporation shall require each child to provide documentation of the following immunizations:
Below are the number of doses and each vaccine required for school entry:

**3 to 5 years old**
- 3 Hep B (Hepatitis B)
- 4 DTaP (Diphtheria, Tetanus & Pertussis)
- 3 Polio (Inactivated Polio)
- 1 MMR (Measles, Mumps, Rubella)
- 1 Varicella

**K – Grade 1**
- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 Hep A (Hepatitis A)

**Grades 2 to 5**
- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella

**Grades 6 to 11**
- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 1 Tdap (Tetanus & Pertussis)
- 1 MCV4 (Meningococcal)

**Grade 12**
- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 1 Tdap (Tetanus & Pertussis)
- 2 MCV4 (Meningococcal)

**Hep B** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

**DTaP** Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child’s 4th birthday.

**Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV).

For students in grades kindergarten through 4th grade the final dose must be administered on or after the 4th birthday, and be administered at least 6 months after the previous dose.

**Live Vaccines (MMR, Varicella & LAIV)** Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

**Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 8-12.

**Tdap** There is no minimum interval from the last Td dose.

**MCV4** Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.
A parent or guardian who does not wish to have their child immunized due to religious or medical reasons must submit a written request for exemption from this regulation to the superintendent. A request for exemption for religious reasons may be submitted without supporting documentation. A request for exemption under medical reasons, however, must include the written recommendation of a physician licensed to practice in the state of Indiana.

Students who wish to enroll in the Mt. Vernon schools during the school year, or at the start of the school year in a grade other than kindergarten or first grade, should check with the building principal for eligibility requirements and proper procedures.

A. Application for Early Admission to Kindergarten

Any child who attains the age of five (5) on or before August 1 of a school year will be admitted to the kindergarten program of the Mt. Vernon Schools. If the child is younger than 5 years and the parent(s)/guardian(s) of the child wish to enroll the child in kindergarten, they must submit a written request to the superintendent. Only children who will turn five (5) years of age during the month of August will be considered for early admission. The request must be made no later than June 15th. The superintendent will appoint a panel to review the application and make a determination as to whether to grant the request. The committee will include an elementary principal, social worker, and two primary teachers. In addition to reviewing the application, the panel may require an interview with the child and/or the parent(s)/guardian(s). The determination of whether to admit the child to kindergarten will be based upon the following:

1. Whether early entrance is in the best interest of the child. A child coming into the school corporation from out-of-state public kindergarten program or an in-state public kindergarten program and who does not meet the Indiana state age-eligibility requirements, will be admitted to the kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

2. The results of a battery of tests administered and interpreted by a psychologist, licensed in Indiana and certified by the Indiana Department of Education. All costs associated with collecting and providing this data are the responsibility of the parent/guardian. An exception to this provision is provided for parents/guardians who apply for and qualify for free or reduced meals under the Federal School Lunch Program. Applications are available upon request from the superintendent’s office. Applications must be filed and approved BEFORE any arrangements are made for testing to receive financial assistance. Any questions regarding this component must be addressed to the superintendent. The battery of tests must include the results from the following areas:

<table>
<thead>
<tr>
<th>AREA</th>
<th>RECOMMENDED TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Intelligence</td>
<td>Wechsler</td>
</tr>
<tr>
<td>(b) Achievement</td>
<td>Woodcock-Johnson</td>
</tr>
<tr>
<td>(c) Perceptual Motor Skills</td>
<td>Visual Motor Integration Test</td>
</tr>
<tr>
<td>(d) Receptive Verbal</td>
<td>Peabody</td>
</tr>
</tbody>
</table>
The recommendation must include an assessment of the child’s maturity and attention span also.

3. Whether or not there is space available in the kindergarten program at the school which the child will attend. In determining the availability of space, the committee may consider whether the admittance of the child will cause the school’s Primetime teacher-pupil ratio to be exceeded.

If there are more applicants than the number of spaces available, and it is determined that more applicants qualify for early entrance than space available, the determining factor for acceptance shall be the birthdate of the child; children with birthdates closest to the August 1 cutoff date will be admitted to the kindergarten program.

If no space is available, or if it is determined that it is not in the best interest of the school or the children to admit additional students, no early entrance application(s) will be accepted.

The superintendent shall advise the parent(s)/guardian(s) of the committee’s decision in writing by certified mail.

B. Application for Early Admission to First Grade.

Beginning August 1, 2006, any child who attains the age of six (6) on or before August 1 of a school year, and who has successfully completed a kindergarten program certified by the Indiana Department of Education, will be admitted to the first grade of the Mt. Vernon Schools. If the child is younger than six (6) years and the parent(s)/guardian(s) of the child wish to enroll the child in first grade, they must submit a written request to the superintendent on or before June 15th. The superintendent will appoint a panel to review the application and make a determination as to whether to grant the request. The makeup of the panel, and the criteria to determine whether to grant the request, are the same as those specified for early entrance to kindergarten. If the child meets the age requirements for admission to first grade, but has not completed a kindergarten program certified by the Indiana Department of Education, the superintendent will determine whether the child will be placed in kindergarten or first grade. The superintendent may use the criteria and procedures from the early admission for kindergarten/first grade and/or any other evidence the superintendent may wish to consider to make the placement determination. All admissions under this policy are conditional admissions/placements. On or before the end of the first nine weeks, the principal and the child’s teacher will evaluate whether the child’s placement is appropriate or should be modified. The decision of the principal and the child’s teacher is final.

C. Appeal of Decision

The decision of the Early Entrance Committee may be appealed to the superintendent of schools. The superintendent’s determination is final, and no further appeal is available.

Approved 8/29/91
Revised 2/1/15
MT. VERNON COMMUNITY SCHOOL CORPORATION
APPLICATION FOR CONSIDERATION OF EARLY ENTRANCE TO KINDERGARTEN

Indiana state law sets age five (5) by August 1 as the entrance date for kindergarten. The Mt. Vernon Community School Corporation supports this time for school entrance as one likely to insure that most children will be developmentally ready for both kindergarten and future educational experiences.

There are, however, unusual circumstances where early entrance may be appropriate for the educational needs of a child who will reach age 5 after August 1 but on or before August 31 of the school year. Careful consideration must be given to the child’s needs, development, maturity, and the effect such early entrance may have on school success during all phases of maturation, including adolescence and college entrance.

Decisions regarding early entry will be made after evaluation by the Early Entrance Committee which may include kindergarten teachers, administrators, school counselors or social workers, and other school staff.

Child’s Name                          Date of Birth
Parent(s) Name(s)                   Home Telephone
Mailing Address                      Work Telephone
City                  State    Zip       Cell Telephone

On a separate page, briefly summarize the reasons you believe your child needs to enter school earlier than the state scheduled age of five (5) by August 1. Include evidence of early abilities in language, mathematics, physical development, and social maturity. Attach a copy of your child’s birth certificate and any supporting material from your child’s pre-school, as well as, the test results and recommendation from a psychologist as required by the Mt. Vernon Community School Corporation’s Early Entrance Procedures.

Parent Acknowledgement and Affirmation Statement
I have read the Mt. Vernon Community School Corporation policies concerning early admission to kindergarten, and I understand the requirements and responsibilities outlined in those documents. Additionally, I am willing to attend a group meeting for parents requesting early entrance and to participate in an individual interview and screening process with my child. I, also, affirm that the information included in this application is, to the best of my knowledge, true and reliable.

Parent’s Signature                         Date

Please return to Superintendent: Mt. Vernon Community School Corporation
1776 West State Road 234
Fortville, IN 46040

Adopted 8/29/91; Revised 3/22/09
MT. VERNON COMMUNITY SCHOOL CORPORATION
APPLICATION FOR CONSIDERATION OF EARLY ENTRANCE TO FIRST GRADE

Indiana state law requires school attendance for all children in the fall for the school year in which the child becomes seven (7) years of age. Normally, the child must be six (6) by August 1. The Mt. Vernon Community School Corporation supports this time for first grade entrance as one likely to insure that most children will be developmentally ready for both the first grade and future educational experiences.

There are, however, unusual circumstances where early entrance may be appropriate for the educational needs of a child who will reach age six (6) during the month of August. Careful consideration must be given to the child’s needs, development, maturity, and the effect such early entrance may have on school success during all phases of maturation, including adolescence and college entrance.

Decisions regarding early entry will be made after evaluation by the Early Entrance Committee which may include primary teachers, administrators, school counselors or social workers, and other school staff.

<table>
<thead>
<tr>
<th>Child’s Name</th>
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</thead>
<tbody>
<tr>
<td>Parent(s) Name(s)</td>
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</tr>
<tr>
<td>Mailing Address</td>
<td>Work Telephone</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

On a separate page, briefly summarize the reasons you believe your child needs to enter first grade earlier than the state scheduled age of six (6) by August 1. Include evidence of early abilities in language, mathematics, physical development, and social maturity. Attach a copy of your child’s birth certificate and any supporting material from your child’s pre-school, as well as, the test results and recommendation from a psychologist as required by the Mt. Vernon Community School Corporation’s Early Entrance Procedures.

Parent Acknowledgement and Affirmation Statement
I have read the Mt. Vernon Community School Corporation policies concerning early admission to first grade, and I understand the requirements and responsibilities outlined in those documents. Additionally, I am willing to attend a group meeting for parents requesting early entrance and to participate in an individual interview and screening process with my child. I, also, affirm that the information included in this application, to the best of my knowledge, is true and reliable.

Parent’s Signature | Date

Please return to Superintendent: Mt. Vernon Community School Corporation
1776 West State Road 234
Fortville, IN 46040

Originated 8/29/91; Revised 6/15/92; 4/17/95; 4/17/00; 9/21/01; 6/27/05; 2/10/06