



## Qualifications of Attendance and Placement

### Section 3000 - Students

#### Kindergarten Early Entry, Intervention Entrance Qualifications

Eligibility and procedure for the exemption from the age requirement is outlined in Policy 2230 -Transition to Kindergarten Program.

#### Admission of Students Aged Twenty-One or Older

1. The student will petition the superintendent for admission.

The petition will identify the student's name, age, address and grade level or program of study.

If approved, the petition will specify the tuition fee to be paid, will be signed by the student and the superintendent and will constitute the written agreement required by law. It will be retained as a public document and made available to the state Superintendent of Public Instruction upon request.

The tuition fee will be calculated in the same way the state Superintendent of Public Instruction determines the cost of educating a student in the district, except that a disabled student who turns twenty-one during the school year will only pay that amount of money deemed as "excess cost."

#### Placement of Student on Admission

Enrollment of Pre-K through 5th grade students occurs at the District Office.

Enrollment of 6th - 8th grade students occurs at Lucille Umbarger Middle School.

Enrollment of 9th (freshman) - 12th (senior) grade occurs at the Burlington-Edison High School

#### School Placement Considerations

Placement of students is based upon the following factors:

1. Student's permanent residence with the school boundary map
2. Placing siblings to attend the same school,
3. Capacity within the general education grade,
4. Appropriate special education services are available,

Placement of students shall occur in the following priority order:

1. Resident student transfer requests;
2. New resident student registrations; and
3. Non-resident student registrations.

### **Class-size Guidelines for Enrollment Purposes**

Student placement is processed with the intent to maintain class-sizes at or below the following.Procedure No. 3110P guidelines. In addition, the class-size guidelines shall be used to create equitable class-size numbers across the district through the enrollment process.

1. K – 2nd Grade: 25 students
2. 3rd – 6th Grade: 27 students
3. 7th – 8th Grade: 30 students
4. 9th – 12th Grade: Determined by High School Administration and approved by the Superintendent.

If class-size enrollment guidelines are exceeded, the building principal(s) and superintendent shall be consulted prior to finalizing placement and informing the family.

### **Grade Level Placement**

The superintendent designee shall evaluate the educational record and assessments of all other students to determine their appropriate grade level placement. A temporary classroom assignment may be made for no more than thirty calendar days for the purpose of evaluation prior to making the final placement decision. At, or prior to, the conclusion of the temporary classroom assignment period the building principal will finalize the placement decision.

**Revised:** 5/15, 3/25