



Parent Guidelines to Applying for Early Admission into Kindergarten

Age of Admission

The following are the Maryland State Department of Education age requirements for enrollment to kindergarten. *See, Annotated Code of Maryland, Education Article §7-101, Admission of Students; COMAR 13A.08.01.02, Age for School Attendance*

School Year	Program	Cutoff date	Date of Birth
2019-2020	Preschool 3	3 years old by Sept. 1	DOB 9/2/15 – 9/1/16
2019-2020	Prekindergarten	4 years old by Sept. 1	DOB 9/2/14 – 9/1/15
2019-2020	Kindergarten	5 years old by Sept. 1	DOB 9/2/13 – 9/1/14
2019-2020	First Grade	6 years old by Sept. 1	DOB 9/2/12 – 9/1/13

A four year old child may be recommended for early admission to kindergarten upon written request of the parent or guardian if the superintendent or his/her designee determines that the child demonstrates capabilities warranting grade acceleration as demonstrated on the identified assessment.

In order to be considered for early admission to kindergarten for school year 2019–2020, the child must turn five between September 2 and October 14, 2019. The procedures for requesting early admission to kindergarten may be obtained at the child’s home school, from the Office of Early Childhood Programs, or on the Baltimore County Public Schools’ (BCPS) Web site at [the Office of Early Childhood page.](#)

Early Admission Request Deadlines

1. Early admission requests for the succeeding school year must be submitted to the home school principal between January 15 and May 1 of the current school year.
2. For students applying for a magnet program, early admission requests must be submitted to the home school principal by no later than the published magnet application deadline. Assessments for students applying for enrollment in a magnet program will take place in January so that the recommendation decision for early admission may be forwarded to the Office of Magnet Programs by the last business day of January.
3. The deadlines outlined in this section are mandatory. Early admission requests will be deemed timely if hand-delivered to the home school, on or before the request is due, or if deposited in the United States mail before the date the request is due.

New Baltimore County Residents

Under certain conditions, a parent(s) who moves into Baltimore County after the May 1, 2018, deadline may request early admission to kindergarten. In order for a request to be considered, the child's birthday must fall between September 2 and October 14 **AND** the request must be made no later than the first day of school for the 2019–2020 school year.

Early Admission Procedures

1. The parent/guardian must submit a **written request** for early admission to kindergarten to the **home school principal**. No electronic communications will be accepted.
2. The written request for early admission should include the following information:
 - ❑ Name of child
 - ❑ Child's date of birth
 - ❑ Name, address, phone number of parent(s)/guardian(s), and e-mail address
 - ❑ Reason for request for grade acceleration
3. **Within two weeks** following receipt of a written request for early admission, a conference in person or by phone will be conducted between a school administrator and the parent to discuss the request. During this conference, the administrator will inform the parent/guardian that assessment for early admission to kindergarten follows a process similar to that used to request grade acceleration for a child currently enrolled in a BCPS school.
4. If an early admission assessment is still requested following the conference, an appointment for assessment should be scheduled by the home school. The initial testing session should occur **within one month** of the administrator conference with the parent unless other arrangements are mutually agreed upon.
5. The administrator will provide the parent with parent/guardian surveys for English Language Arts and for Mathematics. If the child is currently attending a preschool or prekindergarten program, teacher surveys for English Language Arts and for Mathematics will also be provided to the parent. Questionnaires should be completed and returned to the test examiner on the day of the early admission assessment.
6. Any child recommended for early admission to kindergarten shall be enrolled by the parent no later than the first day of classes for students of school year 2019–2020 or the recommendation will automatically be rescinded and deemed void.

Early Admission Assessment

1. Early admission assessments will be administered solely for admission to a **Baltimore County public school** in the following manner:
 - Each assessment is conducted during one session, on one day.
 - A second testing session will be conducted if warranted by the results of the initial assessment (i.e., child scores at or above the high average range on 5 or 6 of the subtests administered during the initial assessment session. The second session will be scheduled within two weeks of the initial assessment unless other arrangements are mutually agreed upon.
 - Administered in English only
 - Administered by a trained examiner
2. Assessments conducted by Baltimore County Public Schools' personnel are the only assessments that will be considered for the purpose of early admission to kindergarten. No other reports or assessment data will be considered.
3. Following the administration of the assessment, a written report of the assessment results will be generated by the individual administering the assessment.
4. A decision regarding early admission will be determined by the home school principal and mailed to the parent within ten (10) business days of the assessment.
5. The decision will be based upon the results of the assessment. A child will be required to score in the high average range or above on 7 or more of the 9 assessment subtests in order to be recommended for entrance to kindergarten.
6. A child who scores in the high average range or above on 5 or 6 of the subtests will be scheduled for a second assessment session, during which three additional subtests will be administered. The child must score at the advanced level or above on all three of the additional subtests in order to be recommended for early entrance to kindergarten.
7. The parent may request a meeting with the home school administrator to discuss the assessment results and recommendation decision for early admission. The principal may request that the examiner be present for this meeting.

Appeal Process

1. A parent who does not agree with the early admission decision made by the home school principal may appeal that decision in accordance with the following process. All appeals must be in writing; no electronic communications will be accepted.
2. Appeal to the Executive Director
 - a. A decision of the principal to deny early admission to kindergarten under these guidelines may be appealed to the Executive Director of Academics (hereinafter, executive director).
 - b. The appeal must be made in writing and filed with the executive director **within fifteen (15) calendar days** of the date of the notice of early admission denial.
 - c. The appeal shall be mailed to:
Executive Director of Academics, Baltimore County Public Schools
Jefferson Building, Room 328
105 W. Chesapeake Avenue, Towson, Maryland 21204
 - d. The executive director, or his/her designee, will review the facts of the case and issue a final decision in writing.
3. Appeal to the Superintendent
 - a. If the appeal is denied or the party is not satisfied with the decision rendered by the executive director, he/she may further appeal that decision by filing an appeal with the superintendent.
 - b. The appeal must be made in writing and filed with the superintendent **within ten (10) calendar days** of the date of the executive director's decision.
 - c. The appeal shall be mailed to:
Office of the Superintendent
Attn: Ms. Allyson Huey, Manager, Employee and Student Appeals
Baltimore County Public Schools, Greenwood Administration Building
6901 Charles Street, Towson, Maryland 21204
 - d. The superintendent, or his/her designee, will review the facts of the case and issue a final decision in writing.
4. Appeal to the Board of Education
 - a. A decision of the superintendent, or his/her designee, regarding the denial of early admission to kindergarten may be appealed to the Board of Education of Baltimore County.
 - b. The appeal must be made in writing and filed with the Board **within thirty (30) calendar days** of the date of the Superintendent's decision.
 - c. The appeal shall be mailed to:
Board of Education of Baltimore County
Attn.: Senior Executive Administrative Assistant to the Board
6901 Charles Street, Towson, Maryland 21204
 - d. The procedures for filing an appeal with the Board are outlined in Board of Education Policy 8340, *Appeal Before the Board of Education*. The policies governing appeals to the Board, as well as a copy of the appeals and hearings handbook, are available on the Baltimore County Public Schools' Web site at the [Policies and Rules Page](#).