



**QUEEN ANNE'S COUNTY
PUBLIC SCHOOLS**

Where Our Future Begins

GUIDELINES FOR PARENTS: APPLYING FOR EARLY ADMISSION TO KINDERGARTEN FOR YOUR CHILD

Queen Anne's County Public School

Early Learning Office

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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.*

In order to be considered for early admission to kindergarten for school year 2023-24, the child must turn five between September 2 and October 14, 2023.

Early Admission Procedures

1. The parent¹ must submit a **written request** for early admission to kindergarten to the **home school administrator** between March 1 and July 1 of the current school year. Under certain conditions, a parent(s) who moves into Queen Anne's County after the July 1 deadline, may request early admission to kindergarten. In order for a new resident 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 2023-2024 school year.
2. Only a written request for early admission will be accepted. Verbal or electronic communication will not be accepted. The written request should include the following information:
 - Name of the child
 - Child's date of birth
 - Name, address, and phone number of parent(s)/guardian(s)
 - Reason for request
3. **Within two weeks** following the receipt of a written request for early admission, a conference in person or by phone will be conducted between the school administrator or his/her designee and the parent to discuss the request.
4. If early admission is still requested following the conference, an appointment for the assessment will be scheduled by the home school. The assessment should occur **within one month** of the administrator/designee conference with the parent unless other arrangements are mutually agreed upon.

¹ Parent is defined as the biological or adoptive parent, legal guardian, or person acting in the absence of the parent or guardian.

Early Admission Assessment

1. Early admission assessments will be administered solely for admission to a **Queen Anne's County public school** in the following manner:
 - Conducted during one-two sessions, on one day (unless extenuating circumstances)
 - Administered in English only
 - Administered by a trained examiner
2. Assessments conducted by Queen Anne's County Public Schools personnel are the only assessments that will be considered for the purpose of early admission to kindergarten. No other reports or assessments 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 and shared with the school administrator.
4. A decision regarding early admission will be determined 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 superior range in 8 of 14 of the assessment subtests in order to be recommended for early admission to kindergarten.
6. The parent may request a meeting with the school administrator to discuss the assessment results and recommendation decision for early admission. The school administrator may request the examiner and the Early Learning/Elementary Supervisor to be present during the meeting.
7. 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 2023-2024 or the recommendation will automatically be rescinded and deemed void.
8. All cases of early admission will be on an initial trial basis for a period of six weeks. Following the six-week trial period, all involved parties will meet and consider information related to the child's ability to function successfully at the grade level as reflected through observation and documentation made by members of the evaluation team and classroom teacher. If the team agrees the child is functioning satisfactorily, the child will remain in the setting. If the team agrees that the child is not functioning satisfactorily, then the team will place the child in the appropriate educational setting.

Appeal Process

1. A parent who does not agree with the early admission decision made by the school may appeal that decision in accordance with the following process. All appeals must be in writing; **no verbal or electronic communications will be accepted.**
2. Appeal to the Assistant Superintendent of Curriculum and Instruction:
 - o A decision by the home school to deny early admission to kindergarten under these guidelines may be appealed to the Dr. Marcia Sprankle, Assistant Superintendent of Curriculum and Instruction.
 - o The appeal must be made in writing and filed with the Assistant Superintendent of Curriculum and Instruction **within fifteen (15) calendar days** of the date of the notice of early admission denial.
 - o The appeal should be mailed to:

Assistant Superintendent of Curriculum and Instruction
Queen Anne’s County Public Schools
202 Chesterfield Avenue
Centreville, Maryland 21617
 - o The Assistant Superintendent of Curriculum and Instruction and/or his/her designee, will review the facts of the case and issue a decision in writing within two weeks of receiving the appeal.
3. Appeal to the Superintendent:
 - o If the appeal is denied or the party is not satisfied with the decision rendered by the Assistant Superintendent of Curriculum and Instruction, he/she may further appeal that decision by filing an appeal with the superintendent.
 - o The appeal must be made in writing and filed with the Superintendent **within ten (10) calendar days** of the date of the Assistant Superintendent of Curriculum and Instruction decision.
 - o The appeal shall be mailed to:

Office of the Superintendent
Queen Anne’s County Public Schools
202 Chesterfield Avenue
Centreville, Maryland 21617
 - o The superintendent, or his/her designee, will review the facts of the case and issue a decision in writing within two weeks of receiving the appeal.
4. Appeal to the Board of Education:
 - o 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 Queen Anne’s County.
 - o 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.
 - o The appeal shall be mailed to:

President of the Board of Education of Queen Anne’s County
Queen Anne’s County Public Schools
202 Chesterfield Avenue
Centreville, Maryland 21617

Frequently Asked Questions
Applicable to School Year 2023-2024

1. *What is the age of entry into kindergarten for school year 2022-2023?*

For school year 2023-2024, children must be five years of age on or before September 1, 2023.

2. *What are my options if my child misses the cut-off date?*

Parent(s)/guardian(s) may request testing for early admission to kindergarten. In order to be eligible for early admission testing for the school year 2023-2024, the child must turn five between September 2-October 14th. A child whose fifth birthday falls beyond October 14, 2023, is not eligible for early admission to kindergarten.

3. *How do I apply for early admission to kindergarten for my child?*

Parent(s)/guardian(s) must submit a written request for early admission to kindergarten to the principal of the elementary school that serves the home address (home school) of parent(s)/guardian(s) residing in Queen Anne's County. The letter of request must include the following:

- Name of the Child
- Child's date of birth
- Name, address, and phone number of parent(s)/guardian(s)
- Reason for request

4. *When can I apply for early admission to kindergarten for my child?*

Letters of request will be accepted between March 1, 2023 and July 1, 2023 for the school year 2023-2024.

5. *What determines whether or not my child is recommended for early admission to kindergarten?*

A standardized assessment will be administered to your child. A child must score in the superior range on at least 8 out of 14 of the subtests in order to be recommended for entrance to kindergarten prior to the *Age for School Attendance* as defined in COMAR 13A.08.02. These scores are a predictor that your child, if accelerated, will continue throughout his/her school career as a top student.

6. *When will my child be tested and how do I find out the results of the testing?*

- o A conference in person or by phone with school administrator or his/her designee will be scheduled within two weeks following the receipt of the written request for early admission testing.
- o Unless other arrangements are mutually agreed upon, testing will be conducted at the home school within one month following the conference with the administrator.
- o Within ten business days, a written recommendation regarding early admission into kindergarten will be sent to the home.

- o The parent/guardian may request a conference to discuss the results of the testing.

7. *In what areas will my child be tested?*

Fourteen subtests will be administered to your child. They include:

- o Letter-Word Identification
- o Reading Recall
- o Understanding Directions
- o Spelling
- o Passage Comprehension
- o Applied Problems
- o Writing Samples
- o Word Attack
- o Picture Vocabulary
- o Oral Comprehension
- o Science
- o Social Studies
- o Humanities
- o Sound Awareness

8. *Can I be in the room with my child when he/she is tested?*

One parent/guardian may be in the room with his/her child during the testing session. Parent(s)/guardian(s) may also wait in a designated area of the school but may not leave the school building while his/her child is being tested.

9. *Can I prepare my child for the test?*

No preparation is needed for the assessment.

10. *Can my child take the test a second time?*

The assessment is only administered one time to a child.

11. *How long will the test take?*

Children respond differently to testing. In order for short breaks to be taken by the child, plan for approximately two hours.

12. *My child's first language is not English, but I still want him/her tested. What can I do?*

The assessment is only administered in English. This should be discussed at the conference with the school administrator.

13. I just moved to Queen Anne's County and the date has passed for requesting early admission into kindergarten. Can I send a letter of request now?

Under certain conditions, a parent(s)/guardian(s) who moves into Queen Anne's County after the July 1, 2023 deadline may request early admission to kindergarten testing. 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 by no later than the first day of school for the 2023-2024 school year.

14. Will testing from a nonpublic pre-kindergarten be accepted for early admission to a Queen Anne's County kindergarten?

No. Testing must be administered by a trained examiner at the home school and must occur in accordance with the Queen Anne's County Public Schools 2023-2024 *Guidelines for Applying for Early Admission to Kindergarten*.

15. My child will be attending a nonpublic approved kindergarten program in Maryland. Can he/she transfer from the nonpublic program into a Queen Anne's County Public School's kindergarten during the school year?

As per COMAR 13A.08.01.01C, "A child who resides in this state and attends a nonpublic kindergarten program for part of the year may transfer to a public kindergarten if the child meets the minimum age requirements for admission to a public school kindergarten program..." For school year 2023-2024 the child must have turned five September 1, 2023.

16. My child does not meet the September 1 cut-off date but is currently enrolled in a public kindergarten in another Maryland jurisdiction or in another state. If I move, can my child transfer into a Queen Anne's County Kindergarten program?

Students moving into Queen Anne's County after the beginning of the school year, who were enrolled in and attended a public kindergarten in Maryland or a public kindergarten in any other state, may be placed in kindergarten regardless of whether they meet the age of entry guidelines for Maryland. Documentation confirming enrollment in a public kindergarten must be provided prior to registration in a Queen Anne's County Public Schools' kindergarten.

If you have further questions, please contact, Cheryl Cox, Early Learning Supervisor of Instruction and Curriculum at cheryl.cox@qacps.org or 410-758-2403, ext. 197.