



Guidelines for Early Entrance to Kindergarten or First Grade

1. Any student, parent/guardian or teacher may make a referral for any child residing within the Columbus City Schools boundaries to be evaluated for possible early entrance into Kindergarten or First Grade. *Early Entrance Applications* shall be available at the Gifted & Talented offices, from gifted staff throughout the District, and on the District web site. The form shall describe the procedures for submitting the request to the Gifted & Talented office.
 - a. Forms will be available between April 1 and May 15 for evaluations for early entrance in the fall of the next school year.
 - b. Forms will be available between October 1 and November 10 for evaluations for early entrance in January of the current school year.
 - c. A child whose birthday is after December 31 must have a referral made by a physician, licensed psychologist, or educator possessing a valid license from the Ohio Department of Education.
 - d. Columbus City Schools only conducts early entrance evaluations for students residing within and intending to enroll in Columbus City Schools. Early entrance evaluation decisions are not transferrable between districts unless the student has already attended school within the district making the placement decision.
2. Early Entrance referrals received within designated time frames will be tested as indicated below:
 - a. Referrals with permission made sixty (60) or more days prior to the start of the school year shall be evaluated in advance of the start of the school year so that the child may be placed in the accelerated placement on the first day of school.
 - b. Referrals with permission made sixty (60) or more days prior to the start of the second semester shall be evaluated for possible accelerated placement at the start of the second semester.
 - c. Referrals received by May 15 will be evaluated during the first two weeks of June for possible entrance in the fall.
 - d. Referrals received by November 10 will be evaluated in December for possible entrance in January.
3. Phase I of the assessment will include a cognitive screener using a brief intelligence test.
 - a. In accordance with the state-required *Iowa Acceleration Scale*, the student must score at least a 115 on the cognitive test for acceleration to be further considered as an option.
 - i. Children who score 115 or higher will be eligible for Phase II of the assessment.
 - ii. The evaluation process will end if this score is below 112.
 - iii. Children with a score of 112 to 114 will be eligible for a full intelligence test but must score at least 115 on the Phase II intelligence test to continue with the process.
4. Phase II of the assessment will include a cognitive test and academic subject tests in the areas of reading, math, and writing.
 - a. In accordance with the state-required *Iowa Acceleration Scale*, the student must score at least a 115 on the full cognitive test for acceleration to be further considered as an option. The evaluation process will end if this score is below 115.



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- b. In accordance with the state-required *Iowa Acceleration Scale*, the student must earn at least 10 ratings points for cognitive, on-grade level achievement scores, and above grade level achievement scores for acceleration to be further considered as an option. The evaluation process will end if this score is below 10.
 - c. Parents/guardians who wish to submit outside academic and/or cognitive evaluations conducted by a licensed professional within 30 days of the early entrance application may do so by including the official score reports with the application.
 - i. The submitted scores may be considered in the placement process if the tests are comparable to those used by the district in the evaluation process.
 - ii. The district is not bound to accept placement recommendations by other outside professionals or districts if not already implemented by the other entity.
 5. If a student meets the minimum testing outcomes outlined in the *Iowa Acceleration Scale*, the Gifted & Talented office will arrange for a meeting with the Acceleration Committee (the parent/guardian, a Gifted Resource Specialist, a Kindergarten teacher, and a building principal) to go through other components of the *Iowa Acceleration Scale* and to determine best placement.
 6. Final placement will be based on consensus of the Acceleration Committee. If consensus cannot be reached, placement will be determined by majority vote of the Committee.
 7. If a student is found eligible for early entrance to Kindergarten or First Grade, a letter indicating such will be provided to the parent/guardian at the conclusion of the placement meeting. The parent/guardian must take that to Central Enrollment to enroll the student in school for the next year.
 8. Eligible students may be entered in the lottery process for placement into alternative schools once a letter of eligibility for early entrance is issued.
 - a. Students and families are bound by lottery procedures and timelines outlined elsewhere in district guidelines.
 - b. Early First Grade entrants who are already registered for Kindergarten in a school based on lottery placement into a Kindergarten seat must resubmit a lottery application for First Grade placement into a First Grade seat or enroll in the home school based on attendance area.
 9. Appeals of the outcomes by the parent or guardian must be made in writing within 30 days of the date of the results letter to the Executive Director, Office of Improvement and Innovation.