

## STUDENTS

§8-20 School Assignment

- A. No less than thirty (30) calendar days prior to spring kindergarten registration, potential over-enrolled schools will send a survey to the parents of all currently enrolled students asking if they are planning to register a child for the upcoming school year in either kindergarten or first grade or both. An introductory statement will clearly express the purpose of the survey is to provide priority registration for incoming kindergarten and first grade students with siblings already attending the school serving that family's residence.
- B. If a family does not meet the criteria set forth in subsection A, they will be asked to sign and date the form and return it to the school.
- C. If a family meets the criteria set forth in subsection A, they will complete a section of the survey asking for them to provide the name(s) of their child(ren) currently attending the school. Additionally, a space will be provided for them to supply the name and date of birth of their incoming kindergarten or first grade student. In the case of a rising first grade student, parents will also be asked to provide the name and address of the child's kindergarten provider.
- D. Parents will be given a deadline of ten (10) days after the survey is distributed to submit their survey to the school. Reasonable attempts will be made by the school's attendance secretary to contact parents who have not responded by the deadline.
- E. Prior to kindergarten registration day, a list of all incoming kindergarten and first grade students with siblings attending the school will be compiled and a seat will be reserved at the appropriate grade level for every child on the list.
- F. On kindergarten registration day the number of kindergarten students with siblings plus the number of potential kindergarten retentions will be deducted from the total number of seats available and overflow letters will begin to be distributed when that reduced number is reached. On the day first grade registration opens, the number of first grade students with siblings and the number of potential first grade retentions will be deducted from the total number of seats available based on the school's current kindergarten enrollment. If the current kindergarten enrollment meets or exceeds the number of first grade seats available, including retentions, then incoming first graders will be placed using the overflow procedures.
- G. Within thirty (30) days after kindergarten or first grade registration opens, parents who have not yet registered their incoming kindergarten or first grade student with a sibling attending the school, but have responded to the survey indicating they have siblings, will be contacted by the attendance secretary and asked if they still intend to register their child. If so, they will be given ten (10) days from the date of the contact to register their child and informed that their priority seat will be forfeited at the end of the ten (10) days.